



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

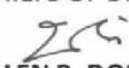



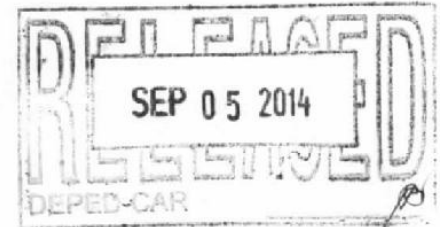
September 3, 2014

REGIONAL MEMORANDUM

No. 130.2014

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF DIVISIONS AND HEADS OF UNITS

From: 
ELLEN B. DONATO, Ed.D., CESO III
Director IV 



Subject: **Training Needs Assessment (TNA) and Training Design Writeshop**

The Human Resource and Development Division (HRDD) will conduct the Training Needs Assessment (TNA) and Training Design Writeshop at the R-NEAP Hall, DepED-CAR Regional Office Compound on September 23-25, 2014.

The objectives of the said activity are:

1. To determine the trainings relevant to employees' job; design capability building program for school heads, EPS and non teaching/ rank and file personnel;
2. Design Capability building Program for School Heads, EPS and Non-Teaching/rank and file personnel
3. Capacitate Senior and Education Program Specialist, Regional and Division Education Program Supervisors and School Heads in Session Guide Writing; and
4. Write session guides on the identified training needs.

List of participants to this activity are the following:

No.	Name	Division
1	Hedwig Belmes	Abra
2	Analyn Atmosfera	Abra
3	Wilma Malillin	Apayao
4	Maricel Enciso	Apayao
5	Marina Tabangcura	Baguio City
6	Leonardo Sembrano	Baguio City
7	Warden Baltazar	Benguet
8	Macarthy Malanes	Benguet
9	Marciana Aydinan	Ifugao
10	Efiginia In-uyay	Ifugao
11	Maribel Vierner	Kalinga
12	Teresita Trinidad	Kalinga
13	Annie Wallang	Mt. Province
14	Claire Bocalan	Mt. Province
15	Dolores Ganotice	Tabuk City
16	Winfred Singon	Tabuk City
17	Soraya Faculo	Regional Office
18	Emilia Faustino	Regional Office
19	Rosmarie Dalang	Regional Office
20	Margie Gardingan	Regional Office

21	Pio Ecuán	Regional Office
22	Angela Apopot	Regional Office
23	Aida Payang	Regional Office
24	Carmel Meris	Regional Office
25	Jennifer Ande	Regional Office
26	Jenny Claire Piggangay	Regional Office
27	Ethielyn Taqued	Regional Office
28	Sabado Oayet	Regional Office
29	Rafaela Gawigawen	Regional Office
30	Daniel Gonayon	Regional Office
31	Jose Bogwana	Regional Office
32	Eleonora Albidas	Regional Office
33	Atty.Marianne Sumacbay	Regional Office
34	Emmanuela Gabol	Regional Office
35	Criscencio Gamay	Regional Office
36	Marjory Valdez	Regional Office
37	Marcelo Talamayan	Regional Office
38	Janet Ambucay	Regional Office
39	Patricia Dumaguing	Regional Office
40	Cornelia Adaci-Dulnuan	Regional Office
41	Marvin John Flores – Secretariat	Regional Office
42	Archie Russel Baluyo – Secretariat	Regional Office
43	Evangeline Malag – Documenter	Regional Office
44	Kermit Padilla - ICT	Regional Office

Breakfast shall be served to those who are from the field and are billeted at the R-NEAP while AM snacks, lunch, PM snacks and dinner will be served to all participants for the whole duration of the training. Travel expenses of Division Office participants shall be charged to local funds while snacks, meals, board and lodging during the training shall be shouldered by the Regional Office.

Please be guided accordingly.



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TNA and Training Design Writeshop
 R-NEAP, Wangal, La Trinidad, Benguet
 September 24-25, 2014



Schedule of Activities

Time	Day 1	Day 2	Day 3
8:00-8:30	Registration Opening Program, Overview and Purpose of the Activity c/o HRDD	MOL EPS Group	MOL Principals Group
8:30- 10:00	Presentation of TNA Results Ms. Soraya Faculo	Designing Training Program Writing of Session Guides Editing	Presentation and Critiquing
10:00- 10:15	H E A L	T H	B R E A K
10:15- 12:00	The Training Course Design: A Review Resource Person		
12:00-1:00	L U N C	H	B R E A K
1:00- 3:00	Writing the Session Guide/Situation Learning Episodes Resource Person		Finalization of Outputs
3:00 – 3:15	H E A L	T H	B R E A K
3:15 – 6:30	The 4 As	↓	Wrap Up/Closing Program c/o Rank and File Group Principals Group
O.D.	HRDD	EPS Group	