

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



Division Memorandum No. 385 s., 2018

To: Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 All Others Concerned

From: Office of the Schools Division Superintendent

Date: **November 20, 2018**

Subject: **DIVISION STAFF ORIENTATION WORKSHOP ON
 LEARNING AND DEVELOPMENT PROGRAMS, PROJECTS
 AND ACTIVITIES FOR FY 2019**

RELEASED
 DATE: 11-20-18
 BY: S-10
 TR 2218

- To properly address the learning and development needs of the teaching and non-teaching personnel, the Schools Division Office (SDO) will conduct the **Division Staff Orientation Workshop on Learning and Development Programs, Projects and Activities for 2019** in line with the Five-year Human Resource and Development Plan and Philippine Professional Standards for Teachers. The activity will be conducted on **December 12-13, 2018 to be held at Star Plaza Hotel.**
- The activity also aims to conduct a walkthrough and workshop on the preparation of documents needed to be accomplished for the application of CPD units for the different learning and development programs of SDO Dagupan.
- The following SDO personnel are enjoined to actively participate in the said activity and are advised to bring and be ready to present learning area/unit teacher or personnel needs assessment report. (see attached form)
- The following are the identified SDO Personnel participants for the DSOW:

| Name of Participant | Designation | Role |
|-------------------------------|---------------------------------------|----------------|
| 1. Lorna G. Bugayong | Schools Division Superintendent | Top Management |
| 2. Lourdes D. Servito | Asst. Schools Division Superintendent | Top Management |
| 3. Venus Maria SM. Estonilo | Chief Education Supervisor | Top Management |
| 4. Maria Linda R. Ventenilla | Chief Education Supervisor | Top Management |
| 5. Liezl S. Cancino | Education Program Supervisor | Participant |
| 6. Maria Soccoro G. Dimalanta | Education Program Supervisor | Participant |
| 7. Renata G. Rovillos | Education Program Supervisor | Participant |
| 8. Marissa O. Perez | Education Program Supervisor | Participant |
| 9. Cherry A. Cayabyab | Education Program Supervisor | Participant |



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| | | |
|-----------------------------|-------------------------------------|-------------|
| 10. Agnes P. Bacugan | Education Program Supervisor | Participant |
| 11. Rosalind R. Lomibao | Education Program Supervisor | Participant |
| 12. Liberty G. Roxas | Education Program Supervisor | Participant |
| 13. Gemma M. Erfelo | Education Program Supervisor | Participant |
| 14. Alfred Gonzales | OIC-Education Program Supervisor | Participant |
| 15. Debbie Gan | Public Schools District Supervisor | Participant |
| 16. Ophelia Vergonia | Public Schools District Supervisor | Participant |
| 17. Ronie G. Bonao | Public Schools District Supervisor | Participant |
| 18. Perpetua Barongan | Public Schools District Supervisor | Participant |
| 19. Alicia Quimboy | Public Schools District Supervisor | Participant |
| 20. Jaime Siapno | Public Schools District Supervisor | Participant |
| 21. Isabelita Daroya | Public Schools District Supervisor | Participant |
| 22. Leonarda Manansala | Public Schools District Supervisor | Participant |
| 23. Rowena Lapaan | Public Schools District Supervisor | Participant |
| 24. Jane T. Cajayon | Public Schools District Supervisor | Participant |
| 25. Theresa Parayno | Medical Officer III | Participant |
| 26. Jose Oviedo | Attorney III | Participant |
| 27. Harking Reyes | Accountant III | Participant |
| 28. Tatum Grace Manzano | Engineer III | Participant |
| 29. Reynate Infante | Information Technology Officer I | Participant |
| 30. Vladimir Parayno | Senior Education Program Specialist | Participant |
| 31. Mitchellene Rivo | Senior Education Program Specialist | Proponent |
| 32. Maria Victoria Antonio | Senior Education Program Specialist | Participant |
| 33. Zenaida Peralta | Senior Education Program Specialist | Participant |
| 34. Myrel Angelica N. Lopez | Administrative Officer V | Participant |



