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

DEPED-4A-06-RM-21-433

10 September 2021

Regional Memorandum

ENROLMENT ON COMPETENCY ENHANCEMENT COURSES FOR NON- TEACHING PERSONNEL OF SCHOOL DIVISION OFFICES AND REGIONAL OFFICE

To   **School Division Superintendents**
          RO Functional Division Chiefs
          All Concerned Personnel

1. Relative to Regional Memorandum 411 s, 2021 this Office, through the Human resource Development Division (HRDD) in partnership with ASEAMETRICS HR SOLUTIONS, a recognized and an accredited Learning and Development Institution (ALDI) by the Civil Service Commission, with Udemy E-Learning Solution for non-teaching personnel, as the world's leading platform for online learning, announces the enrolment of the recommended SDOs and RO non-teaching personnel on September 27-30, 2021. The details on the enrolment process will be sent before the scheduled date.

2. ASEAMETRICS with Udemy E-Learning Solution will provide courses to address the competency gaps of non- teaching permanent employees, on the following:
   a. Core Competency
   b. Functional Competency
   c. Leadership Competency

3. This activity aims the participants to;
   a. gain a depth understanding on the customized/personalized course based on their needs on the competencies mentioned above;
   b. equip them with the basic knowledge and skills to confidently and efficiently perform their functions expected of them and transition into flexible learning modalities in delivering quality educational services in the context of the evolving "new normal";
   c. prepare a work plan on the implementation of the insights gained from the course; and
   d. implement the work plan to enhance productivity in the workplace.
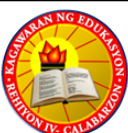
4. All participants on the attached list shall be enrolled to their identified courses to Udemy E- Learning Solution for a period of one year. However, priority courses identified will be taken within 6 months from the time they are enrolled. Participants can take other courses after finishing the priority courses.

5. Attendance and individual progress to the courses enrolled will be closely monitored by HRDD. All participants are required to submit workplan after they finished the courses enrolled. Performance should be monitored by immediate superior and should provide feedback/monitoring report to HRDD/HRDS.

6. Registration fee shall be charged against the Regional Office Organizational Professional Development for Non- teaching Personnel (OPDNTP) downloaded fund, subject to the usual accounting and auditing rules and regulations.

7. For queries you can contact Jisela N. Ulpina through email at hrd.calabarzon@deped.gov or call 09178885844.

8. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

Hrdd/jnu

LIST OF PARTICIPANTS TO UDEMY E-LEARNING SOLUTION COURSE PER FIELD DIVISION OF REGIONAL OFFICE

No.	Name	Division /Unit /Section	Title of Courses
1	Clemencia H. Minimo	Legal Unit	1. Writing with Confidence: Writing Beginner to Writing Pro 2. Microsoft Excel – Data Analysis with Excel Pivot Tables 3. Procurement Management
2	Shiela May A. Gubat		1.Computer Organization and How to Organize Computer Files 2. Communication Skills for Beginners 3.Writing with Confidence: Writing Beginner to Writing Pro
3	Rey M. Valenzuela	ICT Unit	1.Innovation Master Class 2.Risk Management for Cybersecurity and IT Managers 3.Transformational Leadership and Leading Corporate Culture 4. Cyber Security Operation and Technology Solutions 5. The Data Science Course 2020: Complete Data Science Bootcamp 6. Data Science A-Z: Real – Life Data Science Exercises Included
4	Ariel M. Azuelo	Public Affairs Unit	1. Accelerate Innovation and Creativity, A Research Based Guide 2. Public Speaking and Communicating: Skip Theory, Master the Art 3. Giving and Receiving Feedback for Management and Leadership
5	Ma. Joan Paula D. DIno		1. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign 2. Creativity, Design Thinking, and Innovation for Business 3. Public Speaking and Communicating: Skip Theory, Master the Art
6	Fe M. Ong-Ongowan	LRMD Section	1.Talent Development for Leaders: Develop your High Potentials 2. Train the Trainer Virtual: Virtual Training Masterclass 3. Budgeting for Business
7	Pearl Oliveth S. Intia	ESSD Health and Nutrition	1. Presentation Skills: Advanced 2. Emotional Intelligence: Master Anxiety, Fear and Emotions 3.Leading Effective Meetings – You Can Leader Effective Meetings

