



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

**Office of the Schools Division
Superintendent**

November 11, 2021

DIVISION MEMORANDUM
No. 486 , s. 2021

**SEMINAR –WORKSHOP TO ALL DISTRICT HUMAN RESOURCE AND DEVELOPMENT
(HRD) COORIDNATORS and the DIVISION SENIOR EDUCATION PROGRAM
SPECIALISTS AS LEARNING FACILITATORS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All Others Concerned

1. This Office informs the field on the conduct of the Seminar –Workshop to all District HRD Coordinators and the Division Senior Education Program Specialists on Facilitating Learning on November **23-27, 2021 at Ecotech Center, Lahug Cebu City**.
2. This seminar-workshop aims to equip the participants with the necessary skills, knowledge, values and competencies needed in carrying out their respective duties and responsibilities in the workplace.
3. Furthermore, this activity specifically aims to:
 - a. acquire the necessary knowledge, skills, and competencies on writing session guides, preparing slide decks, facilitating seminars, and conducting behavioral event interview based on NEAP standards;
 - b. write session guide as output for the first session;
 - c. prepare actual slide decks for the prepared session guide;
 - d. perform actual demonstration on facilitating a seminar;
 - e. apply all the acquired knowledge, skills, and competencies in the workplace as District Coordinators and as Senior Education Program Specialists; and
 - f. religiously comply quality outputs as required.
4. Participants to this activity are the **FIFTY-EIGHT (58) District HRD Coordinators, FOUR (4) Senior Education Program Specialists**, and the Members of the Program Management Team (PMT). Please refer to enclosure A for the identified participants.
5. Participants must be **fully-vaccinated** and must present vaccination card upon registration. Furthermore, participants are expected to bring the following during the activity, namely;



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- a. Laptop
 - b. Wifi Modem
 - c. USB
 - d. Extension Wire
6. Public Schools District Supervisors and school heads are directed to inform the participants to ensure 100 percent attendance of the identified participants.
7. Furthermore, the Division Medical Team through Dr. Virgilio Tantuico and Dr. Asterterrie Bernales are requested to assign/deploy Division Nurse (at least 2 nurses) during the entire duration of the seminar-workshop.
8. In compliance with the IATF guidelines, Division PMT should see to it that all participants strictly follow and observe health protocols standards. All personnel involved **MUST** wear facemasks and face shields and must observed social distancing at least one (1) meter apart;
9. Attendance of the Division PMT/ Support Staff and district participants on Day Zero, November 23, 2021 is **COMPULSORY** for the conduct of the **Antigen Test at 1:00 pm and the opening program at 3:30 pm**. Please bring along with you your **COVID-Vaccination Card**. Only fully-vaccinated personnel are allowed to join in the said activity.
10. First meal will be snacks and dinner on Day Zero, on **November 23, 2021** and charged against the HRTD Support Funds. Last meal is dinner on **November 27, 2021**.
11. Check-in time and date for all identified participants will be on **November 23, 2021** after the opening program. Once checked-in, participants are not anymore allowed to go out of the venue.
12. Since this is a live-in seminar workshop, all participants are expected to be at the venue at 7:30 AM for the morning session and at 12:45 pm for the afternoon session. Punctuality in reporting to the venue is a **MUST**.
13. Compensatory Time- Off (CTO) and Service Credits shall be accorded to all personnel involved, since the last day of the seminar falls on a Saturday.
14. Please see enclosures of the Division Memorandum for your reference, to wit:
- Enclosure A - List of Participants
 - Enclosure B - Training Matrix
 - Enclosure C - Working Committee
15. Travel expenses, per diem and other incidental expenses incurred by the participants from the schools' district offices shall be charged against **local/School MOOE**, while meals, accommodation, venue rentals, materials, shall be charged against **Division HRTD Support Funds**.
16. Meals and accommodation of the Divison Personnel/PMT and Support Staff involved for the entire duration of the activity shall be charged to the **HRTD Support Funds** subject to the usual accounting and auditing rules and regulations.



17. This Memorandum serves as **Authority to Travel** of the participants and the training support personnel/medical as well as the other members of the training /management team.

18. Immediate dissemination of and compliance with this Memorandum is desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/FCL/AAB/LMD/SGOD/VAY/Soc
November 11,2021



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DIVISION OF CEBU PROVINCE

TRAINING MATRIX

**SEMINAR –WORKSHOP TO ALL DISTRICT HUMAN RESOURCE AND
DEVELOPMENT (HRD) COORDINATORS AS LEARNING FACILITATORS**

Ecotech Center, Lahug Cebu City
November 23-27, 2021

DAY 0- November 23, 2021 (TUESDAY)

