



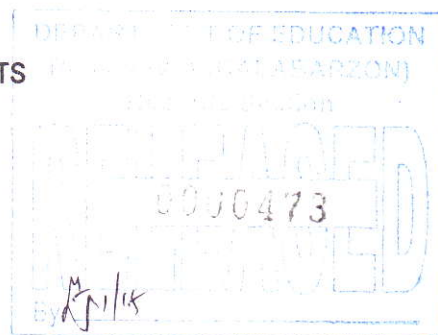
MEMORANDUM

To : **ALL SCHOOLS DIVISION SUPERINTENDENTS**
Regional/Division Non-teaching Personnel

From : **DIOSDADO M. SAN ANTONIO**
Director III
OIC-Office of the Regional Director

Subject : **WRITESHOP ON THE DEVELOPMENT OF TRAINING BRIEF AND MODULES**
ON NEEDS-BASED CAPACITY BUILDING PROGRAMS FOR
CALABARZON'S FACILITATORS

Date : January 14, 2014



To effectively realize the Needs-Based Capacity Building Programs stipulated in the Region IV-A strategic actions for SY 2013-2014, a 4-day Writeshop on the development of Training brief and Modules on Needs-based Capacity Building Programs for CALABARZON's Facilitators will be held on February 3-6, 2014 at NEAP Training Center, Malvar, Batangas.

The said activity aims the participants to :

1. develop training brief on the following needs-based capacity building programs on:
 - a. Content and Pedagogy focus on least mastered competencies in all learning area of E-BEC;
 - b. Alternative Dispute Resolution;
 - c. ICT Competency Enhancement; and
 - d. Succession Planning and Professional Development Programming
2. review/ walk through existing training modules on the following:
 - a) Instructional leadership course;
 - b) Basic Training Management Course and Facilitation Skills (BTMC-FS)
 - c) English Proficiency and Process Skills
 - d) Simplified Accounting Procedures, Reporting and Recording ; and
 - e) QATAME
3. craft/develop/write/finalize training modules on the identified topics.

Received: Joseph
1/15/14
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The participants to this activity are potential trainers who were graduates of the Basic Training Management and Oral Presentation and Facilitation Skills (BTMOPFS) identified as follows:

Content and Pedagogy focus on least mastered competencies in all learning area of E-BEC	1. Cherrylyn Taleon- English 2. Andrea A. Angeles - English 3. Elvira Conese – Science 4. Arlene Tayona – Biology 5. Severa Salamat - Math 6. Dona A. Salvan-Math 7. Rosemarie C. Blando – AP 8. Merlinda Ella-AP 9. Fragilyn B. Rafael-Filipino 10. Jeanette SL San Jose-Filipino 11. Jennifer E. Lopez 12. Pablito Alay 13. Dominador Villafria 14. Agnes G. Rolle	Sta. Rosa City Imus City Rizal Antipolo City Santa Rosa City Laguna Rizal Laguna Dasmariñas City Rizal Regional Office Regional Office Regional Office Regional Office
Alternative Dispute Resolution	15. Reodica Camacho 16. Herman Catapang 17. Manuel Trqueña 18. Elizabeth Ocampo 19. Joel B. Lubis 20. Elizabeth De Villa 21. Atty. Ariz Delson Cawilan	Laguna Batangas City Lucena City Bacoor City Batangas Province Quezon Regional Office
ICT competency Enhancement	22. Dr Elias A. Alicaya, Jr. 23. Marigen Leosala 24. Gregorio Mueco 25. Priscilla V. Salo 26. Epifania Carandang	Cavite Province Sta. Rosa City Tanauan City Antipolo City Lucena City
Succession Planning and Professional Development Programming	27. Celedonio Balderas 28. Edenia O. Libranda 29. Luz E. Osmeña	OIC-ASDS-Quezon Regional Office Regional Office
Instructional Leadership Course	30. Cesar M. Mojica 31. Philip Immanuel Ilagan	Bacoor City San Pablo City
Basic Training Management and Oral Presentation and Facilitation Skills (BTMOPFS)	32. Herman A. Catapang 33. Marian Arias 34. Leylanie V. Adao 35. Angelina Castillo 36. Godofredo Mercado 37. Arnold Sinen	Batangas City Batangas Province Dasmariñas City Quezon Laguna San Pablo City
English Proficiency and Process Skills	38. Gemma Cortez 39. Cristina Salazar 40. Marietta Perez 41. Dolores J. Agong	Dasmariñas City Antipolo City Batangas City Antipolo City
Simplified Accounting Procedures, Reporting and Recording	42. Gerlie Ilagan 43. Edith Zapanta	Quezon Cavite Province
QATAME	44. Minerva Caraos 45. Anacleta Cabigao	Lipa City Tanauan City

The participants are requested to be in the venue on February 3, 2014 at 7:00 am. The opening program will commence at 8:30 AM. The first meal to be served is breakfast of Day 1 and the last meal will be PM snacks of the last scheduled day. They are also requested to bring laptops and reading materials related to the assigned topics.

Transportation expenses of the participants relative to this activity is chargeable against local funds while board and lodging, supplies, honoraria of resource persons and other incidental expenses shall be charged against regional funds subject to the usual COA auditing rules and regulations.

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