

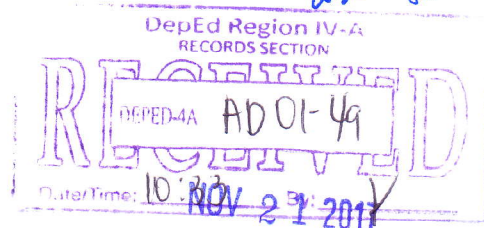


DEPARTMENT OF EDUCATION  
BUREAU OF HUMAN RESOURCE  
AND ORGANIZATIONAL DEVELOPMENT

BHROD-OED-2017 \_\_\_\_\_

*All SDSs,  
For your information  
and appropriate action.  
Thanks,  
Ann  
11-21-17*

November 16, 2017



**ADVISORY**

Please be informed that the REGIONAL FIELD TECHNICAL ASSISTANCE DIVISION CAPACITY BUILDING WORKSHOP previously scheduled last November 13-17, 2017 is moved to **December 4-8, 2017** at DepEd Ecotech Center, Cebu City.

The activity proper will start on December 5, 2017 at 8:30 in the morning and will end on December 7 at 4 o'clock in the afternoon.

Moreover, the first meal will be PM snacks to be served on December 4, 2017 while the last meal will be lunch on December 8, 2017.

Please be guided accordingly.

*[Signature]*  
**MA. LOURDES D. PANTOJA**  
Director IV  
Bureau of Human Resource and  
Organizational Development




# Republic of the Philippines Department of Education

Office of the Assistant Secretary

BHROD-OED-2017-10-011

**MEMORANDUM:**

TO: THE REGIONAL DIRECTORS  
Regions I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, CARAGA, CAR and NCR

FROM:   
ATTY. REVSEE A. ESCOBEDO  
Assistant Secretary

DATE: October 20, 2017

SUBJECT: REGIONAL FIELD TECHNICAL ASSISTANCE DIVISION CAPACITY BUILDING WORKSHOP

The Organization Effectiveness Division (OED), under the Bureau of Human Resource and Organizational Development (BHROD), is mandated to initiate organization wide development initiatives that will positively impact on the effective and efficient delivery of basic educational services of the Department.

In this regard, a **Regional Field Technical Assistance Division Capacity Building Workshop** will be held on November 13-17, 2017 (inclusive of travel time) in DepEd Ecotech Center, Cebu City.

This workshop aims to:

1. Clarify the roles, functions, programs and key processes of FTAD in relation to the different functional divisions in the region;
2. Capacitate the Regional FTAD on OD theories and practice;
3. Align, integrate and capacitate the FTAD units with the organizational development role and function of OED at the Central Office; and
4. Develop a Strategic Plan for the effective and efficient implementation of key OD interventions.

Listed below are the identified participants:

Participants	Number
Field Technical Assistance Division Chiefs	16
FTAD Education Program Supervisors	32
BHROD-ODir/ School Effectiveness Division/ OED	16
Total	64

Please take note of the following:

1. Expenses for food and accommodation shall be charged against **OSEC - GASS** Funds.
  - Check-in and First meal: November 13 – PM snacks
  - Check-out and Last meal: November 17 – Lunch
  - Accommodation: November 13-16 (4 nights), for identified participants only
2. Travel expenses of the participants from the FTAD - Regional Office shall be charged against local funds;

3. All other expenses for this activity including travel expenses of CO participants and staff shall be charged against **OSEC - GASS** Funds; and
4. All expenses are subject to existing COA and accounting rules and regulations.

For any queries, please contact Mr. Joel O. Mendoza at phone numbers (02) 633-5375 and 0922-8192550, or email at [joel.mendoza@deped.gov.ph](mailto:joel.mendoza@deped.gov.ph).

RFTAD Capacity Building Workshop  
December 4 – 8, 2017  
DepEd Ecotech Center, Lahug, Cebu City

**Attendance Confirmation Sheet**

<b>Full Name</b>	<b>Nickname</b>	<b>Gender</b>	<b>Region</b>	<b>Meal Restrictions (if any)</b>

Submitted by:

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*Name*  
*Designation*