



October 30, 2019

REGIONAL MEMORANDUM

No. 696, s. 2019



**REGIONAL COLLOQUIUM OF SCHOOL HEADS UNDER THE SCHOOL HEADS
DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE**

TO: SCHOOLS DIVISION SUPERINTENDENTS

This Region

1. There will be a **Regional Colloquium of School Heads Under the School Heads Development Program (SHDP): Foundation Course** which will be held on November 10-11, 2019 for Cluster 1 and November 13-14, 2019 for Cluster 2 at Balanghai Hotel and Convention Center, Butuan City.

2. The objectives of this activity are as follows:

General Objective:

At the end of the activity, the school leaders should be able to manifest their leadership and management competencies through presentation of their notable school-initiated projects that enabled them achieve the desired learning outcomes.

Enabling Objectives:

- Provide avenue for the education leaders to share significant undertakings they have implemented in their school community.
- Allow participants to benchmark from the success stories of the other leaders across the region.
- Recognize the invaluable efforts of education leaders as they venture extra miles in improving school performance upon realizing quality education.

3. This is in line with DepEd Memorandum No. 192, s. 2016 where the identified school heads who attended the Regional Roll-Out of the School Heads Development Program (SHDP): Foundation Course which concluded last December 2018 shall report the implementation and initial gains of their Application Project (AP). This serves as one final requirement for the issuance of a Certificate of Completion.

4. The participants to this activity are the school heads who have completed the three modules of the course, NEAP-R learning facilitators, members of the technical working group, QAME monitors, and HRDD staff. They shall come in formal business attire.

5. To ensure smooth conduct of the colloquium, the subsequent tasks shall be strictly observed:

- The AP must have undergone the evaluation process in the SDO and approved by the Schools Division Superintendent.
- The focal person from the SDO shall fill-in the application project database through <https://tinyurl.com/ap13shdpfc> before November 5, 2019.
- All slide deck presentations and approved APs must be consolidated by the SDO prior to its submission to the Regional Office by uploading through <https://tinyurl.com/13shdp2019AP> on or before November 9, 2019. The APs must strictly be in PDF file with the file/document name, AP(Division)_(Family Name, Given Name) (Example: APADN_Castillo, Ramon). Slide deck presentations shall have the same labeling and will not be acknowledged if otherwise.
- The AP must be fully implemented, with impact report and reflection on the leadership experience of the implementer.



2019-10-16929

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938



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- e. All participants shall bring the hardcopy of the AP with the corresponding MOVs during the colloquium.
6. Please see the following enclosures for further reference:
- | | |
|------------------|--|
| Enclosure No. 1: | List of Program Management Staff and Technical Working Group |
| Enclosure No. 2: | List of NEAP-R Facilitators/Application Project Evaluators |
| Enclosure No. 3: | List of Participants |
| Enclosure No. 4: | Matrix of Activities |
| Enclosure No. 5: | Administrative Guidelines |
7. In accordance with CSC and DBM Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service*, the participants, facilitators, members of the technical working group, and program management staff are entitled to Compensatory Time-Off (CTO).
8. Expenses incurred during the conduct of this activity are chargeable against the Regional HRD funds, while the travel, per diem, and incidental expenses of participants, guests, evaluators, monitors, and members of the technical working group shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
9. 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.
10. Immediate dissemination of this Memorandum to all concerned is highly desired.


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

Incl.: As stated

Reference: DepEd Memorandum No. 192, s. 2016, Regional Memorandum Nos. 422, 455, 504, and 505, s. 2018

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

CONFERENCE	EDUCATION	TRANSFORMATION
DATA	PROJECT	

List of Program Management Staff and Technical Working Group

Program Management:

Over-all Team Leader	:	Francis Cesar B. Bringas, CESO V
Asst. Over-all team Leader	:	Arsenio T. Cornites, Jr., CESO V
Program Manager	:	Dr. Flordelisa R. Dalin
Focal Person	:	Zenylou I. Frias
Secretariat	:	Dr. Violeta C. Nuñez
		Marlyne M. Villareal
		Meriam C. dela Rita
Logistics	:	Roy S. Rele
		Ricky B. Inson
Welfare Officer	:	Mary Carolyn B. Gambe
QATAME Coordinator	:	Dr. Gilbert L. Gayrama

Technical Working Group:

