



October 2, 2019



REGIONAL MEMORANDUM
No. 569, s. 2019

CAPACITY BUILDING AND ASSESSMENT OF LEARNING FACILITATORS

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. The Human Resource Development Division is announcing the conduct of the **Capacity Building and Assessment of Learning Facilitators** on October 14–18, 2019 at Rosario's Chinese Seafood Restaurant, Butuan City. This activity shall also serve as screening of facilitators who will be tapped to deliver training programs at various levels and assist the National Educators Academy of the Philippines (NEAP) in developing training programs for DepEd personnel.

2. The objectives of this activity are as follows:

General Objective:

At the end of the activity, the participants should be able to demonstrate skills and competence in facilitating adult learning.

Enabling Objectives:

- Determine the principles and concepts in facilitating adult learning and session guide writing;
- Display acceptance and commitment as regional facilitator;
- Translate the principles and concepts in facilitating adult learning into actual practice.

3. Please see the Enclosures herein for reference:

- Enclosure No. 1: List of Program Management Team Members and Participants
- Enclosure No. 2: Matrix of Activities
- Enclosure No. 3: Administrative Guidelines

4. Activity costs, which cover board and lodging of the participants, management staff & assessors, supplies & materials, and contingency shall be charged against the Regional HRD Funds, while the travel, per diem, and incidental expenses of participants, facilitators, guests, monitors, and PMT members shall be charged against local funds, subject to usual accounting and auditing rules and regulations.

5. For queries and clarifications, all concerned may contact the Region's HRDD through (085) 342-8207 local 130 or call/text Ms. Zenylou Frias through mobile no. 09223133414.

6. Immediate dissemination of this Memorandum to all concerned is highly desired.


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

hrdd/05/zif
10/02/2019



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LIST OF PROGRAM MANAGEMENT TEAM MEMBERS AND PARTICIPANTS

Over-all Team Leader : Francis Cesar B. Bringas, CESO V
Program Manager : Dr. Flordelisa R. Dalin
Focal Person : Ms. Zenylou I. Frias
Secretariat : Dr. Violeta C. Nuñez
Ms. Marlyne M. Villareal
Mrs. Meriam C. dela Rita
Mr. Roy S. Rele
Logistics Officer : Mr. Ricky B. Inson
Welfare Officer : Mrs. Mary Carolyn B. Gambe
Finance Officer : Mrs. Fe L Alegado
QAME Coordinator : Dr. Gilbert L. Gayrama

Facilitators/Assessors :

No.	Name	Division
1	Marilou P. Curugan	Agusan del Sur
2	Jean B. Ramirez	Butuan City
3	Dr. Corazon P. Roa	Butuan City
4	Dr. Rene G. Ebol	Dinagat Islands
5	Dr. Jovy C. Liza	Siargao Islands
6	Maria Ruth B. Edradan	Surigao City
7	Dr. Manuel L. Limjoco, Jr.	Surigao del Norte
8	Dr. Fluellen L. Cos	Surigao del Sur
9	Carlos Tian Chow C. Correos	Surigao del Sur

Participants:

No.	Name	Division
1	Deborah Grace J. Bacayo	Agusan del Norte
2	Gloria E. Bante	Agusan del Sur
3	Willyn Liz C. Sacasac	Agusan del Sur
4	Fatima Honey VI L. Lapidez	Agusan del Sur
5	Jenny O. Pendica	Agusan del Sur
6	Jennyvi H. Papellero	Agusan del Sur
7	Mercedes G. Gresos	Agusan del Sur
8	Ferdinand C. Elma	Agusan del Sur
9	Rona A. Bañas	Agusan del Sur
10	Dorothy Joy C. Jalalon	Agusan del Sur
11	Donald T. Arquiza	Surigao City
12	Trinidad T. Pulvera	Surigao City
13-65	53 participants are still to be determined through the submission of documents (a separate Memorandum shall be issued)	

MATRIX OF ACTIVITIES

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 - 8:30 AM		Assessment: Session Guide Writing	Assessment: Simulation in Facilitation	Assessment: Simulation in Facilitation (cont.)	Assessment: Behavioral Event Interview (cont.)
8:31 - 9:00 AM					Consolidation and Finalization of Results
9:01 - 9:30 AM					
9:31 - 10:00 AM					
10:01 - 10:30 AM					
					Arrival and Registration
10:31 - 11:00 AM					
11:01 - 11:30 AM					
11:31 - 12:00 AM					Closing Program
12:01 - 1:00 NN	LUNCH				
1:01 - 1:30 PM	Opening Program	Assessment: Preparation of Slide Deck	Assessment: Simulation in Facilitation (cont.)	Assessment: Behavioral Event Interview	Home Sweet Home
1:31 - 2:00 PM	Plenary: Personhood				
2:01 - 2:30 PM					
2:31 - 3:00 PM	Plenary: Principles of Adult Learning and Methodologies				
3:01 - 3:30 PM					
3:31 - 4:00 PM	Plenary: Session Guide Writing				
4:01 - 4:30 PM					
4:31 - 5:00 PM					

ADMINISTRATIVE GUIDELINES

Billeting and Accommodation

Upon arrival, please proceed to the Program Secretariat for registration and 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 before 12:00 NN 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 before 12 NN) (Oct. 14)	Days 2-4 (Oct. 15-17)	Day 5 (Check-out before 12 NN) (Oct. 18)
Breakfast	X	✓	✓
AM Snack	X	✓	✓
Lunch	X	✓	✓
PM Snack	✓	✓	X
Dinner	✓	✓	X

Attendance

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

Attire

Business formal attire.

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.