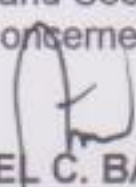




MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
Chief, School Governance & Operations Division
Public School District Supervisors Concerned
Elementary and Secondary School Heads Concerned
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **FACILITATION SKILLS AND MANAGEMENT OF LEARNING
TRAINING-WORKSHOP (Batch 2)**

DATE : October 10, 2018

With reference to Regional Memorandum No. 396 s. 2017 *re: Conduct of Facilitation Skills and Management of Learning Training-Workshop*, this Office through the Human Resource Development Section will conduct the Second Batch of the Facilitation Skills and Management of Learning Training-Workshop on October 15-19, 2018 at Loreland Farm Resort Antipolo City.

The activity aims to:

1. Develop facilitation skills and management of learning through workshops on effective presentation and program delivery
2. Enhance KSAs in facilitating and managing training programs
3. Craft training proposal, training design, session guide and slide decks of training programs implemented in the district/school.

Participants to this *live-in* training-workshop are the select key teachers, master teachers, head teachers and SDO personnel who are tasked to manage training programs and facilitate sessions in trainings conducted in their school or district/division.

First meal to be served is AM snack of the first day and last meal will be PM snack of Day 5. Registration will be from 7:30 to 8:30 AM while opening program will start at 8:30 AM. Kindly log in to confirm attendance and answer the self-assessment through the link: <http://deped.in/FACI2018B2> until **October 12, 2018**.

Facilitators and members of the Program Management Team will have a meeting on **October 11, 2018, 3:00 PM** at the PSDS office.

Participants are also advised to bring laptop, extension cord and pocket wifi.

Attached are the following enclosures for your reference;

- Enclosure 1 – List of Participants
- Enclosure 2 – Program Management Team
- Enclosure 3 – Program of Activities
- Enclosure 4 - Program

Immediate dissemination of this Memorandum and participation of all concerned to this activity is earnestly desired.



Enclosure 1 to Memorandum No. 486 s. 2018

LIST OF PARTICIPANTS

| NO. | NAME | SCHOOL |
|-----|-------------------------|-------------------------|
| 1 | Efren N. Villaester | Juan Sumulong ES |
| 2 | Marcel Alejandro | San Joseph ES |
| 3 | Girlie Nombres | Antipolo NHS |
| 4 | Abegail A. Santos | San Jose NHS |
| 5 | Dulce Lasconia | Bagong Nayon I ES |
| 6 | Carla Sacristia | Pantay ES |
| 7 | Jonathan Canales | San Isidro NHS |
| 8 | Sheila Villamor | San Jose NHS |
| 9 | Josephine Primo | Juan Sumulong ES |
| 10 | Margie Namora | Cabading ES |
| 11 | Samson Edillo | San Isidro NHS |
| 12 | Bernadette Songalia | Antipolo NHS |
| 13 | Luningning Ceniza | Mambugan I ES |
| 14 | Ferdinand Villaflor | Mayamot ES |
| 15 | Precila Leyble | Antipolo City Senior HS |
| 16 | Ma. Sheila O. Manabat | Antipolo City Senior HS |
| 17 | Jean San Juan | Juan Sumulong ES |
| 18 | Ruth Maglaqui | Dela Paz ES |
| 19 | Edwin Afable | Antipolo NHS |
| 20 | Aileen Alforque | San Jose NHS |
| 21 | Rufina Dulfo | Antipolo NHS |
| 22 | Cristina Arellano | San Jose NHS |
| 23 | Gina Buena | Dalig NHS |
| 24 | Rodrigo Tabierros | Maximo Gatlabayan MNHS |
| 25 | Rosalie R. Malco | Antipolo NHS |
| 26 | Rose C. Lawis | San Isidro NHS |
| 27 | Sally Eniceo Dormiendo | Mayamot ES |
| 28 | Ronald Jasper Martinez | Mayamot NHS |
| 29 | Edgar San Juan | San Isidro ES |
| 30 | Robert Olvida | Bagong Nayon I ES |
| 31 | Alma Serafica | Antipolo NHS |
| 32 | Sharon Ann Pagulayan | San Isidro NHS |
| 33 | Algie Bonite | Bagong Nayon I ES |
| 34 | Sarah B. Calabit | Cupang ES |
| 35 | Jenyric A. Perida | Bagong Nayon I ES |
| 36 | Mary Jean O Iringan | Dalig ES |
| 37 | Orencio M. Canillas | Knights of Columbus ES |
| 38 | Ana Marie C. Timbal | Antipolo NHS |
| 39 | Geraldina A. Santos | San Jose NHS |
| 40 | Jhenine P. Arroyo | Cupang NHS |
| 41 | Edsel Viray | Juan Sumulong ES |
| 42 | Francis Muyana | Antipolo NHS |
| 43 | Myla Ronquillo | Sta. Cruz ES |
| 44 | Mildred Villamor | Sta. Cruz ES |
| 45 | Maylene Rhea B. Gatdula | Peñafrancia ES |
| 46 | Lolita San Juan | Binayoyo ES |
| 47 | Lydia Arcaya | Antipolo NHS |
| 48 | Angelita Doyola | SDO |
| 49 | Maan Barreto | SDO |
| 50 | Louie Baculo | SDO |