No.	Name of Documenter	Division
1	Medrano, Jonalyn T.	Surigao del Sur
2	Dahunog, Analiza E.	Surigao del Sur
3	Havana, Jine L.	Agusan del Sur
4	Vernon, Lorna T.	Surigao del Sur
5	Madelo, Lucille H.	Bayugan City
6	Gupana, Lualhati B.	Dinagat Islands
No.	Name of Moderator	Division
1	Taburno, Maribel	Agusan del Sur
2	Faustino, Rhodelaine	Butuan City
3	Ambel, Jonathan L.	Surigao del Sur
4	Lerog, Hermiette F.	Surigao City
5	Rodes, Joy Ann J.	Agusan del Norte
6	Matildo, Romalyn P.	Surigao del Sur

List of NEAP-R Facilitators/Application Project Evaluators

No.	Name of Evaluators	Division
1	Hermocilla, Analou O.	Agusan del Norte
2	Bolotaolo, Rexan O.	Agusan del Norte
3	Montante, Rebecca T.	Agusan del Norte
4	Raŕin, Jeho C.	Agusan del Norte
5	Raŕin, Marcelina G.	Agusan del Norte
6	Pareja, Michael S.	Agusan del Sur
7	Curugan, Marilou	Agusan del Sur
8	Prochina, Betcheba E.	Agusan del Sur
9	Havana, Joseph Joy G.	Agusan del Sur
10	Cultura, Niesa T.	Bayugan City
11	Garzon, Jonathan F.	Bayugan City
12	Millan, Louella Luisa A.	Bislig City
13	Calumpang, Rowena C.	Butuan City
14	Villareal, Marlyne	Butuan City
15	Hermocilla, Aldin A.	Butuan City
16	Roa, Corazon P.	Butuan City
17	Jumonong, Jonas H.	Butuan City
18	Ramirez, Jean B.	Butuan City
19	Ampong, Jr., Joseph G.	Butuan City
20	Giducos, Romeo	Butuan City
21	Carlos, Gewaresel T.	Butuan City
22	Alas, Reylan R.	Butuan City
23	Ceballos, Jester P.	Cabadbaran City
24	Asotigue, Marilou D.	Cabadbaran City
25	Cabradilla, Zandra D.	Cabadbaran City
26	Cornites, Mary Allen P.	Cabadbaran City
27	Macadatar, Alejandro P.	Regional Office
28	Dones, Fernando A.	Siargao Islands
29	Espejon, Giovanette D.	Siargao Islands
30	Edradan, Maria Ruth B.	Surigao City
31	Cos, Fluellen L.	Surigao del Sur
32	Correos, Carlos Tian Chow C.	Surigao del Sur
33	Dumpit, Willy C.	Surigao del Sur
34	Guinguing, Liza M.	Surigao del Sur

List of Participants

Cluster 1

November 10-11, 2019

Division	Name	Cluster
Agusan del Norte	ABECIA, PACITA P.	1
Agusan del Norte	AGUALA, DEBEROSE B.	1
Agusan del Norte	BALESTA, JAY F.	1
Agusan del Norte	BUCO, DREAMCY S.	1
Agusan del Norte	DEMETILLO, ANECITA D.	1
Agusan del Norte	GOMEZ, ELISA C.	1
Agusan del Norte	MAPUTE, HERMOCELIA C.	1
Agusan del Norte	MONTAJES, AURORA Z.	1
Agusan del Norte	SENANIN, ALEXIS L.	1
Agusan del Sur	AGUILAR, ANDREW ANDY T.	1
Agusan del Sur	ALIBANGBANG, APOLONIO A.	1
Agusan del Sur	ANGCHANGCO, NEILMARX V.	1
Agusan del Sur	AUGUIS, EDWIN T.	1
Agusan del Sur	BAJAO, VENUS D.	1
Agusan del Sur	BALANSAG, JEZREEL L.	1
Agusan del Sur	BALLOT, ELEUTERIO P.	1
Agusan del Sur	ADORABLE, MA. CARLA	1
Agusan del Sur	BATAUSA, ARLIN D.	1
Agusan del Sur	BONOCAN, LAWIN R.	1
Agusan del Sur	CABANAS, AMOS C.	1
Agusan del Sur	CALE, ALMER O.	1
Agusan del Sur	CANOY, LEILA P.	1
Agusan del Sur	BERON, ALBERTO	1
Agusan del Sur	CATACATA, ROLLY C.	1
Agusan del Sur	CIBAL, JANONE A.	1
Agusan del Sur	DADIVAS, ROMY C.	1
Agusan del Sur	DATOR, RELANIE R.	1
Agusan del Sur	DICANG, OLEVER B.	1
Agusan del Sur	DILAG, JOSEFINA D.	1
Agusan del Sur	DURANGO, JAIME, JR O.	1
Agusan del Sur	ETULLE, REVILYN C.	1
Agusan del Sur	GARDOSE, VIVIAN M.	1
Agusan del Sur	GASCON, RONEL L.	1

