



DEPED-TAY-DM-SGOD-19-212

**TO : CHIEF EDUCATION SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
HEADS, UNIT/SECTION
ALL OTHERS CONCERNED**

FOR : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

BY : MAYLANI L. GALICIA 
OIC – Assistant Schools Division Superintendent

**SUBJECT : DIVISION TRAINING-WORKSHOP ON FACILITATION SKILLS
AND MANAGEMENT OF LEARNING**

DATE : AUGUST 29, 2019

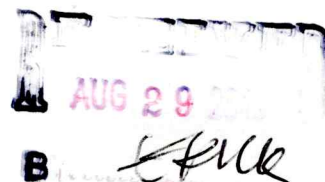
1. Pursuant to the Implementing Rules and Regulations of Republic Act No. 9155 and the operationalization of the capability building component of the Basic Education Sector Reform Agenda (BESRA), the Training and Development Systems Framework, SDO Tayabas hereby strengthens its institutionalization in the Division Level and in the schools by conducting the Division Training-Workshop on Facilitation Skills of pool of Facilitators for Learning and Development on September 2-6, 2019. Venue will be announced later.

2. This activity aims to capacitate potential trainers/facilitators to assist the SDO in various Learning and Development Programs (L&D).
Specifically, the participants are expected to:

- demonstrate understanding of the adult learning process;
- develop the KSAs for facilitation and management of learning.
- prepare training design, session guide, slide decks, among others for training programs in the division schools.

3. Attached are copies of Regional Memorandum No.565 containing the list of facilitators and training matrix, list of participants, Technical Working Group (TWG) and Members of the Technical Working Committee (TWC).

4. Immediate and wide dissemination of this memorandum is desired.
Encl.: As stated.



DIVISION TRAINING-WORKSHOP ON FACILITATION SKILLS OF POOL OF FACILITATORS FOR LEARNING AND DEVELOPMENT

September 2-6, 2019

List of Participants

	Quintero, Richelle	SDO	51	Anyayahan, Michelle	TECS
2	Zubieta, Generosa	SDO	52	Pagana, Jessa Nina	TECS
3	Galleno, Mildred Z.	SDO	53	Malvar, Annabel	TECS
4	Borbon, Maria Corazon	SDO	54	Contreras, Edissa	TECS
5	Luces, Fideliza	SDO	55	Lagdameo, Agnes	TWCS I
6	Lagar, Marife	SDO	56	Cabuyao, Christine	TWCS I
7	Brizuela, Joan Kathleen	SDO	57	Quesea, Esmeralda	TWCS I
8	Saludares, Luzviminda E.	SDO	58	Ranillo, Glenda Perseveranda	TWCS I
9	Oroyo, Sheryllyn	SDO	59	Cosico, Lea	TWCS II
10	Omlas, Lailani	SDO	60	De Sagun, Lorynel	TWCS II
11	Ferro, Mariles	SDO	61	Jardin, Jobelle	TWCS III
12	Malijan, Ma. Jobelle M.	SDO	62	Gob, Anadel	TWCS III
13	Jamilano, Marinelle	SDO	63	Javin, Florencia	TWCS IV
14	Cuarto, Marilou	SDO	64	Obis, Giselle L.	TWCS IV
15	Zafranco, Yek	SDO	65	Capistrano, Aldwin	Valencia ES
16	Aguila, Liwayway	SDO	66	Puchero, Flora	Wakas ES
17	Bryan Argete	Alsam	67	Reyes, Raquel	West Palale ES
18	Valdeavilla, Akeem	Busal ES	68	Rato, Simplicio	West Palale NHS
19	Flores, Jasmin	Dapdap Integrated School	69	Tibordo, Johncent	West Palale NHS
20	Gonzaga, Jean Rose	Dapdap Integrated School	70	Villapena, Reymart	West Palale NHS
21	Hugo, Cherry	Dapdap Integrated School	71	Safred, Michael	RQMNHs
22	Palad, Ingrid	Domoit ES	72	Anoso, Mildred	RQMNHs
23	Maranan, Elizabeth	East Palale ES	73	Barquillo, Almira	RQMNHs
24	Labrada, Larvin	EFES	74	Ybardolaza, Erico	LPIHS
25	Gutierrez, Marieta	FELES	75	Isaga, Elsa	LPIHS
26	Abaricia, Girlie	FELES	76	Ramos, Josephine	LPIHS
27	Crisanto, Alona	Gibanga ES	77	Oabel, Nelda L.	LPIHS
28	Andaya, Teresa	Ilasan ES	78	Daelo, Jovie	LPIHS
29	Eguia, Maribeth	Ipilan-Alitao ES	79	De Castro, Josephine	LPIHS
30	Rubio, May Ester	Kalumpang ES	80	Rosales, Marvin	LPIHS
31	Pabularcon, Ayessa	Kalumpang ES	81	Aquino, Elizabeth	LPIHS
32	Pasacsac, Waldymar	Kalumpang ES	82	Zorilla, Cynthia	LPIHS
33	Pagana, Arlene	Katigan-Alupay	83	Tibordo, Sigrid	LPIHS
34	Capistrano, Glenda	Lakawan ES	84	Orbita, Hazel	LPIHS
35	Aguerra, Glenda	Lalo ES	85	Constantino, Geraldine	LPIHS
36	Capistrano, Marissa	Lawigue ES	86	Oblea, Josefina	LPIHS
37	Rodriguez, Alita	Malao-a ES	87	Averilla, Aillen	LPIHS
38	Hugo, Roderick	Masin ES	88	Garcia, Nezi	LPIHS
39	Dimailig, Jeffrey	Mate ES	89	Rea, Aldwin	LPIHS
40	Rochelle Ibarrola	North Palale ES	90	Jardin, Leila	LPIHS
41	Shiela Balamban	Pandakake ES	91	Rubia, Ma. Madel	LPIHS
42	Lalaine Calabano	Potol ES	92	Mary Joy Talavera	LPIHS
43	Jamilano, Maria Paz	South Palale ES	93	Abesamis, Tesalonica	LPIHS
44	Castillo, Blanca	South Palale ES	94	Cabaysa, Regicelle	Stand Alone
45	Labita, Julie	South Palale ES	95	Sumilang, Rempson	Stand Alone
46	Buban, Joy	TECS	96	Jao, Virgilio	Stand Alone
47	Zapata, Laurice	TECS	97	Lubiano, Michael Leonardo	Stand Alone
48	Decal, Loida	TECS	98	Glor, Ferdinand	Stand Alone
49	Cesario, Mariell	TECS	99	Cortez, Donz	Stand Alone
50	Razalan, Marilou	TECS	100	Dela Cruz, Joel	Stand Alone