Enclosure 2 to Memorandum No. fitv s. 2018

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Vice-Chairperson: Dr. Gloria C. Roque
OIC-Asst. Schools Division Superintendent

Members:

Dr. Jonathan P. Domingo, Chief, SGOD
Lito A. Palomar, OIC-Chief, CID
Cristina C. Salazar, EPS-English
Arlene L. Tayona, SEPS-HRD
Gayle J. Malibiran, EPS II-HRD

TECHNICAL WORKING COMMITTEE

| COMMITTEE | IN-CHARGE | TERMS OF REFERENCES |
|--|---|--|
| Registration | Raymond P. Villaraza Louie Baculo | <ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares accomplished registration/attendance sheets and submit to the program head |
| Logistics | Noel C. Meriño | <ul style="list-style-type: none"> Plans and secures logistics to support the activity |
| Program, Invitation Certificates (Participation, Appearance and Recognition) | Raymond P. Villaraza Maan Barreto | <ul style="list-style-type: none"> Prepares program and certificates and facilitates its distribution |
| Documentation | Dr. Gayle J. Malibiran | <ul style="list-style-type: none"> Documents event of the session and submit soft and hard copy of narrative and pictorial report to the program owner |
| Technical | Noel C. Meriño Staff of the assigned venue | <ul style="list-style-type: none"> In-charge of video/ppt. presentations Checks the sound system, laptop and ICT equipment to be used |
| Physical Arrangement and Accommodation | Staff of the assigned venue | <ul style="list-style-type: none"> Prepare backdrop, tarpaulin and other decoration to be used before and during the activity Prepares the area to be used for the session |
| Food and Health | Staff of the assigned venue Day 1 and 2: Maria Niña S. Mateo Day 3, 4 and 5: Michael B. Martires | <ul style="list-style-type: none"> Manages and facilitates the preparation and distribution of meals Ensures that health and wellness of participants are taken care of |
| Budget and Finance | Raquel F. Esguerra Ragaam V. Dela Cruz | <ul style="list-style-type: none"> Oversees the efficient allocation of funds and timely release as well as documentation for liquidation |
| Monitoring and Evaluation | Isabel M. Gonzales Flordeliza O. Mendiola | <ul style="list-style-type: none"> Monitors the conduct of the program Administers and retrieves M & E Tool Submits results of the evaluation to the Program In-charge |
| Facilitators | Dr. Jonathan P. Domingo Cristina C. Salazar Arlene L. Tayona Dr. Gayle J. Malibiran Dr. Mervin C. Tortoza Mary Grace F. Santiago | <ul style="list-style-type: none"> Reviews the slide decks of the assigned topics to run Edits or enhances the slide decks if needed Coordinates with the HRD Section on the needed materials for the session |



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| | | |
|-------------------|---|---|
| | | <ul style="list-style-type: none">• Coordinates with the ICT the compatibility of gadgets to the projector and needed materials• Runs the assigned session |
| Process Observers | Day 1 and 2 Dr. Amel T. Buena Day 3 and 4 Anselmo C. Celeste Jr. | <ul style="list-style-type: none">• Observes the procedure on how facilitators conduct or run their sessions• Gives feedback after the facilitator's session or during the debriefing• Attends the debriefing for feedback giving |
| Class Manager | Arlene L. Tayona | <ul style="list-style-type: none">• Checks the availability of materials to be used• Assists the facilitators in the distribution of materials during the session• Facilitates the Management of Learning and presentation of matrix for the day• Gives announcements and reminders especially on the house rules• Oversees the smooth flow of activities during the day• Attends the daily debriefing for feedback giving and reporting |



