



Republic of the Philippines

DepEd

Region 1

SCHOOLS DIVISION OFFICE

Dagupan City

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DATE: 1/16/18

Division Memorandum No. 12 s., 2018

To: Assistant Schools Division Superintendent
Chief ES, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
SDO Personnel
All Others Concerned

From: **LORNA G. BUGAYONG, Ph.D., CESO VI**
Schools Division Superintendent

Date: **January 9, 2018**

Subject: **Attendance and Participation of SDO Personnel to Seminar-Workshop on the Basic Human Relations in Organization**

1. In order to ensure the effective delivery of services and working relations between and among SDO personnel, the HRDS will conduct a training on Basic Human Relations in Organization on January 11-12, 2018 at the Division Training Center.
2. Human relations (HR) is a vital aspect in every organization. It is an invisible force which directs the organizations harmonious as well as productive workplace. Human relations is the process of training employees, addressing their needs, fostering a workplace culture and resolving conflicts between different employees or between employees and management.
3. Furthermore, this training will serve as a refresher to the SDO personnel on the essentials of basic human relations in order to ensure the smooth flow of transactions between ^{and} among them and with their respective clientele.
4. This training aims to help the participants:
 - a) Identify essential human relation strategies in order to become effective in their respective station;
 - b) Perform according to the principles of basic human relations; and
 - c) Create a positive space for awareness and willingness to address HR problems
5. Below is the training matrix for this learning and development program:

Opening Program	MOL with Capacity Building Activity
Creating Positive Spaces in Addressing HR Problems Maria Linda R. Ventenilla	R.A. 6713 Code of Conduct and Ethical Standards for Public Officials and Employees Myrel Angelica N. Lopez
Health Break	
Workshop 1: Types of Personality Maria Linda R. Ventenilla	Managing Organizational Communication
True Colors Mitchellene V. Rivo	Workshop 2: What type of communicator are you?
LUNCH BREAK	
Four Most Essential Human Skills in Today's Workplace Diana Irish J. Solis	Human Relations or Human Resources? Mitchellene Vigilia-Rivo
Health Break	
Human Relations Models and Approaches	Closing Program

6. Immediate dissemination of this Memorandum is desired.


LORNA G. BUGAYONG, Ph.D., CESO VI
Schools Division Superintendent