Agusan del Sur	GEROCHE, GERLIE Y.	1
Agusan del Sur	GOZO, JUNEL S.	1
Agusan del Sur	CASTROMAYOR, GILDA	1
Agusan del Sur	HERBOLINGO, NOEL O.	1
Agusan del Sur	HINGPIT, JOANNE L.	1
Agusan del Sur	JULVE, EDUARDO J.	1
Agusan del Sur	LIMOT, LARRY A.	1
Agusan del Sur	LUMANTAS, VENER D.	1
Agusan del Sur	MALLONGA, LEAH V.	1
Agusan del Sur	MARTINET, CYCRIS B.	1
Agusan del Sur	MONDEJAR, JANET S.	1
Agusan del Sur	MONTERO, BERNIE O.	1
Agusan del Sur	NEGRANZA, RYAN M.	1
Agusan del Sur	NUZON, MIGUEL G.	1
Agusan del Sur	OLAVIDES, ADMONDRO S.	1
Agusan del Sur	OTAZA, LEONILO S.	1
Agusan del Sur	PAGALAN, VENUS MILDRED S.	1
Agusan del Sur	PALAMOS, PERFECTO E.	1
Agusan del Sur	PALCO, SHALIE M.	1
Agusan del Sur	PANGAN, JOAHNA KATHRINA S.	1
Agusan del Sur	PERODEZ, REY B.	1
Agusan del Sur	PLAZA, FRANCISCA D.	1
Agusan del Sur	GOCE, REDEL	1
Agusan del Sur	QUICOS, VOIT D.	1
Agusan del Sur	RAPISTA, MARY ANN M.	1
Agusan del Sur	RIQUE, LUIS P.	1
Agusan del Sur	ROMANO, IVY S.	1
Agusan del Sur	SAROMINES, ANTONIO S.	1
Agusan del Sur	SENTONES, MARIA MAGDALINA Q.	1
Agusan del Sur	SUMAMPONG, ROSALYN A.	1
Agusan del Sur	TANAID, MARY ANN P.	1
Agusan del Sur	TORRALBA, SARAH C.	1
Agusan del Sur	LOSAYNO, ELVY	1
Agusan del Sur	UCAY, EVANGELINE P.	1
Agusan del Sur	VALLE, LEO D.	1
Agusan del Sur	VILLAPLAZA, LILIBETH B.	1
Agusan del Sur	VITOR, LUISITO C.	1
Agusan del Sur	RUBILLOS, SOLEDAD	1
Agusan del Sur	SEMACIO, ALAN	1
Agusan del Sur	TODE, ERMITA	1
Bayugan City	ALGOPERA, RUEL C.	1

Bayugan City	AUTOR, ELMER E.	1
Bayugan City	BALALA, DENNIS R.	1
Bayugan City	BERNAT, MERCED S.	1
Bayugan City	DAQUIPIL, VIRGINIA M.	1
Bayugan City	ESCOTO, BABY ROMELIA M.	1
Bayugan City	GALLENERO, DINA M.	1
Bayugan City	GEPITULAN, REYNALDO B.	1
Bayugan City	JADOL, YODELYN D.	1
Bayugan City	LAUREL, MARIVIC C.	1
Bayugan City	OPENA, NESTOR C.	1
Bayugan City	REGALA, LORNA B.	1
Bayugan City	RIVERA, FE B.	1
Bislig City	AMBIE, ROSEMARIE T.	1
Bislig City	ARPILLED, JOSEPH F.	1
Bislig City	CABIL, RICKY S.	1
Bislig City	CLAR, FLORA K.	1
Bislig City	DEPAY, ALEXANDER I.	1
Bislig City	FERNANDEZ, BOBBY O.	1
Bislig City	MALAZARTE, LOURDES ESPERLYN B.	1
Bislig City	MAXIMALES, ANA MARIE M.	1
Bislig City	MILLAN, NOEL L.	1
Bislig City	NUÑEZ, VILMA C.	1
Bislig City	VILLALUZ, MARIVIC R.	1
Bislig City	YPARRAGUIRRE, JOEL L.	1
Butuan City	ALIÑO, RUBEN B.	1
Butuan City	AYUBAN, CHARLO G.	1
Butuan City	CATERBAS, KENBERLY G.	1
Butuan City	FLORES, CLARK P.	1
Butuan City	GENON, JERRIC M.	1
Butuan City	MAGALONA, JOVY B.	1
Butuan City	PAULIN, EMELINE R.	1
Cabadbaran City	CEBRIAN, JESSICA A.	1
Cabadbaran City	MEJORADA, JOEL A.	1
Dinagat Islands	ARLAN, MARVEN F.	1
Dinagat Islands	CABAG-IRAN, MELANY C.	1
Dinagat Islands	CANDA, LESLEE F.	1
Dinagat Islands	CORTES, DOMINADOR T.	1
Dinagat Islands	DUMASAPAL, JOVITO D.	1
Dinagat Islands	ECLE, ROSILY JANE T.	1
Dinagat Islands	GUMA-OD, CRISBE C.	1
Dinagat Islands	JAPAY, BENJIE L.	1