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Enclosure 3 to Memorandum No. 486 s. 2018

FACILITATION AND MANAGEMENT OF LEARNING TRAINING-WORKSHOP

| TIME | DAY 1 Oct 15 | DAY 1 Oct 16 | DAY 2 Oct 17 | DAY 3 Oct 18 | DAY 4 Oct 19 |
|---------------|--|---|---|--|---|
| 7:30 – 8:00 | Arrival and Registration | MOL | MOL | MOL | MOL |
| 8:00 – 8:30 | | S3: Roles and Responsibilities of a Trainer GAYLE J. MALIBIRAN | S6: Trainer as a Team Player CRISTINA C. SALAZAR | S10: Questioning, Attending, Integrating and Synthesizing Skills GAYLE J. MALIBIRAN | Practicum Proper (4 groups per class) CRISTINA C. SALAZAR DR. JONATHAN P. DOMINGO ARLENE L. TAYONA GAYLE J. MALIBIRAN DR. MERVIN C. TORTOZA MARY GRACE F. SANTIAGO |
| 8:30 – 9:00 | Opening Program | | | | |
| 9:00 – 9:30 | Break | | | | |
| 9:30 – 10:00 | | | | | |
| 10:00-10:15 | | Coffee Break | Coffee Break | Coffee Break | |
| 10:00-10:15 | S1: Training Perspective CRISTINA C. SALAZAR/GAYLE J. MALIBIRAN | S4: What Kind of Learner Am I GAYLE J. MALIBIRAN | S7: Trainer as Presenter CRISTINA C. SALAZAR | S11: Developing Training Design, Session Guide and Slide Deck ARLENE L. TAYONA | |
| 10:15 – 10:30 | | | | | |
| 10:30-11:00 | | | | | |
| 11:00 – 11:30 | | | | | |
| 11:30 – 12:00 | LUNCH | LUNCH | LUNCH | LUNCH | |
| 12:00 – 1:00 | | | | | |
| 1:00 -1:30 | S2: Personhood of the Trainer MARY GRACE F. SANTIAGO | S5: Adult Learning Perspective DR. MERVIN C. TORTOZA | S8: Trainer as Facilitator DR. JONATHAN P. DOMINGO | ARLENE L. TAYONA ↓ | |
| 1:30 – 2:00 | | | | | |
| 2:00 – 2:30 | | | | | |
| 2:30 – 3:00 | Coffee Break | Coffee Break | Coffee Break | Coffee Break | |
| 3:15-3:30 | | | | | |
| 3:30 – 4:00 | Reflection | Reflection | S9: Listening and Observing CRISTINA C. SALAZAR | S12: Practicum • Mechanics • Preparation ARLENE L. TAYONA | |
| 4:00 – 4:30 | | | | | |
| 4:30 – 5:00 | | | | | |
| 5:00 -5:30 | Reflection | Reflection | Reflection | Reflection | |
| 5:30 – 6:00 | | | | | |
| | | | | | Closing Home sweet Home |



Enclosure 4 to Memorandum No. 486 s. 2018

| OPENING PROGRAM | | CLOSING PROGRAM | |
|---|--|--|---|
| Part 1 | | | |
| National Anthem | (Video) | Nationalistic Song | (Video) |
| Prayer | Flordeliza O. Mendiola EPS II – Monitoring & Evaluation | Prayer | Dr. Gina Buena MT, Dalig NHS |
| | | Impression | Participant |
| | | Challenge | Cristina C. Salazar EPS - English |
| | | Acceptance of Challenge | Participant |
| CALABARZON March Mabuhay Rizal Antipolo Hymn | (Video) | Awarding of Certificates | Dr. Rommel C. Bautista Dr. Gloria C. Roque Dr. Jonathan P. Domingo |
| Checking of Attendance | Dr. Mervin C. Tortoza Principal III, ISTES | | |
| Opening Remarks | Dr. Jonathan P. Domingo Chief, SGOD | | |
| Inspirational Message | Dr. Rommel C. Bautista, CESO V Schools Division Superintendent | | |
| Statement of Purpose | Dr. Gayle J. Malibiran EPS II-HRD | Closing Remarks | Arlene L. Tayona SEPS - HRD |
| Part 2 Training Proper | | | |
| Geraldine A. Santos Lady of Ceremony | | Josephine Primo Lady of Ceremony | |