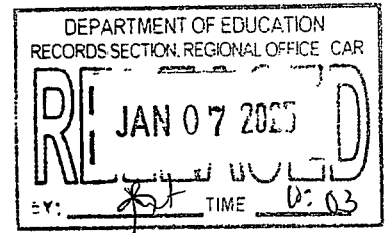




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



06 January 2025

REGIONAL MEMORANDUM
NO. 011.2025

CONDUCT OF SUPERVISORY DEVELOPMENT COURSE

To: Assistant Regional Director
All Schools Division Superintendents
All Regional Functional Division Chiefs
All Others Concerned

1. In relation to RM No. 707, s. 2024 (Professional Development Activities for Non-Teaching Personnel), this Office, in partnership with the Civil Service Commission-CAR shall conduct the **Supervisory Development Course** at the **NEAP Hall, DepEd CAR, Wangal, La Trinidad, Benguet** on **January 14-17, 2025**.
2. The activity aims to empower participants with the skills and mindset needed to excel in supervisory roles. To ensure the effectiveness and success of this training, participants must meet the following qualifications:
 - a. currently occupy a Non-Teaching position heading a unit or section or have the potential to lead a unit/ section or serve as a focal person of DepEd PPAs; and
 - b. possess experience in leading the conduct of programs/ projects that contribute to the goals and objectives of respective division/unit/ section as identified by their immediate supervisor.
2. Attached are the following enclosures for reference and guidance:
Enclosure 1: Activity Matrix
Enclosure 2: Allocation of Participants and Names of RO TWG
Enclosure 3: Nomination Form for SDO Participants
3. All SDO SDSs and RO FD Chiefs are required to submit the names of participants using the template in Enclosure 3. Furthermore, the details shall be encoded via **[https://tinyurl.com/ confHRDD](https://tinyurl.com/confHRDD)** before January 10, 2025. Signed copies of the nominations shall be sent via email address **car.hrdd@deped.gov.ph**.
4. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Lauren Likigan, SEPS-HRDD through email address at **car.hrdd@deped.gov.ph**.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director


*HRDD/RCA/RM - Conduct of Professional Activities for Non Teaching Personnel
January 6, 2025*



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

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 DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP C285
24 02 0192

Indicative Activity Matrix

SCHEDULE OF ACTIVITIES

SUPERVISORY DEVELOPMENT COURSE TRACK 1

"Making a Difference"

14-17 January 2025



CIVIL SERVICE COMMISSION
Republic of the Philippines
Cordillera Administrative Region

Table with 3 columns: Date/Time, Module/Session Topics, Subject Matter Expert/Co-Facilitator

Day 1

Table rows for Day 1: 7:30 AM-8:00 AM Registration/ Attendance; 8:00 AM- 12:00 NN Preliminary Activities; 1:00 PM-5:00 PM Module I. Personal Effectiveness for Supervisors; 5:00-5:15 PM Post L&D Activities

Day 2

Table rows for Day 2: 7:00 AM-8:00 AM Registration/ Attendance; 8:00 AM-8:10 AM Preliminaries; 8:10 AM-10:30 AM Module I. Personal Effectiveness for Supervisors; 10:31AM-12:00 NN Module II. Supervision: A Challenge and a Commitment; 1:00 PM- 5:00 PM Module II. Supervision: A Challenge and a Commitment; 5:00 PM-5:15 PM Post L&D Activities

SUPERVISORY DEVELOPMENT COURSE TRACK 1

"Making a Difference"