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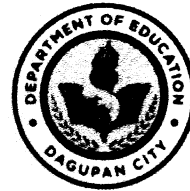
| | | |
|-----------------------------|-------------------------------------|------------------|
| 35. Isagani D. Rosario | Senior Education Program Specialist | Participant |
| 36. Joan L. Jimenez | Planning Officer III | Participant |
| 37. Clarita Tamayo | Administrative Officer IV | Participant |
| 38. Jeaneline Trigue | Dentist II | Participant |
| 39. Haydee Maiquez | Education Program Specialist II | Facilitator |
| 40. Diana Irish J. Solis | Education Program Specialist II | Proponent |
| 41. Marjorie S. Rodriguez | Project Development Officer | Facilitator |
| 42. Bethany Venice Bautista | Project Development Officer | Facilitator |
| 43. Noreen Vidal | Nurse II | Health Staff |
| 44. Jan Vincent Galvez | Librarian II | Facilitator |
| 45. Dinah Bonao | HRDD Chief | Resource Speaker |
| 46. Magdalena Calulut | Administrative Assistant III | Participant |
| 47. Maribel Conde | Education Program Specialist II | Participant |
| 48. Alexander Tubigan | Admin Aide | Participant |
| 49. Mary Ann Dizon | Admin Aide I | Participant |
| 50. Ricky Soriano | Admin Aide | Participant |

5. Below is the approved training matrix:

| Date and Time | Topic | Resource Person |
|--------------------------------|---|--|
| December 13, 2018 8:00-8:30 | Registration | |
| 8:30-9:00 | Opening Program with Health Break | Facilitators |
| 9:00-12:00 | L&D System and Sub-systems | Dinah Bonao HRDD Chief |
| 12:00-1:00 | Lunch Break | |
| 1:00-2:45 | Needs Assessment Learning and Development Delivery Modes | Maria Linda R. Ventenilla CES-SGOD |
| 2:45-3:00 | Health Break | |
| 3:00-5:00 | QATAME | Isagani Rosario |
| December 14, 2018 7:00-8:00 | Breakfast | |
| 8:00-8:30 | Management of Learning | Facilitators |
| 8:30-12:00 | Finalization of 2019 HRD Implementation Plan | Top Management |
| 12:00-1:00 | Lunch Break | |
| 1:00-3:00 | CPD Law and PRC Templates Walkthrough with Health Break | Lourdes D. Servito |



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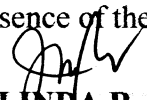


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|-----------|-----------------------------------|--------------|
| | | ASDS |
| 3:00-3:15 | Health Break | |
| 3:15-4:00 | Closing Program | Facilitators |
| 4:00-5:00 | Travel Time going back to Station | |

6. Immediate and widest dissemination of the contents of this memorandum is much desired.

DR. LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent

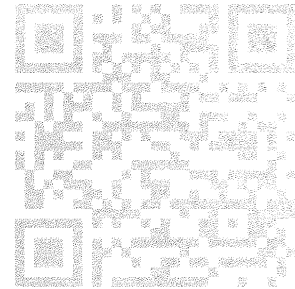
For and in the absence of the Schools Division Superintendent


MARIA LINDA R. VENTENILLA
 Chief Education Supervisor
 School Governance and Operations Division

Encl: (1) Needs Assessment Report
 Reference: RA 10192 and DO No. 28, s. 2017
 To be indicated in the Perpetual Index
 under the following subjects:

HRDU
 DSOW
 HRD Planning

www.tuv.com
 ID 9108650037



MVR/ DM DSOW Learning and Development Programs, Projects and Activities for 2019
 11/20/2018



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Learning and Development Program Needs Assessment Report

| | |
|---------------------------------|--|
| Suggested Title of L&D PPAs: | |
| Proponent/s: | |
| Target Date: | |
| Summary of Findings: | |
| PPST Strands to be Addressed | |

| Action Plan | | | | |
|-----------------------------------|------------------------|------------------------|-------------------------|------------------------|
| Key Performance Indicators | Expected Output | Physical Target | Financial Target | Persons Involve |
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Prepared by:

Reviewed by:

MITCHELENE VIGILIA-RIVO, Ph.D.
SEPS-HRDU

Noted:

VENUS MARIA SM. ESTONILO, Ed.D.
CES – CID

or

MARIA LINDA R. VENTENILLA
CES-SGOD

Recommending Approval:

LOURDES D. SERVITO, Ed.D., CESE
Assistant Schools Division Superintendent

APPROVED:

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