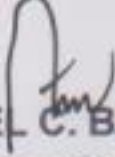




**MEMORANDUM**

**TO :** OIC-Office of the Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Unit and Section Heads  
Curriculum Implementation Division and School Governance and  
Operations Division Personnel  
All Other Concerned

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

**SUBJECT :** **ORIENTATION-WORKSHOP ON THE LEARNING AND  
DEVELOPMENT (L&D) SYSTEM AND RESOURCE PACKAGE  
DEVELOPMENT**

**DATE :** March 8, 2019

The National Educators Academy of the Philippines, Central Office (NEAP-CO) as the training arm of the Department of Education (DepEd) has reviewed and reformulated policy guidelines on designing training and development (T and D) programs and in conducting activities for capacity and capability building of the DepEd personnel and staff. NEAP has changed T and D to Learning and Development (L and D) System which covers the 70-20-10 modality of learning.





Relative to this, the City Schools Division Office of Antipolo, through the Human Resource Development Section will conduct Orientation-Workshop on the Learning and Development (L&D) System in order to disseminate its relevance in achieving professional development. The orientation-workshop is slated on **March 18-21, 2019** at **GEMS Hotel and Conference Center, Circumferential Road Dalig, Antipolo City.**

The activity aims to:

- a. familiarize with the 5 subsystems of the L and D System and the standards
- b. gain in-depth understanding on the L&D System and its subsystems
- c. acquire competency and skills in the systematic process of conducting needs assessment, planning, designing, resource development and actual delivery of the program
- d. craft training proposal and training design according to standards
- e. develop Learning Resource Package based on standards
- f. use QAME tools in assessing and evaluating the subsystems.



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Participants to this **live-out** orientation-workshop are the Unit Heads, Curriculum Implementation Division and School Governance and Operations' Personnel. Kindly refer to the attached list.

First meal to be served is AM snack of the first day and last meal will be PM snack of Day 4. Registration will be from 7:00 to 8:00 AM. Opening program will start at 8:00 AM. Participants are requested to register at [bit.ly/03LandSystem](http://bit.ly/03LandSystem) to confirm attendance.

Facilitators and members of the Program Management Team will have a meeting on **March 13, 2019, 3:00 PM** at the Division Conference Hall (old building).

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

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.

UM No. 135, 2019  
@03HRD\_ at



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Enclosure 1 to Memorandum No. 135 s. 2019

**LIST OF PARTICIPANTS**

NAME	DESIGNATION	NAME	DESIGNATION
Frederick B. Vallinas	Administrative Officer V	Dr. Nimrod A. Tupas	PSDS
Christine T. Coronado	AO IV-HRMO	Michael T. Tayona	PSDS
Raquel F. Esguerra	Accountant III	Dr. Gloria A. Benedicto	PSDS
Ragaam V. Dela Cruz	AO IV-Budget	Vivienne C. Martinez	PSDS
Gavino S. Francisco	AO IV-Cashier	Jocelyn A. Perez	PSDS
Michael P. Glorial	AO IV-Supply	Dr. Arnel T. Buena	EPS-SGOD
Madiel D. Verzola	Engineer III	Albeno L. Del Monte Jr.	SEPS-Soc. Mob. & Networking
Atty. Jeremiah Jan F. Agustin	Attorney III	Alfonso L. Abogado	SEPS- Planning & Research
Lilian C. Ababon	AO IV-Records	Myra B. Villareal	Planning Officer III
Maria Florabel M. Tolentino	ITO-I	Flordeliza O. Mendiola	EPS II-M&E
Reynaldo M. Andrade Jr.	EPS-Filipino	Noel C. Meriño	PDO II-DRRM
Bernadette I. Berber	EPS-Mathematics	Maan A. Barreto	PDO I
Dolores J. Agong	EPS-Science	Louie L. Baculo	PDO I
Melanie F. Burgonia	EPS-TLE/EPP	Dr. Rico M. Reyes	Medical Officer
Anselmo C. Celeste Jr.	EPS-MAPEH	Dr. Joseph John Formoso	Dentist
Dr. Darwin D. Bargo	EPS-EsP	Dr. Myr S. San Jose	Dentist
Priscilla V. Salo	EPS-LRMDS	Phanny S. Ramos	Nurse
Merlita O. Sayago	EPS-Kindergarten/MTB-MLE	Elaine C. Adolfo	Nurse
Myma E. Bautista	EPS II-ALS	Arline Dulin	Nurse
Ranito S. Gallego	EPS II-ALS	Salvador Waniwan	Nurse
Rosanito Paras	PDO II-LRMDS	Jed David S. Dela Cruz	Nurse
Bernadette Patag	Librarian		
Marilou M. Lico	PSDS		
Marilyn D. Zapanta	PSDS		
Luz C. Cayanong	PSDS		