This serves as travel order.

We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.

S-atisfy customers' needs *O*-ptimize the use of ICT enabled system *A*-dvocate the promotion of healthy schools *R*-ender timely and responsive services
H-elp create a child-friendly environment *I*-ntegrate QMS in all SDO activities *G*-overn a gender sensitive and safe workplace *H*-all quality standards

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 (042) 710-0329 or (042) 797-0773



DIVISION TRAINING-WORKSHOP ON FACILITATION SKILLS OF POOL OF FACILITATORS FOR LEARNING AND DEVELOPMENT

September 2-6, 2019

List of Technical Working Group

DR. EDWIN R RODRIGUEZ	TRAINING MANAGER – Oversee the Conduct of Training
Fideliza V. Luces/Marife R. Lagar	HRTD/OIC –Plan and Manage the trainings
Marife Lagar/ Jerome Javin	Certificate Preparation – prepare certificate of the participants. Facilitators and for the TWG
Class managers - Luzviminda Saldares - Joan Kaye Brizuela	Program preparation/ Power point presentation/assist the flow of the Program Sounds/ Projectors/ Office Supplies Prepare and follow up the needs of the training
Hall 1 (Luzviminda E. Saldares) Hall 2 (Joan Kathleen T. Brizuela)	CLASS MANAGER/ Documentation/Photos – facilitate the program and assist the facilitators
Maria Corazon Borbon	Monitoring and Evaluation – prepare M&E tools and evaluate the result of the training
Fideliza V. Luces	Venue/Accommodation/Foods- Prepare and coordinate the venue of the training
SGOD Job Order/Arjoy/Jayron	Registration/M meal Attendance/ Registration/Reproduction/ Distribution/Assistant of the Class Managers
Nurse Gobi Contreras – Hall 1 Nurse Lala Omlas – Hall 2	Medical/ First Aid
Tristan Ladines/ Jayson	Giving assistance and preparation of the venue/ other concerns of the training

This serves as travel order.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : **SCHOOLS DIVISION SUPERINTENDENTS**
(Antipolo City, Batangas Prov, Imus City, Laguna Prov
Lucena City, Sta. Rosa City, Tanauan City, Tayabas City)