Time	Activity	Assigned Personnel/ Resource Speaker/Facilitator
1:30-3:30 AM	Registration/Antigen Test	Miss Mary Ann Celino –ADAS- SGOD
3:31-4:30 AM	Opening Program	Mr. Louie Monteroso EPS –II HRD Host
	National Anthem Prayer Sugbo Hymn	Canned Canned Canned
	Welcome Remarks	Dr. Lorenzo M. Dizon Assistant Schools Division Superintendent
	Presentation of Participants	Dr. Victor A. Ybanez Chief, SGOD
	Rationale and Statement of Purpose	Dr. Anelito A. Bongcawil Assistant Schools Division Superintendent
	Inspirational Message	Dr. Marilyn S. Andales CESO V Schools Division Superintendent



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	House Rules Introduction of Members of the PMT and Resource Speakers	Mr. Louie Monteroso EPS 2 – Human Resource and Development
DAY 1 – November 24, 2021 (WEDNESDAY)		
7: 45-8:00 AM	Management of Learning	Mr. Louie Monteroso EPS 2 – Human Resource and Development
8:01- 12:00NN	Session Guide Writing	Dr. Pamela A. Rodemio EPSvr- Mathematics
12:00-12:59 NN	LUNCH	
1:00-4:45PM	WORKSHOP on Session Guide Writing	Dr. Pamela A. Rodemio EPSvr- Mathematics
Officer of the Day	Mr. Louie Monteroso EPS 2 – Human Resource and Development	
Resource Manager /s	Mary Ann Celino	
Daily On-Line Evaluation	Dr. Roderic Goles –SREPS –Monitoring & Evaluation	
DAY 2 – November 25,2021 (THURSDAY)		
7:30-8:00AM	Management of Learning	Mr. Louie Monteroso EPS 2- Human Resource and Development
8:00-12:00 NN	SLIDE DECK PREPARATION	Dr. Pamela A. Rodemio EPSvr- Mathematics
12:00-12:59 NN	LUNCH	
1:00-4:45 PM	SLIDE DECK PREPARATION WORKSHOP	Dr. Pamela A. Rodemio EPSvr- Mathematics
Officer of the Day	Mr. Louie Monteroso EPS 2- Human Resource and Development	



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Resource Manager/s	Mary Ann Celino	
Daily On-Line Evaluation	Dr. Roderic Goles –SREPS –Monitoring & Evaluation	
Day 3- November 26, 2021-Friday		
7:30-8:00AM	Management of Learning	Mr. Louie Monteroso EPS 2- Human Resource and Development
8:00-12:00 NN	FACILITATING SKILLS	Mrs. Maria Socorro N. Relacion SEPS- Human Resource and Development
LUNCH		
1:00- 4:45 PM	WORKSHOP ON FACILITATING SKILLS	Mrs. Maria Socorro N. Relacion SEPS- Human Resource and Development
Officer of the Day		Mr. Louie Monteroso EPS 2- Human Resource and Development
Resource Manager /s		Mary Ann Celino
Daily On-Line Evaluation		Dr. Roderic Goles SREPS –Monitoring & Evaluation
Day 4- November 27, 2021-Saturday		
7:30-8:00AM	Management of Learning	Mr. Louie Monteroso EPS 2- Human Resource and Development
8:01- 12:00 NN	BEHAVIORAL EVENT INTERVIEW	Mrs. Maria Socorro N. Relacion SEPS- Human Resource and Development
1:00- 3:00 PM	BEHAVIORAL EVENT INTERVIEW WORKSHOP	Mrs. Maria Socorro N. Relacion SEPS- Human Resource and Development
Closing Program		
3:01- 3:30 PM	Closing Program 1.Prayer 2.Nationalistic Song 3.Inspirational Message 4.Giving of Challenge	Canned Canned <



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	4.Impression/Response	Selected Participants
	5. Distribution of Certificates of Participation	Dr. Lorenzo M. Dizon, CESO VI Fay C. Luarez TM, EdD, PhD Victor A. Ybanez, MD, EdDD, PhD
	6.Closing Remarks	Dr. Fay C. Luarez Assistant Schools Division Superintendent
...HOME SWEET HOME...		

WORKING COMMITEES

Program and Invitation /Meals	Louie Monteroso
Registration and Attendance	Mary Ann Celino
Training Evaluation	Dr. Roderic Goles
Physical Arrangement/Labelling	Glynn Deabanico
Tarp/ Certificates (Appearance, Participation, Recognition)	Mr. Louie Monteroso
Accommodation	Margarita A. Nierra
Training Materials	Louie Monteroso Decebelle Sungayan Elisa Ybanez Mary Ann Celino
Token	Miss. Ma. Teresa Peralta Mrs. Desiree Ramos Mrs. Maxima Truya



