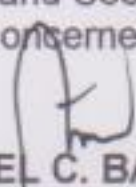




**MEMORANDUM**

**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.



## CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 1 to Memorandum No. 486 s. 2018

### LIST OF PARTICIPANTS

NO.	NAME	SCHOOL
1	Efren N. Villaester	Juan Sumulong ES
2	Rene Segovia	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	Digna Orge	Calawis NHS
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	Dr. 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. flv 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"> <li>In-charge of attendance</li> <li>Ensures that participants are registered</li> <li>Prepares accomplished registration/attendance sheets and submit to the program head</li> </ul>
Logistics	Noel C. Meriño	<ul style="list-style-type: none"> <li>Plans and secures logistics to support the activity</li> </ul>
Program, Invitation Certificates (Participation, Appearance and Recognition)	Raymond P. Villaraza Maan Barreto	<ul style="list-style-type: none"> <li>Prepares program and certificates and facilitates its distribution</li> </ul>
Documentation	Dr. Gayle J. Malibiran	<ul style="list-style-type: none"> <li>Documents event of the session and submit soft and hard copy of narrative and pictorial report to the program owner</li> </ul>
Technical	Noel C. Meriño Staff of the assigned venue	<ul style="list-style-type: none"> <li>In-charge of video/ppt. presentations</li> <li>Checks the sound system, laptop and ICT equipment to be used</li> </ul>
Physical Arrangement and Accommodation	Staff of the assigned venue	<ul style="list-style-type: none"> <li>Prepare backdrop, tarpaulin and other decoration to be used before and during the activity</li> <li>Prepares the area to be used for the session</li> </ul>
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"> <li>Manages and facilitates the preparation and distribution of meals</li> <li>Ensures that health and wellness of participants are taken care of</li> </ul>
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"> <li>Oversees the efficient allocation of funds and timely release as well as documentation for liquidation</li> </ul>
Monitoring and Evaluation	Isabel M. Gonzales Flordeliza O. Mendiola	<ul style="list-style-type: none"> <li>Monitors the conduct of the program</li> <li>Administers and retrieves M &amp; E Tool</li> <li>Submits results of the evaluation to the Program In-charge</li> </ul>
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"> <li>Reviews the slide decks of the assigned topics to run</li> <li>Edits or enhances the slide decks if needed</li> <li>Coordinates with the HRD Section on the needed materials for the session</li> </ul>



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



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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	S1: Training Perspective	Coffee Break	Coffee Break	Coffee Break	
10:15 – 10:30	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	
10:30-11:00					
11:00 – 11:30					
11:30 – 12:00					
12:00 – 1:00		LUNCH	LUNCH	LUNCH	
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					
3:15-3:30	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
3:30 – 4:00	↓	↓	S9: Listening and Observing  CRISTINA C. SALAZAR	S12: Practicum • Mechanics • Preparation	
4:00 – 4:30					
4:30 – 5:00					
5:00 -5:30	Reflection	Reflection	Reflection	ARLENE L. TAYONA	
5:30 – 6:00				Reflection	Reflection
					Closing Home sweet Home



Enclosure 4 to Memorandum No. 486 s. 2018

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