



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 March 2025

DIVISION MEMORANDUM
No. 156 s. 2025

**PARTICIPANTS FOR THE REGIONAL TRAINING ON FACILITATION SKILLS
AND LEARNING MANAGEMENT FOR SCHOOL LEADERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Secondary Schools
Heads, Units/Sections
All Others Concerned

1. With reference to **Regional Memorandum No. 130, s. 2025** titled **Regional Training on Facilitation Skills and Learning Management for School Leaders**, this Office announces the participation of select personnel for the said activity on **March 24-28, 2025** in a venue to be announced through a separate issuance.

2. This activity aims to train school leaders who will become part of the Pool of Regional Learning Facilitators. Specifically, by the end of the program they should be able to:

- articulate roles of a trainer and a facilitator;
- demonstrate listening, observing, questioning, attending, and integrating skills in facilitation through simulations;
- develop learning resource materials used for session delivery; and
- integrate facilitation skills and learning management standards based on DM 44, s. 2023 in session delivery.

3. Participants from this SDO are as follows:

Name	Position	Office/School
Mikael Sandino T. Andrey	Education Program Supervisor	CID
Baby Lyn T. Olandes	School Head/ HT III	Domoit ES
Lilibeth B. Vargas	Teacher-in-Charge/ Teacher III	Busal IS

4. Travel and other incidental expenses shall be charged against available local funds subject to usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

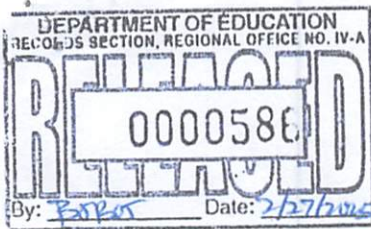
Encl.: None

Reference: RM 130, s. 2025

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

PROFESSIONAL DEVELOPMENT

CID – participants for the regional training on facilitation skills and learning management for school leaders
RECSC996-004110/ March 5, 2025



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-130

20 February 2025




Regional Memorandum
No. 130 s. 2025

**REGIONAL TRAINING ON FACILITATION SKILLS AND
LEARNING MANAGEMENT FOR SCHOOL LEADERS**

To: **Schools Division Superintendents**

1. Cognizant of the significant roles of trainers and facilitators in ensuring effective delivery of training programs as emphasized in DepEd Memorandum No. 44, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), will conduct the **Regional Training on Facilitation Skills and Learning Management for School Leaders** on **March 24-28, 2025**, at a venue to be disseminated in a separate memorandum.
2. The objective of the program is to train school leaders who will become part of the Pool of Regional Learning Facilitators. Specifically, by the end of the program, they should be able to:
 - a. articulate the roles of a trainer and a facilitator;
 - b. demonstrate listening, observing, questioning, attending, and integrating skills in facilitation through simulations;
 - c. develop learning resource materials used for session delivery; and
 - d. integrate facilitation skills and learning management standards based on DM 44, s. 2023 in session delivery.
3. Each Province Division shall identify six (6) participants while each **City Division** shall identify **three (3) participants** with the following qualifications:
 - a. an Education Program Supervisor, a Public Schools District Supervisor, and/or a school head;
 - b. must have at least a Master's degree;
 - c. have served as facilitators at least in Division training programs; and
 - d. have not undergone any facilitation skills training.

4. Identified qualified participants shall be officially endorsed by the Schools Division Superintendent using the template attached to this memorandum. The said endorsement shall be prepared by the Senior Education Program Specialist of the Human Resource Development Section and be sent on or before **March 14, 2025**, through **<https://bit.ly/4AFacilitationTraining>**.
5. Board and lodging expenses of Program Management Team members and participants shall be charged against the Regional HRD Program Support Fund while travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For further queries or concerns, please email Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, at hrd.calabarzon@deped.gov.ph or neap.calabarzon@deped.gov.ph.
7. Immediate compliance with this Memorandum is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Attachment to Regional Memorandum No. 130, s. 2025

Endorsement Letter Template

March xx, 2025

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director
DepEd Region IV-A CALABARZON

Through: **JISELA N. ULPINA**
OIC-Chief, HRDD-NEAPR

Dear **RD Escobarte**:

This is to respectfully submit the list of participants who will attend the **Regional Training on Facilitation Skills and Learning Management for School Leaders** on March 24-28, 2025.

No.	Name	Sex	Position	DepEd Email

Thank you very much.

Sincerely yours,

Schools Division Superintendent

Note: Use the SDO's header and footer.