Dinagat Islands	LLAMERA, JOHN C.	1
Dinagat Islands	MODELO, JEANETTE H.	1
Dinagat Islands	REMOCHA, MARIE GRACE N.	1
Dinagat Islands	SENDIONG, REYNALDO L.	1
Dinagat Islands	VILLANUEVA, ANIDEL B.	1
Siargao Islands	CALIDGUID, ISAGANI B.	1
Siargao Islands	DELA CRUZ, GLENN C.	1
Siargao Islands	DIZON, REVELITO G.	1
Siargao Islands	GONZALES, MICHAEL E.	1
Siargao Islands	IBALLA, LUCAS S.	1
Siargao Islands	LABE, MADELYN T.	1
Siargao Islands	LUBAPIS, VIRGINIA B.	1
Siargao Islands	SANGCO, SARACHEN L.	1
Siargao Islands	TAGALO, HONEY R.	1
Surigao City	ARMADA, ROGELY P.	1
Surigao City	BABAS, ALVIN M.	1
Surigao City	EDER, VALERIA C.	1
Surigao City	GENERAN, LEENAI DA G.	1
Surigao City	GIJAPON, MYRNA Y.	1
Surigao City	LISONDRA, LINA M.	1
Surigao City	QUIDAY, ELIZABETH B.	1
Surigao del Norte	ANINO, GRACE JOY P.	1
Surigao del Norte	BERBAL, MARIO S.	1
Surigao del Norte	CABUGA, ADELA S.	1
Surigao del Norte	DEGUITO, AURELIO J.	1
Surigao del Norte	ESCABAL, ELIZA B.	1
Surigao del Norte	GALANIDA, GOMER O.	1
Surigao del Norte	GIPALA, DINDO P.	1
Surigao del Norte	JOSUE, EVA E.	1
Surigao del Norte	MAINIT, ALICIA N.	1
Surigao del Norte	NAQUILA, ANGELITO M.	1
Surigao del Norte	PIÑALOZA, THELMA T.	1
Surigao del Norte	TIGAO, ROSITA E.	1
Surigao del Norte	UGAY, LINA D.	1
Surigao del Sur	ABA-A, BAMBIE R.	1
Surigao del Sur	ABRAHAN, PERGINN A.	1
Surigao del Sur	ALNGOG, JESEBEL A.	1
Surigao del Sur	ARNIGO, MARICEL A.	1
Surigao del Sur	ARREZA, TEOFISTO, JR. A.	1
Surigao del Sur	BALDO, PATROCENIO JR. R.	1
Surigao del Sur	BESINGA, ADAM B.	1

