



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

September 24, 2021

REGIONAL MEMORANDUM

No. **000558**, s. 2021

VIRTUAL PILOT DELIVERY OF THE DEVELOPED RESOURCE PACKAGE ON THE PRIORITY LEARNING NEEDS OF NON-TEACHING PERSONNEL

To: Schools Division Superintendents
All Others Concerned

1. This office, through the Human Resource and Development Division, shall conduct a **Virtual Pilot Delivery (Beta Testing) of the Developed Resource Package on the Priority Learning Needs of Non-teaching personnel** on **September 28-30, 2021** via Online Platform.
2. The objectives of this activity are as follows:
 - a. to pilot-run the resource package to ensure that the session guides with their corresponding slide deck presentations are doable in the given time; and
 - b. to develop the knowledge, skills and attitudes (KSAs) of the participants of their identified priority needs based on the results of the online Learning and Development Needs Assessment (LDNA).
3. Attached are the list of participants and the activity matrix with the learning facilitators for each session.
4. Participants are requested to register online through the link **bit.ly/NTPPilotReg** on or before **September 27, 2021**.
5. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

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

PILOT TESTING

RESOURCE PACKAGE

HRDD-CDPA



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ISO 9001:2015 Certified

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LIST OF PARTICIPANTS

Division/Office	Participants	No of Participants
Schools Division Office		
Baybay City	Non-Teaching Personnel	3
Biliran	Non-Teaching Personnel	3
Borongan City	Non-Teaching Personnel	3
Calbayog City	Non-Teaching Personnel	3
Catbalogan City	Non-Teaching Personnel	3
Eastern Samar	Non-Teaching Personnel	3
Leyte	Non-Teaching Personnel	3
Maasin City	Non-Teaching Personnel	3
Northern Samar	Non-Teaching Personnel	3
Ormoc City	Non-Teaching Personnel	3
Samar	Non-Teaching Personnel	3
Southern Leyte	Non-Teaching Personnel	3
Tacloban City	Non-Teaching Personnel	3
Regional Office		
Administrative Division	Non-Teaching Personnel	3
CLMD	Non-Teaching Personnel	2
ESDD	Non-Teaching Personnel	2
Finance Division	Non-Teaching Personnel	2
FTAD	Non-Teaching Personnel	1
HRDD	Staff	7
ORD/OARD	Non-Teaching Personnel	1
PPRD	Non-Teaching Personnel	2
QAD	Non-Teaching Personnel	1
Total		60

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Ma. Gemma Mercado Ledesma	Activity Manager
Bebiano 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	HRDD Staff
Rowena T. Vacal	
Rodel V. Rosales	
Dina S. Superable	
Michael C. Parado	
May Ann B. Ladrera	
Rachiel R. Labita	

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VIRTUAL PILOT DELIVERY OF THE DEVELOPED RESOURCE PACKAGE ON THE PRIORITY LEARNING NEEDS OF NON-TEACHING PERSONNEL

September 28-30, 2021 via Online Platform

Activity Matrix

Time/Day	Day 1	Day2	Day3
9:00-9:30	Opening Program	Management of Learning	Management of Learning
9:30-12:00	<p>Session 1: Write Me This way</p> <p>Samuel A. Repelente Learning Facilitator</p>	<p>Session 3: The INNOVATORS in the workplace From B to Z ... Ready to morph</p> <p>John Michael C. Jalayahay Learning Facilitator</p>	<p>Session 4: Harnessing Professional Productivity Thru MS Teams</p> <p>Lanilo A. Macalla Learning Facilitator</p>
12:00-1:00	LUNCH		
1:00-3:30	<p>Session 2: The Road to Effective Communication- Speaking for Success and Conquering Fear</p> <p>Ryan G. Japay Learning Facilitator</p>	Presentation of Outputs	Presentation of Outputs
			Closing Program
Documenters	Liezl M. Avila Teresa F. Real	Milaner R. Oyoa	Mac Laurence J. Laurente

Prepared by:


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Education Program Specialist II

Noted by:


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HRDD Chief