



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

October 28, 2021

REGIONAL MEMORANDUM

No. **003667**, s. 2021

**RESOURCE PACKAGE DELIVERY FOR 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 **Resource Package Delivery for the Priority Learning Needs of Non-Teaching Personnel** on **November 8-10, 2021** via online platform.
2. The activity aims to enhance the knowledge, skills, and attitudes (KSAs) of non-teaching personnel in relation to their priority learning needs based on the Learning and Development Needs Assessment (LDNA) result.
3. Attached are the list of target participants, program management team, and activity matrix. The participants are requested to register online through the link <https://bit.ly/2021RPDntp> on or before **November 6, 2021**.
4. 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.
5. 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:

NON-TEACHING PERSONNEL

PROGRAM DELIVERY

RESOURCE PACKAGE

HRDD-CDPA



Enclosure 1 of RM **667**, s. 2021**LIST OF PARTICIPANTS**

OFFICE/STATION	PARTICIPANTS						TOTAL
SCHOOLS DIVISION OFFICES	Admin Assistant/ Admin Aide	Admin Officers/ Unit Heads	Health and Nutrition Personnel	Budget/ Finance Personnel	Guidance Counselors/ Program Specialists	Librarians	
Baybay City	2	1	1	2	1	1	8
Biliran	2	1	1	2	1	1	8
Borongan City	2	1	1	2	1	1	8
Calbayog City	2	1	1	2	1	1	8
Catbalogan City	2	1	1	2	1	1	8
Eastern Samar	2	1	1	2	1	1	8
Leyte	2	1	1	2	1	1	8
Maasin City	2	1	1	2	1	1	8
Northern Samar	2	1	1	2	1	1	8
Ormoc City	2	1	1	2	1	1	8
Samar	2	1	1	2	1	1	8
Southern Leyte	2	1	1	2	1	1	8
Tacloban City	2	1	1	2	1	1	8
REGIONAL OFFICE	15 Non-teaching personnel						15
Total							119

PROGRAM MANAGEMENT TEAM

NAME	DESIGNATION
Evelyn R. Fetalvero, CESO IV	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	
Dina S. Superable	
Rodel V. Rosales	
Michael C. Parado	
May Ann B. Ladrera	
Rasheil R. Labita	

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

November 8-10, 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 Patrick G. Lazaro 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		
1:00-3:00	<p>Session 2: The Road to Effective Communication- Speaking for Success and Conquering Fear</p> <p>Ryan G. Japay Learning Facilitator</p>	Workshop on crafting an Innovation Proposal	Workshop on Navigating the MS Teams
3:00-4:00		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