Surigao del Sur	BUNIEL, SUSEPATRO, JR. S.	1
Surigao del Sur	CAMBA, JOSEFINA M.	1
Surigao del Sur	CAPISTRANO, FLORIZA C.	1
Surigao del Sur	CLAMANA, FLORITA E.	1
Surigao del Sur	CORPUZ, TITA T.	1
Surigao del Sur	CUBELO, FLORENCIO, JR. I.	1
Surigao del Sur	DAPAR, ERNIE D.	1
Surigao del Sur	DOBLES, JEFFREY S.	1
Surigao del Sur	DOLORICON, NELLY A.	1
Surigao del Sur	DUERO, JEZEBEL C.	1
Surigao del Sur	ESCOL, ALDA D.	1
Surigao del Sur	FERNANDEZ, MILA S.	1
Surigao del Sur	GANZO, ROSELYN R.	1
Surigao del Sur	GOMEZ, CECILIA G.	1
Surigao del Sur	GONZAGA, EMMA R.	1
Surigao del Sur	GUARDALUPE, VIRGILIO G.	1
Surigao del Sur	GUINSATAO, CHERRY A.	1
Surigao del Sur	JALA, MARISSA C.	1
Surigao del Sur	LEQUIT, GIRLIE O.	1
Surigao del Sur	LINDO, ZENAIDA S.	1
Surigao del Sur	LOREN, EMETERIA D.	1
Surigao del Sur	MAHINAY, AMOR J.	1
Surigao del Sur	MIRALLES, LEMUEL P.	1
Surigao del Sur	MOMO, ELIBERT T.	1
Surigao del Sur	NAVAREZ, RAQUEL L.	1
Surigao del Sur	OLIVERIO, LUCRESIA O.	1
Surigao del Sur	ORTIZ, WALERICO A.	1
Surigao del Sur	PANUGALING, ELIAS C.	1
Surigao del Sur	PEDROZO, CONCISA S.	1
Surigao del Sur	PENASO, EDNA B.	1
Surigao del Sur	QUERUBIN, ESTEBAN B.	1
Surigao del Sur	RONQUILLO, LELIOSA C.	1
Surigao del Sur	ROZ, ROFIL T.	1
Surigao del Sur	RUAZA, RITA R.	1
Surigao del Sur	SABINO, JULIETA A.	1
Surigao del Sur	SANCHEZ, ADELYN V.	1
Surigao del Sur	SINGCOL, MARY ANN M.	1
Surigao del Sur	SUMALO, BEBIANA B.	1
Surigao del Sur	TAJONERA, MAURICE GAY A.	1
Surigao del Sur	TUCONG, JOSEPH T.	1
Surigao del Sur	VILLAFLO, SUSAN R.	1

Surigao del Sur	YAP, EDISSA E.	1
Tandag City	BANDUY, EVELYN C.	1
Tandag City	DAMIAO, MARTHA N.	1
Tandag City	LAORDEN, ROMULO T.	1
Tandag City	RAMOS, GUILLERMO JR. C.	1
Tandag City	TINUNGA, ANTONIO M.	1

Cluster 2
November 13-14, 2019

Division	Name	Cluster
Agusan del Norte	ABEJAR, GILBERT B.	2
Agusan del Norte	AROGANCIA, MARLYNE C.	2
Agusan del Norte	BELDAD, IVY H.	2
Agusan del Norte	CENIZA, GRACE M.	2
Agusan del Norte	GARILLO, MARIVIC M.	2
Agusan del Norte	LARAN, GLENN Q.	2
Agusan del Norte	MONDIA, MARICEL G.	2
Agusan del Norte	OTAZA, RICKY P.	2
Agusan del Norte	SERRANO, MA. THERESA D.	2
Agusan del Sur	HAPON, ARCELI	2
Agusan del Sur	ALVAR, FLORO G.	2
Agusan del Sur	APATAN, VIRGIELYN M.	2
Agusan del Sur	AWI, LEONORA M.	2
Agusan del Sur	BALAGULAN, ROSELYN M.	2
Agusan del Sur	BALASABAS, NIMFA P.	2
Agusan del Sur	MAGALONA, HAIDE	2
Agusan del Sur	BATICO, JOCELYN	2
Agusan del Sur	BETAISAR, MARIA TERESA E.	2
Agusan del Sur	BOQUIL, ELEAZAR Q.	2
Agusan del Sur	CAGADAS, FLORDELIZA P.	2
Agusan del Sur	CANDARI, CELSA A.	2
Agusan del Sur	CAPINIA, NESTOR J.	2
Agusan del Sur	CARIN, ANTONIETTA J.	2
Agusan del Sur	CAVAN, JEANIE P.	2
Agusan del Sur	CORTEZ, REXON A.	2
Agusan del Sur	DAPAT, CELSO, JR. S.	2
Agusan del Sur	DELA CRUZ, SAMUEL S.	2
Agusan del Sur	DICDICAN, JURGENNE C.	2
Agusan del Sur	DINERO, GIRLIE A.	2

