



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

October 29, 2021

REGIONAL MEMORANDUM

No. **000672**, s. 2021

WEBINAR SERIES FOR THE NON-TEACHING PERSONNEL OF SDOs

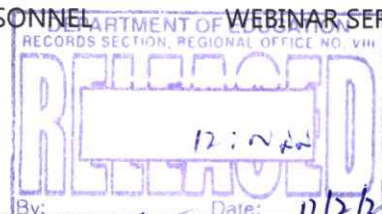
To: Schools Division Superintendents
 All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a **Webinar Series for the Non-Teaching Personnel of SDOs** on **November 5, 12, 19, and 26, 2021 and December 3 and 10, 2021** via Online Platforms.
2. The activity aims to enhance the knowledge, skills and attitudes (KSAs) of the non-teaching personnel that addresses their priority learning needs based on their Individual Development Plan.
3. The participants shall be the non-teaching personnel in the Schools Division Offices and are requested to register online through the link <https://bit.ly/NTPSDOWebinars> on or before **November 4, 2021**.
4. Attached is the indicative schedule of activities.
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 Supplemental AIP
 To be indicated in the Perpetual Index under the following subjects:

LEARNING AND DEVELOPMENT NON-TEACHING PERSONNEL WEBINAR SERIES
 HRDD-CDPA



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WEBINAR SERIES FOR THE NON-TEACHING PERSONNEL OF SDOs

Every Friday from November 5 – December 10, 2021

via Online Platform

Schedule of Activities

Time/Day	Part 1			Part 2		
	Day 1 November 5	Day 2 November 12	Day 3 November 19	Day 4 November 26	Day 5 December 3	Day 6 December 10
8:30AM-9:00AM	Opening Program	Preliminaries	Preliminaries	Preliminaries	Preliminaries	Preliminaries
9:00AM-12:00PM	Establishing Effective Communication in the Workplace	The Importance of the L&D Needs Assessment (LDNA) as basis for the conduct of L&D Intervention	Translating Creative Thinking into Tangible Changes and Solutions	Building an Inclusive Workplace	Creating a Flexible and Adaptable Support System	Appropriate and Updated Technology to Enhance Productivity and Professional Practice
12:00PM - 1:00PM	LUNCH BREAK					
1:00PM - 4:00PM	Work-Life Balance amidst the Pandemic	Employee Empowerment in the Workplace	Stress Management & Emotional Resiliency	Performance Management in the New Normal	The Different Written Business Communication Formats used in DepEd	Initiating Activities that Promote Advocacy for Men and Women Empowerment
4:00PM - 4:30PM	Closing Prayer	Closing Prayer	Closing Prayer	Closing Prayer	Closing Prayer	Closing Program

Prepared by:


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Noted by:


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