14-17 January 2025



Date/Time	Module/ Session Topics	Subject Matter Expert/ Co-Facilitator
Day 3		
7:00 AM-8:00 AM	Registration/ Attendance	CSC Co-Facilitator
8:00 AM -8:10 AM	Preliminaries Management of Learning Introduction of SME	
8:10 AM-10:30 AM	Module II Supervision: A Challenge and a Commitment <ul style="list-style-type: none"> • <i>Delegation: Barriers and Benefits</i> • <i>The Supervisor Transforms</i> 	Subject Matter Expert Civil Service Commission CAR
10:31AM-12:00 NN	Lunch Break	
1:00 PM-5:00 PM	Module IV Communication: The Secrets to Organizational Effectiveness <ul style="list-style-type: none"> • <i>Introduction to Communication</i> • <i>Faultlines in Organization Communication</i> 	Subject Matter Expert Civil Service Commission CAR
5:00 PM -5:15 PM	Post L&D Activities	
	Day 3 Workshop/Worksheets:	
	<ul style="list-style-type: none"> • <i>Whip Statements</i> • <i>Rule of Three</i> • <i>My Pledge</i> • <i>Measuring your Communication Effectively</i> • <i>How Well Do You Delegate?/ My Commitments</i> 	
Day 4		
7:00 AM-8:00 AM	Registration/Attendance	CSC Co-Facilitator
8:00 AM - 8:10 AM	Preliminaries Management of Learning Introduction of SME	
8:10 AM-10:30 AM	Module IV Communication: The Secrets to Organizational Effectiveness <ul style="list-style-type: none"> • <i>Achieving Purposeful and Productive Listening</i> • <i>Taking Stock of Listening Benefits</i> 	Subject Matter Expert Civil Service Commission CAR
10:31AM-12:00 NN	Lunch Break	
1:00 PM- 5:00 PM	Module IV Communication: The Secrets to Organizational Effectiveness <ul style="list-style-type: none"> • <i>Recognizing Bridges and Barriers to Listening</i> Day 4 Workshop/Worksheet: <ul style="list-style-type: none"> • <i>What do you know about listening?</i> • <i>Personal Action Plan</i> • <i>How well do you Listen?</i> • <i>Active Listening</i> 	Subject Matter Expert Civil Service Commission CAR
5:00 PM-5:15 PM	Post L&D Activities	CSC Co-Facilitator

Allocation of Participants and List of TWG

A. Participants from SDOs	Qualification	Number
Abra	1. currently occupy a Non-Teaching position heading a unit or section or have the potential to lead; and 2. possess experience in leading the conduct of programs/ projects that contribute to the goals and objectives of their division/unit/ section as identified by their immediate supervisor.	2
Apayao		2
Baguio City		2
Benguet		2
Ifugao		2
Kalinga		2
Mt. Province		2
Tabuk City		2
B. Participants from the RO		Tentative participants, subject to qualification criteria and endorsement of immediate supervisor, identified based on IPDP:
Administrative Services Division		1. Daisy P. Eswat 2. Marites A. Calica 3. Randolph Flyn B. Daculog 4. Vandolph B. Flora
CLMD		5. Elizabeth C. Kial
ESSD		6. Diane B. Joaquin 7. Dr. Raymond Damoslog 8. Engr. Christopher B. Hadsan 9. Joane S. Bumanghat 10. Mayclaire A. Jimenez
HRDD		11. Warly E. Kindiawan 12. Laureen B. Likigan
ORD		13. Cyrille Gaye B. Miranda 14. Jumar B. Yago-an
B. Technical Working Group		
Rosita Agnasi, OIC-HRDD		
Laureen Likigan, SEPS-HRDD		
Jefferson Villena/ Marvin John Flores, ADAS-HRDD		
CSC Resource Speakers		

Nomination Form

Title of Training: CSC-Supervisory Development Course

Date: January 14-17, 2025

Venue: DepEd CAR

DIVISION/ SECTION/ UNIT:		
RECOMMENDED PARTICIPANTS	ENDORSEMENT OF PARTICIPANTS	SIGNATURE OF CONFORMANCE
	<i>(As observed in the actual performance of duties and responsibilities, additional participants can be noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)</i>	
Names of Personnel:	Position/ Designation	
Please return this Form to the HRDD before January 10, 2025	<p>The training mentioned above addresses the needs identified in the Individual Professional Development Plan of the personnel, as well as the needs based on their new designation or committee assignment.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Unit/ Section Head or FD Chief</i></p>	<p><i>The signature above signifies the personnel's conformance to the following training obligations:</i></p> <ol style="list-style-type: none"> 1. <i>Effective task management to allow undivided attention during the online session (This includes arrangements with the immediate supervisor prior training);</i> 2. <i>Submission of complete output before December 11, 2025; and</i> 3. <i>Application of L&D learning in the workplace</i>