Agusan del Sur	ELMA, FERDINAND C.	2
Agusan del Sur	FERNANDEZ, PIO P.	2
Agusan del Sur	GASCON, ARTEMIO B.	2
Agusan del Sur	GEOLINA, JOEY L.	2
Agusan del Sur	BOMBIO, NORBERTO	2
Agusan del Sur	GRANA, MARIFEL D.	2
Agusan del Sur	GUINOO, RIZALINA A.	2
Agusan del Sur	HILOT, PASTOR, JR A.	2
Agusan del Sur	INTING, LEONARDO K.	2
Agusan del Sur	LAURENCIO, MARILOU A.	2
Agusan del Sur	CORPORAL, RENATO	2
Agusan del Sur	DOYSABAS, CRESENCIO	2
Agusan del Sur	MARCOS, LARRY E.	2
Agusan del Sur	MARTINEZ, ROSALINA R.	2
Agusan del Sur	MONFORTE, JOHNSON S.	2
Agusan del Sur	MORDERNO, MANUEL C.	2
Agusan del Sur	NERI, MA.TERESA C.	2
Agusan del Sur	DOYSABAS, BABYLINDA	2
Agusan del Sur	OPPUS, SOCORRO P.	2
Agusan del Sur	OYANIB, GINA L.	2
Agusan del Sur	PAGOLONG, MARICOR M.	2
Agusan del Sur	PALBAN, JOSEL P.	2
Agusan del Sur	PAMA, SUSAN T.	2
Agusan del Sur	PATRICIO, MELCHOR C.	2
Agusan del Sur	PESITAS, JAKIE S.	2
Agusan del Sur	POMOY, CHRIS D.	2
Agusan del Sur	PUEDAN, TERESITA C.	2
Agusan del Sur	QUINTAS, JOHN BOYETTE T.	2
Agusan del Sur	RETUBADA, ROLLY G.	2
Agusan del Sur	RODRIGUEZ, BERNANDITA E.	2
Agusan del Sur	SALIGAN, LETECIA P.	2
Agusan del Sur	SATURINAS, SANDRO R.	2
Agusan del Sur	SUBLA, ELEONOR M.	2
Agusan del Sur	TALAGON, GERMAN C.	2
Agusan del Sur	TEOLA, NORMIE E.	2
Agusan del Sur	TROGUE, MIRAFLOR B.	2
Agusan del Sur	TULOD, NECESARIO F.	2
Agusan del Sur	VALES, SUSAN P.	2
Agusan del Sur	MAGADAN, MELODY	2
Agusan del Sur	VISTAL, BENNEL JOY S.	2
Agusan del Sur	YECYEC, JOCELYN V.	2

Agusan del Sur	SALISID, JOSEPHINE	2
Agusan del Sur	SUMIPO, CONCORDIO	2
Agusan del Sur	VALENCIA, DORIS	2
Bayugan City	AROGANTE, SEFRIANO B.	2
Bayugan City	BAGUHIN, MARITES C.	2
Bayugan City	BANZON, MERLY A.	2
Bayugan City	BUQUE, FERDINAND C.	2
Bayugan City	DELAMENTE, MANCIO I.	2
Bayugan City	GABOR, MARCK C.	2
Bayugan City	GALLENERO, JOSE DANNY F.	2
Bayugan City	HINUNANGAN, MA. ELENA C.	2
Bayugan City	LAGURIN, LAZARO G.	2
Bayugan City	NAPOLES, IRAIDA E.	2
Bayugan City	RAZON, JOYLENE L.	2
Bayugan City	RIQUE, JUANITA G.	2
Bayugan City	TAALA, ROSEMARIE H.	2
Bislig City	APOLINARIO, JUNNIE G.	2
Bislig City	BAUTISTA, LOTA B.	2
Bislig City	CARTESIANO, DAISY G.	2
Bislig City	DELA RITA, GENEVIEVE B.	2
Bislig City	DUMALAGAN, AGNES C.	2
Bislig City	LOQUIAS, IRIS B.	2
Bislig City	MALIZA, NEMROD A.	2
Bislig City	MERIDA, MARICEL R.	2
Bislig City	MILLAN, TERESITA C.	2
Bislig City	OLIVEROS, JAIME B.	2
Bislig City	VILLANUEVA, RAMEL R.	2
Butuan City	ACERO, FERNANDO L.	2
Butuan City	AMBA, MARILYN S.	2
Butuan City	BAYLOSIS, LEDIO A.	2
Butuan City	CODILLA, LEO, JR. L.	2
Butuan City	GALVE, VIVIAN C.	2
Butuan City	LAZAGA, CHARITO M.	2
Butuan City	PACENO, ROSEMARIE D.	2
Butuan City	SAJULGA, CHARLITA A.	2
Cabadbaran City	GUINITA, JOANN KATHERINE M.	2
Cabadbaran City	VELASCO, DETCYLE A.	2
Dinagat Islands	BALLARA, LORENA A.	2
Dinagat Islands	CAMUGAO, NIDA N.	2
Dinagat Islands	CORTES, ARELIE P.	2
Dinagat Islands	CRISOSTOMO, MARLYN B.	2