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DepEd Cebu Province

**PARTICIPANTS TO THE DISTRICT HRD COORDINATORS SEMINAR-WORKSHOP AS
LEARNING FACILITATORS.**

	District		
1	ALCANTARA	Rutche U. Tabanao	Dist. HRD Coord.
2	Alcoy	EUGEN V. ROMARATE	Dist. HRD Coord.
3	ALEGRIA	MA .CHRISTINA R.MANCO	Dist. HRD Coord.
4	ALOGUINSAN	Mercy B. Sararaña	Dist. HRD Coord.
5	ARGAO 1	JOCELYN C. PACALDO	Dist. HRD Coord.
6	ARGAO 2	LEAG C. MANZANADES	Dist. HRD Coord.
7	ASTURIAS NORTH	Eliseo S. Leones, Jr.	Dist. HRD Coord.
8	Asturias South	JUVY EARL JOSEP	Dist. HRD Coord.
9	Badian	Althessa Pearl C. Liwalug	Dist. HRD Coord.
10	BALAMBAN 1	DANNY A. CIAROT	Dist. HRD Coord.
11	BALAMBAN 2	Marnie Reza A. Aviles	Dist. HRD Coord.
12	BANTAYAN 1	Gemini P. Ompad	Dist. HRD Coord.
13	Bantayan 2	LESLIE ANN G. VILLACERAN	Dist. HRD Coord.
14	Barili 1	JOSEPHINE V. ARRIESGADO	Dist. HRD Coord.
15	BARILI II	Josephine S. Dela Torre	Dist. HRD Coord.
16	BOLJOON	MONALIZA P. CARDINES	Dist. HRD Coord.
17	Borbon	Myra F. Reformina	Dist. HRD Coord.
18	Carmen	RUBEN G. VERDIDA	Dist. HRD Coord.
19	Catmon	RELINA S. SONSONA	Dist. HRD Coord.
20	Compostela	CEFRELYN P. SOTTO	Dist. HRD Coord.
21	Consolacion 1	MARITES CALAGO	Dist. HRD Coord.
22	CONSOLACION DIST	CYRUS E. WENCESLAO	Dist. HRD Coord.
23	Cordova	VIURINA BAGUIO	Dist. HRD Coord.
24	Daanbantayan 1	Lovelyn Tungal	Dist. HRD Coord.
25	Daanbantayan II	Rafael A. Beloria	Dist. HRD Coord.
26	Dalaguete 1	ROLDAN ROSALES	Dist. HRD Coord.
27	DALAGUETE 2	Roberto Moran	Dist. HRD Coord.
28	Dumanjug 1	Yolando B. Eumague	Dist. HRD Coord.
29	DUMANJUG II	ALMA NOEL	Dist. HRD Coord.
30	Ginatilan	ALEX I. AWA-AO	Dist. HRD Coord.
31	LILOAN	Marites Longgakit	Dist. HRD Coord.
32	Madridejos	Marie Immaculate V. Apawan	Dist. HRD Coord.
33	Malabuyoc	Cathalie Lovina C. Cardoza	Dist. HRD Coord.
34	MEDELLIN	MA.LUZ ALCONTIN	Dist. HRD Coord.
35	Minglanilla I	Ellen R. Villasencio	Dist. HRD Coord.
36	Minglanilla II	ALADIN E. CABANIG	Dist. HRD Coord.
37	Moalboal	RESTY P. CARDONA	Dist. HRD Coord.
38	Oslob	Reno L. Gravino	Dist. HRD Coord.
39	Pilar	AMEFEL S. FERNANDEZ	Dist. HRD Coord.
40	PINAMUNGAJAN 1	Gemalyn E. Moboayaen	Dist. HRD Coord.
41	Pinamungajan 2	Geraldine E. Plarisan	Dist. HRD Coord.
42	Poros	Gifsy R Castro	Dist. HRD Coord.
43	RONDA	MARIA SOLEDAD B. BALLENA	Dist. HRD Coord.
44	SAMBOAN	MELISSA GERZON	Dist. HRD Coord.
45	San Fernando 1	OLGA FERNANDEZ	Dist. HRD Coord.
46	SAN FERNANDO II	RACHEL B. LUMARDA	Dist. HRD Coord.
47	SAN FRANCISCO	JONAVIEVE MAE C.OTERO	Dist. HRD Coord.
48	San Remigio 1	JOCELYN G. DIGNOS	Dist. HRD Coord.
49	San Remigio 2	DALISAY COMEDIERO	Dist. HRD Coord.
50	Santa Fe District	JEBEE LOU D. CORPUZ	Dist. HRD Coord.
51	Santander	JENILYN M. CANA	Dist. HRD Coord.
52	SIBONGA	Aniceta U. Mendez	Dist. HRD Coord.
53	Sogod	MARIEBER T. PULVERA	Dist. HRD Coord.
54	Tabogon	CIPRIANA P. GULBEN	Dist. HRD Coord.
55	TABUELAN DISTRICT	Ramil B. Montecillo	Dist. HRD Coord.
56	TUBURAN I	Jennifer A. Baguio	Dist. HRD Coord.
57	Tuburan II	Maria Juana C. Cangmaong	Dist. HRD Coord.
58	TUDELA	ELIA N. ESTREMOS	Dist. HRD Coord.
59	SEPS SOC.MOB	CHANEY A. GULFAN	Div. Office
60	SEPS P & R	MARGARITA NIERRA	Div. Office
61	SEPS M & E	RODERIC GOLES	Div. Office