Certificate No.  
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Enclosure 2 to Memorandum No. 135 s. 2019

**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  
Arlene L. Tayona, SEPS-HRD  
Gayle J. Malibiran, EPS II-HRD  
Dr. Isabel M. Gonzales, SEPS-SMM&E  
Dr. Emily M. Concio, PSDS

**PROGRAM MANAGEMENT TEAM**

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Noel C. Meriño Raymond P. Villaraza	<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	Michael P. Glorial Rona Villette	<ul style="list-style-type: none"> <li>• Plans and secures logistics to support the activity</li> </ul>
Program, Invitation Certificates (Participation, Appearance and Recognition)	Myra B. Villareal Nowena G. Torreja	<ul style="list-style-type: none"> <li>• Prepares program and certificates and facilitates its distribution</li> </ul>
Documentation	Maan A. Barreto Louie L. Baculo	<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	Maria Florabel M. Tolentino Alfonso L. Abogado  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	Albeno L. Del Monte Jr.  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> </ul>



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## CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

		<ul style="list-style-type: none"><li>• Prepares the area to be used for the session</li></ul>
Food and Refreshments	Rizalvy S. Pineda Staff of the assigned venue	<ul style="list-style-type: none"><li>• Manages and facilitates the preparation and distribution of meals</li></ul>
Health and Wellness	Dr. Rico M. Reyes Arline Dulin Salvador Waniwan	<ul style="list-style-type: none"><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 Lito A. Palomar Cristina C. Salazar Dr. Isabel M. Gonzales Dr. Emily M. Concio Arlene L. Tayona Dr. Gayle J. Malibiran	<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><li>• Coordinates with the ICT the compatibility of gadgets to the projector and needed materials</li><li>• Runs the assigned session</li></ul>
Class Managers	Dr. Isabel M. Gonzales Dr. Gayle J. Malibiran Dr. Emily M. Concio 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 4 to Memorandum No. 135 s. 2019

OPENING PROGRAM Part 1		CLOSING PROGRAM	
National Anthem	(Video)	Nationalistic Song	(Video)
Prayer	<b>Mrs. Flordeliza O. Mendiola</b> EPS II – Monitoring & Evaluation	Prayer	<b>Ms. Phanny S. Ramos</b> Division Nurse
		Impression	<b>Mr. Lito A. Palomar</b> OIC-Chief, CID
		Challenge	<b>Dr. Gloria C. Roque</b> OIC-Office of the ASDS
		Acceptance of Challenge	Participant
CALABARZON March Mabuhay Rizal Antipolo Hymn	<b>Dr. Arnel T. Buena</b> EPS-SGOD  <b>Mr. Rizalvy S. Pineda</b> EPS II – Soc.Mob. & Networking	Awarding of Certificates	<b>Dr. Rommel C. Bautista</b> <b>Dr. Gloria C. Roque</b> <b>Dr. Jonathan P. Domingo</b> <b>Mr. Lito A. Palomar</b>
Checking of Attendance	<b>Mr. Alfonso L. Abogado</b> SEPS – Planning & Research		
Opening Remarks	<b>Dr. Gloria C. Roque</b> OIC- Office of the ASDS		
Inspirational Message	<b>Dr. Rommel C. Bautista,</b> CESO V Schools Division Superintendent		
Statement of Purpose	<b>Dr. Gayle J. Malibiran</b> EPS II-HRD	Closing Remarks	<b>Dr. Jonathan P. Domingo</b> Chief, SGOD
Part 2 Training Proper			
<b>Maan A. Barreto</b> Lady of Ceremony			



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