Dinagat Islands	DUTOSME, FELICIDAD B.	2
Dinagat Islands	EGAMAO, MARIA ESTELA B.	2
Dinagat Islands	JAMAHANI, JOSIE M.	2
Dinagat Islands	JIZ DE ORTEGA, MARY JANE L.	2
Dinagat Islands	MARIBAO, MA. LILITH B.	2
Dinagat Islands	PADILLA, MARILOU M.	2
Dinagat Islands	SARCOS, DANTE E.	2
Dinagat Islands	TEMARIO, EVANGELINE S.	2
Siargao Islands	BUO, JORLY L.	2
Siargao Islands	CALUNIA, JULIET T.	2
Siargao Islands	DIZON, NIEVA B.	2
Siargao Islands	GARIDO, JUNEL P.	2
Siargao Islands	GUILARAN, CARMEN G.	2
Siargao Islands	JUANITE, METHOS LIAN Q.	2
Siargao Islands	LASALA, SHEILA JANE D.	2
Siargao Islands	ROSILLO, ARCHIE A.	2
Siargao Islands	SARONG, RHEA LUZ D.	2
Siargao Islands	TOKONG, BEBELYN C.	2
Surigao City	ARQUIZA, DONALD T.	2
Surigao City	CREENCIA, RUFINA M.	2
Surigao City	GALVEZ, NERISSA A.	2
Surigao City	GIBERTAS, EDWIN E.	2
Surigao City	JAMERA, MARIA CONSUELO C.	2
Surigao City	LLESIS, JOSEFINA U.	2
Surigao City	QUINO, REY G.	2
Surigao del Norte	BANTUGAN, FLORENCIO, JR. M.	2
Surigao del Norte	BOLOTAOLO, JOSEPHINE G.	2
Surigao del Norte	CURIAS, CRISTIE M.	2
Surigao del Norte	EBUÑA, ANTONINO C.	2
Surigao del Norte	ESCABAL, JOSE GIL L.	2
Surigao del Norte	GALIDO, MARISOL M.	2
Surigao del Norte	INOT, LUCILA L.	2
Surigao del Norte	LARONG, RAULITO C.	2
Surigao del Norte	MONTEVIRGEN, JASMENIA S.	2
Surigao del Norte	NAVALLO, QUEEN ANN M.	2
Surigao del Norte	SALINO, LORNA M.	2
Surigao del Norte	WINES, JOSEFINA B.	2
Surigao del Norte	VILLAMOR, GREGORIA T.	2
Surigao del Sur	ABAY-ABAY, JUNE L.	2
Surigao del Sur	AGUHOB, VILMA G.	2
Surigao del Sur	AMIGO, MARILOU P.	2

Surigao del Sur	ARREZA, ROJOHN A.	2
Surigao del Sur	BALDINAR, ELENITA F.	2
Surigao del Sur	BANDOLA, MA. LIZA T.	2
Surigao del Sur	BUCAY, ELVIE G.	2
Surigao del Sur	CABELIÑO, GEMMA U.	2
Surigao del Sur	CAMPION, BEATRIZ V.	2
Surigao del Sur	CILLO, REBECCA M.	2
Surigao del Sur	CLARABAL, ALMA N.	2
Surigao del Sur	CRUZ, RUTH L.	2
Surigao del Sur	DAHONOG, SATURNINO C.	2
Surigao del Sur	DAPAR, MENERBA M.	2
Surigao del Sur	DOLORICON, NELLY A.	2
Surigao del Sur	DUEÑAS, GENELYN S.	2
Surigao del Sur	DUMAS, JUANITA A.	2
Surigao del Sur	FAELDEN, LEMUEL G.	2
Surigao del Sur	GALGO, JOELYN T.	2
Surigao del Sur	GERINGIN, NESTOR P.	2
Surigao del Sur	GOMEZ, HELEN P.	2
Surigao del Sur	GONZAGA, PSYCHE I.	2
Surigao del Sur	GUARIN, MERIAM M.	2
Surigao del Sur	HERDA, MARIA EDNA G.	2
Surigao del Sur	LACSI, HANZEL ANN J.	2
Surigao del Sur	LIGAS, ELICIA O.	2
Surigao del Sur	LOAYON, ROTCHELL A.	2
Surigao del Sur	LOZADA, GREGORIO E.	2
Surigao del Sur	MATILDO, ROMALYN P.	2
Surigao del Sur	MOLINO, SHEILA MAE C.	2
Surigao del Sur	MONTENEGRO, AGNES L.	2
Surigao del Sur	OCURA, JANICE P.	2
Surigao del Sur	ORTIZ, AIREEN O.	2
Surigao del Sur	PANTAS, NENITA A.	2
Surigao del Sur	PARAJES, ARNOLD A.	2
Surigao del Sur	PENARANDA, RUSTICO I.	2
Surigao del Sur	PORMIENTO, ELIBERT M.	2
Surigao del Sur	RAMOS, MARIANITA D.	2
Surigao del Sur	ROZ, LILYBETH A.	2
Surigao del Sur	RUAZA, AMELYN O.	2
Surigao del Sur	RUBENIAL, RUTH CHRISTIANNE JELE S.	2
Surigao del Sur	SALGADO, RICHARD A.	2
Surigao del Sur	SINGCOL, MARY ANN M.	2
Surigao del Sur	SUAREZ, JEAN A.	2

