



Republic of the Philippines
Department of Education
Caraga Region
J.P. Rosales Avenue, Butuan City



August 31, 2018



REGIONAL MEMORANDUM

No. **461** s. 2018

CAPABILITY BUILDING ON DESIGNING LEARNING ACTION CELL AND SESSION GUIDE WRITING FOR R-NEAP FACILITATORS & SUBJECT SPECIALISTS

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. The Human Resource Development Division – DepEd Caraga Region shall conduct a Capability Building on Designing Learning Action Cell and Session Guide Writing for Regional-National Educators Academy of the Philippines (R-NEAP) Facilitators and Subject Specialists on October 17-19, 2018 (venue shall be announced later).

2. The general objective of this training is to develop a quality assured training design and session guide on the conduct of SLAC Sessions based on DepEd Learning and Development (L & D) System. Specifically, the participants should be able to:

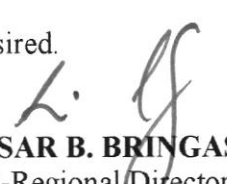
- explain the principles of Training Design;
- develop a training design on SLAC Session;
- write SLAC Session Guides; and
- present an action plan for the division roll-out.

3. The participants to this training are the Regional-National Educators Academy of the Philippines (R-NEAP) Facilitators and Subject Specialists. The names of the participants are found in Enclosure No. 1. Participants are required to do the online registration using the link <https://tinyurl.com/neapSGW13> not later than September 14, 2018. Failure to do so would mean an open slot for the other SDOs.

4. Attached hereto are:
Enclosure No. 1 List of Participants
Enclosure No. 2 Administrative Guidelines

5. Expenses incurred during this activity such as: meals, snacks, accommodation of participants, learning facilitators, regional program management team, supplies and materials, transportation, accommodation and honorarium of resource speakers are charged to HRD funds while the travel expenses of the participants, management staff & facilitators shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Enclosure: As stated

Reference: None

To be indicated in the PERPETUAL INDEX under the following subjects:

LEARNING & DEVELOPMENT

LEARNING RESOURCE

TRAININGS

**PARTICIPANTS TO THE CAPABILITY BUILDING ON DESIGNING LEARNING ACTION
CELL AND SESSION GUIDE WRITING FOR R-NEAP
FACILITATORS & SUBJECT SPECIALISTS**

No	Name	Division
1	Bolotaolo, Rexan O.	Agusan del Norte
2	Alcala, Loreen L.	
3	Antigua, Sweetlouijie	
4	Apatan, Genevive	
5	Hermocilla, Analou O.	
6	Montante, Rebecca T.	
7	Angwas, Rowena O.	
8	Bacolod, Marilyn O.	
9	Bajao, Venus	
10	Curugan, Marilou	
11	Dapat, Jr. , Celso S.	
12	Havana, Joseph Joy G.	
13	Pareja, Michael S.	
14	Perodez, Rey B.	
15	Prochina, Betcheba E.	
16	Taburno, Maribel	
17	Cultura, Niesa T.	Bayugan City
18	Garzon, Jonathan F.	
19	Lopez, Fe	
20	Salvan, Vendy Von P.	Bislig City
21	Millan, Louella Luisa A.	
22	Endaya, Esmael, P	Butuan City
23	Alas, Reylan R.	
24	Ampong, Jr. , Joseph G.	
25	Calumpang, Rowena C.	
26	Carlos, Gewaresel T.	
27	Carmelo, David A.	
28	Catalan, Carlos C.	
29	Galeon, Dolynessa	
30	Giducos, Romeo	
31	Guerta, Loinda S.	
32	Hermocilla, Aldin A.	
33	Jumonong, Jonas H.	
34	Ramirez, Jean B.	
35	Roa, Corazon P.	
36	Villareal, Marlyne M.	
37	Mayuga, Carolyn S.	
38	Pero , Luisito	Cabadbaran City Division
39	Arreo, Bryan L.	
40	Cabradilla, Zandra D.	
41	Anino, Filmar	
42	Asitogue, Marilou D.	
43	Ceballos, Jester P.	
44	Cornites, Mary Allen P.	
45	Corvera, Susan C.	
46	Dagani, Annabelle P.	
47	Dultra, Mariefe C.	
48	Lamoste, Rex Hussein D.	
49	Nakila, Joel S.	
50	Sudario, Love Emma M.	

51	Vidal, Jonivil	
52	Cajes, Cherry	
53	Ebol, Rene G.	Dinagat Islands Division
54	Papeleras, Lope C.	
55	Dones, Fernando A.	
56	Ederosas, Glorian B.	Siargao Islands Division
57	Espejon, Giovanette D.	
58	Liza, Jovy C.	
59	Daguman, Ma. Evangeline C.	
60	Besinga, Jeanit	Surigao City Division
61	Edradan, Maria Ruth	
62	Guyano, Ma. Luisa	
63	Fetalvero, Krista	Surigao del Norte Division
64	Limjoco, Jr., Manuel L.	
65	Correos, Carlos Tian Chow C.	
66	Cos, Fluellen L.	
67	Dalman, Jay	Surigao del Sur Division
68	Dumpit, Willy C.	
69	Guingguing, Liza M.	
70	Orozco, Jayson M.	
71	Ajos, Ma. Teresa	
72	Elpidang, Elan M.	Tandag City Division
73	Balan, Rowena	

ADMINISTRATIVE GUIDELINES

Billeting and Accommodation

Upon arrival, please proceed to the information/front desk for your rooming assignment. Charges for the advance/extended accommodation shall be charged against personal funds.

Training Proper (Schedule of Arrival, Meals and Check-out)

Participants are expected to arrive to be in the venue at 1:00 PM of Day 0. Registration of participants will be at the designated function hall. Details of schedule of arrival, meals, and check out are indicated below:

Meals	Day 1 October 17, 2018 Arrival @ 7:00 AM	Days 2 October 18, 2018	Day 3 October 19, 2018
Breakfast	✓	✓	✓
AM Snack	✓	✓	✓
Lunch	✓	✓	✓
PM Snack	✓	✓	✓
Dinner	✓	✓	✓

Attendance

All participants are expected to stay for the whole duration of the said activities. In case the participant could not finish the activity due to some unavoidable reasons, only the **Certificate of Appearance** will be issued.

Attire

Smart-casual wear.

Medical Needs

It is the responsibility of the participants to make necessary provisions with regards to their health problems. Hence, they should not forget their maintenance medicines. Only over-the-counter (OTC) medicines will be provided, if needed.

Post Training

Participants are expected to complete the online evaluation before the closing program. Check-out time shall be strictly observed. It is the responsibility of each participant to check their personal belongings before leaving the venue.