



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 29, 2021

REGIONAL MEMORANDUM

No. **000410**, s. 2021

**RESOURCE PACKAGE DEVELOPMENT FOR THE PRIORITY LEARNING NEEDS OF
THE NON-TEACHING PERSONNEL**

To: Schools Division Superintendents
All Others Concerned

1. This office, through the Human Resource Development Division, shall conduct a virtual workshop on the Development of Resource Package for the Priority Learning Needs of Non-Teaching Personnel via Online Platform on August 12, 13 and 19, 2021.
2. The objectives of this activity are to develop a resource package that addresses the priority learning needs of non-teaching personnel based on their 2020 Individual Development Plan (IDP); and to enhance the knowledge, skills, and attitudes (KSAs) of Resource Package Developers in formulating session guides with respective slide deck presentations.
3. Attached are the list of participants and the activity matrix. Participants from each SDO must accomplish the online registration through the link bit.ly/DRPRegRO on or before August 3, 2021. Links to the virtual room and the daily attendance forms shall be given on August 4, 2021, through email or social media platform.
4. All incurred expenses during the conduct of this activity shall be charged to local funds/MOOE, subject to usual accounting and auditing rules and procedures.
5. Immediate dissemination of and appropriate action on this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosure: As stated
References: 2021 HRDD AIP
To be indicated in the Perpetual Index under the following subjects:

IDP NON-TEACHING RESOURCE PACKAGE DEVELOPMENT

HRDD-CDPA



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LIST OF PARTICIPANTS

NO	NAME	DIVISION
1	Maria Theresa M. Arradaza	Baybay City
2	Francis B. Recto	Baybay City
3	Ryan G. Japay	Biliran
4	Madylyn D. Machete	Biliran
5	Lezl M. Avila	Biliran
6	John Michael C. Jalayjay	Calbayog City
7	Samuel A. Repelente	Calbayog City
8	Rey Demit	Calbayog City
9	Milaner Oyo-a	Calbayog City
10	Feldah D. Guitoria	Eastern Samar
11	Ezer Marco S. Cajipo	Eastern Samar
12	John Patrick G. Lazaro	Eastern Samar
13	Carmela D. Villamor	Leyte
14	Ernesto J. Felizarta, Jr.	Leyte
15	Rex C. Briones	Leyte
16	Fatima Migñon D. Guia	Leyte
17	Bernadeth M. Genol	Maasin City
18	Adelfa S. Tagra	Maasin City
19	Rhodora A. Borja	Northern Samar
20	Evelyn J. Vertudez	Northern Samar
21	Marie Christine C. Patcho	Ormoc City
22	Lengie S. Dalupan	Ormoc City
23	Joel V. Tapil	Samar
24	Grace Mae D. Lesigon	Southern Leyte
25	Mac Laurence J. Laurente	Southern Leyte
26	Amor O. Abando	Southern Leyte
27	Olit M. De Guzman	Tacloban City
28	Teresa F. Real	Tacloban City
29	Ma. Alith R. Gomez	Tacloban City
30	Erwin C. Gacam	Tacloban City

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Ma. Gemma Ledesma Mercado	Activity Manager
Bibiano I. Sentillas, CESO V	Co- Activity Manager
Harvie D. Villamor	Onsite Manager
Alma B. Suyom	Finance Manager
Rita R. Dimakiling	QAME Manager
Clark Dave P. Arante	Co-Onsite Manager
Alejandra B. Lagumbay	Resource Person
Rodel V. Rosales	HRDD Staff
Rowena T. Vacal	
Dina S. Superable	
Michael C. Parado	
May Ann B. Ladrera	

Rachiel R. Labita

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**DEVELOPMENT OF RESOURCE PACKAGE FOR THE PRIORITY LEARNING NEEDS
OF NON-TEACHING PERSONNEL**

August 5, 6, and 12, 2021, via Online Platform

Activity Matrix

Time/Day	Day 1 August 12, 2021	Day 2 August 13, 2021	Day 3 August 19, 2021
9:00AM-9:30AM	Opening Program and Orientation	Process Check	Process Check
9:30AM-10:00AM	Resource Package Development: The Standards and Guiding Principles Dr. Alejandra B. Lagumbay <i>Regional L&D Focal Person</i>	Continuation of Workshop 1: Development of Session Guides based on Andragogical and Constructive Principles	Presentation of the Developed Resource Package
10:00AM-11:00AM			
11:00AM-12:00AM	The Priority Learning Needs of the Non-teaching Personnel Clark Dave P. Arante <i>LDNA for NTP Focal Person</i>	Presentation of Developed Session Guides	
12:00AM-1:00PM	Lunch Break		
1:00PM-4:00PM	Workshop 1: Development of Session Guides based on Andragogical and Constructive Principles	Workshop 2: Development of Slide Deck Presentations of the Developed Session Guides	Finalization and Submission of Outputs Closing Program

Prepared by:

CLARK DAVE P. ARANTE
Education Program Specialist II

Noted by:


HARVIE D. VILLAMOR EdD
HRDD Chief