Surigao del Sur	TACBAS, DANIEL L.	2
Surigao del Sur	TORIO, BEATRIZ A.	2
Surigao del Sur	VERANO, CLEOFAS L.	2
Surigao del Sur	YABANA, MARYBELLE D.	2
Surigao del Sur	YICYEC, ALAN C.	2
Tandag City	CRUZ, REGINALD M.	2
Tandag City	JUMADLA, EGY I.	2
Tandag City	NARANJO, PERLA F.	2
Tandag City	SUAZO, DOROTHY L.	2

MATRIX OF ACTIVITIES

Time		Cluster 1	
	Day 0	Day 1	Day 2
	Nov. 9, 2018	Nov. 10, 2019	Nov. 11, 2019
8:00 - 8:30 AM		Registration	Presentation and Evaluation of Application Projects (Parallel Sessions)
8:31 - 9:00 AM		Opening Program	
9:01 - 9:30 AM			
9:31 - 10:00 AM			
10:01 - 10:30 AM		Preparation of Session Halls	
10:31 - 11:00 AM			
11:01 - 11:30 AM		Presentation and Evaluation of Application Projects (Parallel Sessions)	
11:31 - 12:00 AM			
12:01 - 1:00 NN	LUNCH		
1:01 - 1:30 PM	Arrival	Presentation and Evaluation of Application Projects (Parallel Sessions)	Presentation and Evaluation of Application Projects (Parallel Sessions)
1:31 - 2:00 PM			
2:01 - 2:30 PM			
2:31 - 3:00 PM			
3:01 - 3:30 PM			
3:31 - 4:00 PM			
4:01 - 4:30 PM			
4:31 - 5:00 PM			Closing Program
5:01 - 5:30 PM	Reflection		
5:31 -6:00 PM	Debriefing		

Time	Cluster 2			
	Day 0	Day 1	Day 2	
	Nov. 12, 2019	Nov. 13, 2019	Nov. 14, 2019	
8:00 - 8:30 AM		Registration	Presentation and Evaluation of Application Projects (Parallel Sessions)	
8:31 - 9:00 AM				
9:01 - 9:30 AM		Opening Program		
9:31 - 10:00 AM				
10:01 - 10:30 AM		Preparation of Session Halls		
10:31 - 11:00 AM				
11:01 - 11:30 AM		Presentation and Evaluation of Application Projects (Parallel Sessions)		
11:31 - 12:00 AM				
12:01 - 1:00 NN				
1:01 - 1:30 PM		Presentation and Evaluation of Application Projects (Parallel Sessions)	Presentation and Evaluation of Application Projects (Parallel Sessions)	
1:31 - 2:00 PM				
2:01 - 2:30 PM	Arrival			
2:31 - 3:00 PM				
3:01 - 3:30 PM				
3:31 - 4:00 PM				
4:01 - 4:30 PM			Closing Program	
4:31 - 5:00 PM				
5:01 - 5:30 PM				
5:31 -6:00 PM				

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.

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

Participants are expected to arrive to be in the venue at 2:00 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:

Cluster 1:

Meals	Day 0 (Arrival at 2 PM) (Nov. 9)	Day 1 (Nov. 10)	Day 2 (Check-out before 12 NN) (Nov. 11)
Breakfast	X	✓	✓
AM Snack	X	✓	✓
Lunch	X	✓	✓
PM Snack	X	✓	✓
Dinner	✓	✓	X

Cluster 2:

Meals	Day 0 (Arrival at 2 PM) (Nov. 12)	Day 1 (Nov. 13)	Day 2 (Check-out before 12 NN) (Nov. 14)
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

Formal business 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.