

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

October 28, 2021

REGIONAL MEMORANDUM

No.

00.567 , 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.

EVELÝN R. FETALVERO, CESO IV

regional Director 🖞

Enclosure:

As stated

Reference:

HRDD 2021 AIP

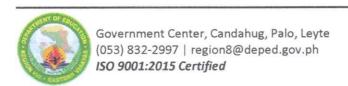
To be indicated in the Perpetual Index under the following subjects:

NON-TEACHING PERSONNEL

PROGRAM DELIVERY

RESOURCE PACKAGE

HRDD-CDPA





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LIST OF PARTICIPANTS

OFFICE/STATION	PARTICIPANTS						
SCHOOLS DIVISION OFFICES	Admin Assistant/ Admin Aide	Admin Officers/ Unit Heads	Health and Nutrition Personnel	Budget/ Finance Personnel	Guidance Counselors/ Program Specialists	Librarians	TOTAL
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 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	Session 1: Write Me This way	Session 3: The INNOVATORS in the workplace From B to Z Ready to morph	Session 4: Harnessing Professional Productivity Thru MS Teams		
	Samuel A. Repelente Learning Facilitator	John Patrick G. Lazaro Learning Facilitator	Lanilo A. Macalla Learning Facilitator		
12:00-1:00	LUNCH				
1:00-3:00	Session 2: The Road to Effective Communication- Speaking for Success and Conquering Fear	Workshop on crafting an Innovation Proposal	Workshop on Navigating the MS Teams		
3:00-4:00 Ryan G. Japay Learning Facilitator		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