



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

October 13, 2021

REGIONAL MEMORANDUM

No. **03-615**, s. 2021

**2021 TRAINING OF TRAINERS ON THE PRIORITY LEARNING NEEDS OF
 NON-TEACHING PERSONNEL**

To: Schools Division Superintendents
 All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a **Training of Trainers on the Priority Learning Needs of Non-teaching personnel** on **October 25-27, 2021** via Online Platform.
2. The activity aims to enhance the knowledge, skills and attitudes (KSAs) of the prospective trainers in facilitating the formal training that addresses the priority learning needs of non-teaching personnel based on the Learning and Development Needs Assessment (LDNA) result.
3. The participants shall be four (4) Certified NEAP RVIII Learning Facilitators from each of the thirteen Schools Division Offices and are requested to register online through the link <https://bit.ly/2021TOTNTP> on or before **October 23, 2021**.
4. Attached is the activity matrix with the indicated learning facilitator per session.
5. All expenses incurred during the conduct of this activity shall be charged to Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund, subject to usual accounting and auditing rules and procedures.
6. Immediate dissemination of and compliance with this Memorandum are desired.

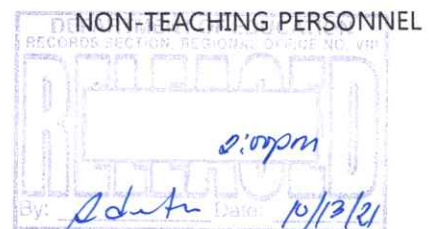

EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosure: As stated
 Reference: HRDD 2021 AIP

To be indicated in the Perpetual Index under the following subjects:

TRAINING OF TRAINERS

RESOURCE PACKAGE



HRDD-CDPA



Enclosure 1 of RM **615**, s. 2021

**2021 TRAINING OF TRAINERS ON THE PRIORITY LEARNING NEEDS OF
NON-TEACHING PERSONNEL**

October 25-27, 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 align="center">Session 1: Write Me This way</p> <p align="center">Samuel A. Repelente Learning Facilitator</p>	<p align="center">Session 3: The INNOVATORS in the workplace From B to Z ... Ready to morph</p> <p align="center">John Michael C. Jalayahay Learning Facilitator</p>	<p align="center">Session 4: Harnessing Professional Productivity Thru MS Teams</p> <p align="center">Lanilo A. Macalla Learning Facilitator</p>
12:00-1:00	LUNCH		
1:00-3:00	<p align="center">Session 2: The Road to Effective Communication- Speaking for Success and Conquering Fear</p>	Workshop on crafting an Innovation Proposal	Workshop on Navigating the MS Teams
3:00-4:00	<p align="center">Ryan G. Japay Learning Facilitator</p>	Presentation of Outputs	Presentation of Outputs Closing Program

Prepared by:


CLARK DAVE P. ARANTE
Education Program Specialist II

Noted by:


HARVIE D. VILLAMOR EdD
HRDD Chief

