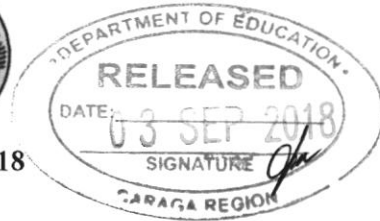




Republic of the Philippines
Department of Education
Caraga Region
J.P. Rosales Avenue, Butuan City



August 31, 2018

REGIONAL MEMORANDUM
No. 463 s. 2018

**CAPABILITY BUILDING ON DESIGNING LEARNING ACTION CELL AND SESSION GUIDE
WRITING FOR PSDS, EPSs AND SCHOOL HEADS**

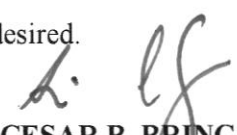
To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. The Human Resource Development Division – DepEd Caraga Region shall conduct a Capability Building on Designing Learning Action Cell and Session Guide Writing for PSDs, EPS and School Heads on October 24-26, 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:
 - a. explain the principles of Training Design;
 - b. develop a training design on SLAC Session;
 - c. write SLAC Session Guides; and
 - d. present an action plan for the division roll-out.
3. The participants to this training are the Public Schools District Supervisors, Education Program Supervisors (RO and SDOs) and School Heads. Slots allotted per Division is indicated in Enclosure No. 1. The list must be submitted through email at hrdddepd13@gmail.com on or before **September 7, 2018** using the template below. The participants shall then confirm their participation through online registration at <https://tinyurl.com/SGW13> not later than **September 14, 2018**. Failure to do so would mean an open slot for the other SDOs.

Division:

Name	Designation		District Assigned	Contact #	E-mail Address	Sex
1.						

4. Attached hereto are:
Enclosure No. 1 Allotment of Participants per SDO
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 transportation of participants 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

**CAPABILITY BUILDING ON DESIGNING LEARNING ACTION CELL AND SESSION
GUIDE WRITING FOR PSDSs, EPSs AND SCHOOL HEADS**

Allotment of Participants by Schools Division Office

Division	PSDSs	EPSs	School Heads	Total
Agusan del Norte	3	3	4	10
Agusan del Sur	4	4	4	12
Bayugan City	2	2	2	6
Bislig City	3	3	3	9
Butuan City	3	3	3	9
Cabadbaran City		3	3	6
Dinagat Islands	3	3	3	9
Siargao Islands	3	3	3	9
Surigao City	3	3	4	10
Surigao del Norte	4	4	4	12
Surigao del Sur	4	4	4	12
Tandag City		3	3	6
RO		10		10
TOTAL	36	46	38	120

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 in the venue at 7:00 AM of Day 1. 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 Arrival @ 7:00 AM (October 24, 2018)	Day 2 (October 25, 2018)	Day 3 (October 25, 201)
Breakfast	✓	✓	✓
AM Snack	✓	✓	✓
Lunch	✓	✓	✓
PM Snack	✓	✓	✓
Dinner	✓	✓	✓

Attendance

All participants are expected to stay for the whole duration of the said training. In case the participant cannot 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 regard 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.