FROM : **CARLITO D. ROCAFORT**
Director III
OIC-Office of the Regional Director

SUBJECT : **LIST OF FACILITATORS DURING THE CONDUCT OF FACILITATION SKILLS
AND MANAGEMENT OF LEARNING IN SDO TAYABAS CITY**

DATE : August 23, 2019

1. In reference to the letter from SDO Tayabas City requesting for Facilitation and Management of Learning Training-workshop through the Human Resource Development Division training team, this Office requests the presence of the NEAP Certified Learning Facilitators to serve SDO Tayabas City on **Sept. 2-6, 2019**. Venue is to be determined.
2. Below is the List of Certified Learning Facilitators:

No	FACILITATOR	OFFICE/DIVISION
1	Nadina G. Gaton	RO-HRDD
2	Gayle Malibiran	Antipolo City
3	Movita Cruzat	Batangas Province
4	Erickson Gutierrez	Batangas Province
5	Gregorio Mueco	Batangas Province
6	Christian Mespher Hernandez	Imus City
7	Erma Valenzuela	Laguna Province
8	Evelyn Navia	Laguna Province
9	Chinita Tolentino	Lucena City
10	Cherrylyn Nabor	Sta. Rosa City
11	Ronald Ramilo	Tanauan City
12	Mary Grace Cabili	Tayabas City

3. Transportation and board and lodging expenses of the certified learning facilitators shall be charged against HRD fund of SDO Tayabas City.
4. Please refer to the attached matrix for the schedule of activity.
5. Immediate dissemination of this Memorandum is earnestly desired.



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FACILITATION AND MANAGEMENT OF LEARNING TRAINING MATRIX

TIME	DAY 1 (Sept. 2)	DAY 2 (Sept 3)	DAY 3 (Sept. 4)	DAY 4 (Sept. 5)	DAY 5 (Sept.6)
7:00 – 7:30	Arrival & Registration	MOL	MOL	MOL	MOL
7:30 – 8:00					
8:00 – 8:30					
8:30 – 9:00	Opening Program Levelling	S3: Roles and Responsibilities of a Trainer LFs: Ms. Gayle Mallibiran Mr. Mervin Torfoza	S6: Trainer as a Team Player LF: Ms. Shiela Penano Mr. Ronald Ramilo	S11: Attending and Integrating LF: Mr. Christian Hernandez Mr. Erickson Gutierrez	
9:00 – 9:30					
9:30 – 10:00					
10:00-10:30	Coffee Break	Coffee break	Coffee Break		
10:30-11:00	S1: Training Perspective				
11:00 – 11:30	• Training Defined	S4: What Kind of Learner Am I	S7: Trainer as Presenter	S12: Giving and Receiving Feedback LF: Mr. Christian Hernandez Mr. Erickson Gutierrez	Practicum Proper
11:30 – 12:00	• The Training Management Cycle LFs: Mr. Jaypee Lopo Ms. Gayle Mallibiran	LF: Ms. Gayle Mallibiran Mr. Mervin Torfoza	LF: Ms. Shiela Penano Mr. Ronald Ramilo		Mr. Erickson Gutierrez Mr. PJ La Rosa Ms. Mary Grace Cabili Ms. Mavy Cruzat Ms. Cherrylyn Nabor
12:00 – 1:00	LUNCH	LUNCH	LUNCH	LUNCH	
1:00 -1:30	S2: Personhood of the trainer	S5: Adult Learning Perspective		S13: Developing Training Design, Session Guide and Slide Deck LF: Mr. C. Hernandez Mr. Erickson Gutierrez	
1:30 – 2:00	• Self Concept		S8: Trainer as Facilitator		
2:00 – 2:30	LF: Mr. Jaypee Lopo	LF: Mr. Ronald Ramilo Ms. Chinita Tolentino	LF: Ms Evelyn Navia Ms. Sheila Penano		
2:30 – 3:00	Ms. G. Mallibiran				
3:00 – 3:30	Coffee Break	Coffee Break	Coffee Break		
3:30 – 4:00					
4:00 – 4:30			S9: Listening and Observing Skills LF: Ms Evelyn Navia Mr. PJ La Rosa		Closing Home sweet Home
4:30 – 5:00					
5:00 -5:30	Reflection	Reflection	S10: Questioning and Integrating Skills LF: Ms Evelyn Navia Mr. PJ La Rosa	S14: Practicum • Mechanics • Preparation LF: Mr. Erickson Gutierrez	
5:30 – 6:00					
6:00- 7:00					