



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



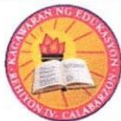
11 August 2021

Regional Memorandum

**CAPACITY BUILDING ON COMPETENCY ENHANCEMENT FOR HRDS SENIOR
EDUCATION PROGRAM SPECIALISTS (SEPS) AND HRDS EDUCATION PROGRAM
SPECIALIST (EPS) II**

To School Division Superintendents

1. As the result of the competency assessment conducted among HRDS SEPS and EPS II of the 21 School Division Offices, the Human Resource Development Division (HRDD) has identified the competency gaps that need to be addressed. Thus, the HRDD will conduct a capacity building on competency enhancement for HRD SEPS and EPS 2 through Udemy E-learning Solution in partnership with ASEAMETRICS as an external learning service provider.
2. The capacity building aims to address the identified gaps on the following competencies:
 - a. Core Competency
 - Conflict Management
 - Written, oral and persuasive communication
 - Self-management : Emotional Intelligence
 - b. Functional/Job Competency
 - Research and gathering and analyzing needs assessment data
 - Designing and implementing programs
 - Establishing succession management plan
 - Use of technology in the new normal
 - c. Leadership Competency
 - Managing people
 - Transformational Leadership
3. Each participants should enroll at Udemy E-learning Solution and shall take the courses assigned to them at their own pace within 6 months, starting September, 2021 to February, 2022. The HRDD shall monitor the progress of the learning of the participants.



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4. Expenses relative to this activity such as registration to the External Learning Service Provider shall be charged against downloaded fund on the Organization Professional Development for Non Teaching Personnel (OPDNTP) subject to the usual accounting rules and regulations.
5. The HRDD shall conduct a meeting to all participants on August 23, 2021 at 1:00 pm onwards before the enrolment to UdeMY. Please refer to attached list of participants.
6. For the information and guidance of all concerned.


FRANCIS CESAR B. BRINGAS
Regional Director

Hrdd/jnu

LIST OF PARTICIPANTS

Name	Designation	SDO
1. Arlene L.Tayona	SEPS	Antipolo City
2. Silguera U. Nova	EPS II	
3. Vernel E. Dianco	SEPS	Bacoor City
4. Nida C. Santos	SEPS	Batangas City
5. Evelyn C. De Sagun	SEPS	Batangas
6. Leoncia B. Maramot	EPS II	
7. Mary Joy L. Cabiles	SEPS	Binan City
8. Arletta P. Alora	EPS II	
9. Michael O. Pantaleon	SEPS	Cabuyao City
10. Tomas B. Dorado	EPS II	
11. Pamela D. Rodelas	SEPS	Calamba City
12. Rolando B. Manalo	EPS II	
13. Jester C. Nicodemus	SEPS	Cavite City
14. Justin Vic R. Lampas	EPS II	
15. Ronalyn P. Salazar	SEPS	Cavite
16. Vanessa R. Barcarse	SEPS	Dasmaringas City
17. Renante O. Salimbao	EPS II	
18. Virgie T. Taccad	SEPS	General Trias City
19. Melanie P. Cruz	EPS II	
20. Riza C. Garcia	SEPS	Imus City
21. Paulino C. Castro	SEPS	Laguna
22. Enrico G. Ortega	EPS II	
23. Joseph Christian C. Tapire	SEPS	Lipa City
24. Glenda A. Sambayanan	EPS II	
25. Rolan B. Catapang	SEPS	Lucena City
26. Barbara Jane E. Barron	EPS II	
27. Regina V. Villanueva	SEPS	Quezon
28. Michelle G. Duma	EPS II	
29. Marita L. Gonzales	SEPS	Rizal
30. Bjorn F. Francisco	EPS II	
31. Maria Aileen L. Juaneza	SEPS	San Pablo City
32. Victoria P. Gabiano	EPS II	
33. Jeanne Elaine Sangalang	SEPS	Sta Rosa City
34. Floro L. Peria Jr.	EPS II	
35. Vivian L. Petrasanta	SEPS	Tanuan City
36. Edgar Marshall M. Brinas	EPS II	
37. Luzviminda E. Saludares	SEPS	Tayabas City