



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

November 04, 2024

**REGIONAL MEMORANDUM**

No. **1391** s. 2024

**UPDATES ON THE CONDUCT OF CAPACITY-BUILDING FOR THE PROJECT  
DEVELOPMENT OFFICERS ON PROGRAM MANAGEMENT AND  
IMPLEMENTATION, PROGRAM COORDINATION  
AND PARTNERSHIP AND ADVOCACY**

To: Schools Division Superintendents  
School Governance and Operations Division Chiefs  
All Others Concerned

1. In reference to Regional Memorandum No. 1067 s. 2024, that pertains to the conduct of Capacity-Building for the Project Development Officers on Program Management and Implementation, Program Coordination and Partnership and Advocacy from November 06-08, 2024, this Office, through the Human Resource Development Division (HRDD), announces that the venue of activity is at Ocean View Resort Hotel, Tolosa, Leyte.
2. The capacity-building sessions will be expertly facilitated by Ms. Elizabeth E. Caboboy, Supervising Administrative Officer of Administrative Division (AD) and Ms. Eden A. Dadap, Project Development Officer IV of Education Support Services Division (ESSD).
3. Additionally, the updated slots for each Schools Division Office are provided in the table below:

<b>Office/Participants</b>	<b>No. of Participants</b>
Baybay City	5
Biliran	7
Borongon City	5
Calbayog City	6
Catbalogan City	2
Eastern Samar	7
Leyte	12
Maasin City	5
Northern Samar	8
Ormoc City	8
Samar	7
Southern Leyte	7
Tacloban City	8
Resource Persons	2
Program Management Team	2
<b>Total</b>	<b>91</b>

4. All other provisions stipulated in the abovementioned Memorandum remain in effect.

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

Enclosures: As stated

References: As stated

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

CAPACITY-BUILDING  
PROJECT DEVELOPMENT OFFICER

HRRD-TJCP




**INDICATIVE PROGRAM FOR CAPACITY-BUILDING FOR THE PROJECT  
DEVELOPMENT OFFICERS ON PROGRAM MANAGEMENT AND  
IMPLEMENTATION, PROGRAM COORDINATION  
AND PARTNERSHIP AND ADVOCACY**

Timeline	Session Topic/Activity	Resource Person
Day 0 November 06, 2024		
02:00 PM - 05:00 PM	Arrival, Check-in of Participants, and Registration of Participants	
Day 1 November 07, 2024		
07:30 AM - 08:00 AM	Opening Program -Philippine National Anthem -Interfaith Prayer -DepEd Regional Hymn -Quality Policy  Opening Remarks  Rationale and Presentation of Participants  Inspirational Message	Dr. Ronelo Al K. Firmo, CESO IV Assistant Regional Director  Dr. Harvie D. Villamor Chief Education Supervisor  Dr. Evelyn R. Fetalvero, CESO III Regional Director
08:00 AM - 10:00 AM	Program Coordination, Partnership, and Advocacy - Effective Strategies for Inter-Departmental Coordination in Program Implementation	Eden A. Dadap Project Development Officer IV
10:00 AM - 10:30 AM	Health Break	
10:30 AM - 12:00 PM	Program Coordination, Partnership, and Advocacy - Effective Strategies for Inter-Departmental Coordination in Program Implementation	
12:00 PM - 01:00 PM	Lunch Break	
01:00 PM - 01:30 PM	Icebreaker	
01:30 PM - 03:00 PM	Program Coordination, Partnership, and Advocacy - Building and Sustaining Collaborative Partnerships with Stakeholders	Eden A. Dadap Project Development Officer IV
03:00 PM - 03:30 PM	Health Break	
03:30 PM - 05:00 PM	Program Coordination, Partnership, and Advocacy - Developing Advocacy Campaigns to Support Educational Initiatives	
05:00 PM - Onwards	Evening Meal	

Day 02 November 08, 2024		
07:30 AM - 08:00 AM	Preliminaries	
08:00 AM - 10:00 AM	Program Management and Implementation - Best Practices in Project Planning and Resource Management	Elizabeth E. Caboboy Supervising Administrative Officer
10:00 AM - 10:30 AM	Health Break	
10:30 AM - 12:00 PM	Program Management and Implementation - Strategies for Effective On-the-Ground Execution of Programs	
12:00 PM - 01:00 PM	Lunch Time	
01:00 PM - 02:00 PM	-Additional Administrative Matters and Considerations	Elizabeth E. Caboboy Supervising Administrative Officer
02:00 PM - Onwards	Closing Program	

Prepared by:

  
**TED JUAN C. PELEÑO**  
 Education Program Specialist II

Noted by:

 11/04/24  
**HARVIE D. VILLAMOR EdD**  
 Chief, Human Resource Development Division