			4. Computer Organization and How to Organize Computer Files 5. Beginner's Guide to Data & Data Analytics, by SF Data School
8	Neil B. Evangelista	Health and Nutrition Section	1. Beginner's Guide to Data & Data Analytics, by SF Data School 2. Health Data 101 3. Program Management Fundamentals
9	Eldine V. Palermo	ESSD	1. Business and Technical Writing Immersion 2. Procurement Management 3. Best Practices in Document Management
10	Emil O. Reambillo	Education Facilities Section	1.Graphic Design Bootcamp: Photoshop, Illustrator, In Design 2.Basics of Software Architecture & Design Pattern in Java 3.Microservices Architecture – The Complete Guide
11	Robert B. Perez		1. Basics of Software Architecture & Design Pattern in Java 2. Microservices Architecture – The Complete Guide 3. Agile Crash Course: Agile Project Management; Agile Delivery
12	Wilbert C. Ulpindo	Special Programs and Projects Section	1. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign 2. The Complete Graphic Design Theory for Beginners Course 3. Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
13	Romyr L. Lazo	FTAD	1.Graphic Design Bootcamp: Photoshop, Illustrator, InDesign 2.Transformational Leadership and Leading Corporate Culture 3.Learn Risk Analysis, Evaluation and Assessment- from A to Z
14	Donna Gel V. Rumbaoa		1. Writing with Confidence: Writing Beginner to Writing Pro 2. Computer Organization and How to Organize Computer Files 3. Design Thinking for Beginners: Develop Innovative Ideas
15	Pacita Q. Lungcay	QAD	1. Mental Health for Coping with Stress and Anxiety (Coronavirus) 2. The Stress Detox: Reduce Stress and Burnout in the Workplace 3. How to Develop Emotional Resilience to Manage Stress

16	Emelia M. Aytona		1.Complete Personal Development Personal Transformational Course 2. Goal Setting at Work: Plan your Success and Reach Your Goals 3. Developing Emotional Intelligence in Teams
17	Elino S. Garca		1. Emotional Intelligence: Master Anxiety, Fear and Emotions 2. Double Your Confidence and Self-esteem – Complete Blueprint 3. Speak Like a Pro: Public Speaking for Professionals
18	Elena L. Lopez		1. Write Like a Boss: Master Your Business Writing Skills 2.Transformational Leadership and Leading Corporate Culture Leadership Skills Training: Becoming an Inspiring Leader 3. Learn Risk Analysis, Evaluation and Assessment- from A to Z
19	Nadina G. Gaton		1. Smart Tips: Communication 2. Enhance your Emotional Intelligence 3. Smart Employee Engagement for Sustainability
20	Donna L. Lago		1. Writer Better Emails: Tactics for Smarter Team Communication 2. Introduction to Service Management w/ ITILY 3. Goal Setting at Work: Plan for Success and Reach your Goals
21	Mark Anthony R. Malonzo	HRDD	1. Train the Trainer Virtual: Virtual Training Master Class 2. Microsoft Access 2016 Master Class: Beginner to Advanced 3. The Complete Personal Productivity Course – Business and Life
22	Glenda E. Dela Torre		1. Leadership Ethics and Integrity: A comprehensive levels 2. Virtual Presentation skills Webinar: Beginner to Advance 3. On boarding new employees: Increase retention and performance
23	Maricris R. Tadioan		1. Emotional Intelligence: Master Anxiety, Fear and Emotions 2. Double Your Confidence and Self-esteem – Complete Blueprint 3. Speak Like a Pro: Public Speaking for Professionals
24	Alvin P. Metrillo		1. Writing with Confidence: Writing Beginner to Writing Pro 2. Microsoft Excel - Excel from Beginner to Advance 3. Train the Trainer Virtual: Virtual Training Master Class

25	Joseph Damian		1. Writing with Confidence: Writing Beginner to Writing Pro 2. Computer organization and how to organize computer files 3. Microsoft Excel - Excel from Beginner to Advance
26	Meliza G.Liporada		1. Writing with Confidence: Writing Beginner to Writing Pro 2. Public Speaking and Presenting at Work 3. Decluttering: Complete Organizing Home, Office Life Course
27	Grace Lat		1. Team Leadership and Management Skills 2. Computer Organization & How to Organize Computer Files 3. Management Skills, Build Employee Engagement and Performance
28	Adrian A. Bullo	PPRD	1. Microsoft Power BI – A Complete Introduction (2020 Edition) 2. Agile Crash Course: Agile Project Management; Agile Delivery 3. Beginning Project Management: Project Management Level One
29	Jona M. Malonzo		1. Microsoft Power BI – A Complete Introduction (2020 Edition) 2. Database Management from Scratch Part 1 3. Database Management from Scratch Part 2
30	Neal D. Protacio	Office of the Division Chief (AD)	1. Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills 2. Java Programming Masterclass for Software developers 3. Computer Science 101: Master the Theory Behind Programming
31	Jolina S. Panto		1. Master Business Writing and Editing 2. Successful Events; Event Planning, Marketing and Management 3. Decluttering – Complete Organizing, Home, Office Life Course
32	Bon Erick G. Tirados	Asset Management Section	1. Procurement Management 2. Computer Organization and How to Organize Computer Files 3. Write Better Emails: Tactics for Smarter Team Communication
33	Josephine R. Garcia	Cash Section	1. Acorn's Guide to Personal Finance 2. The Complete Personal Finance Course: Save, Protect, Make More 1. Procurement Management
34	Genevieve R. Pajares	Personnel Section	1.Design Thinking for Beginners: Develop Innovative Ideas 2.Introduction to Human Resource Concepts 3. Ninja Writing: The Four Levels of Writing Mastery

35	Warren T. Balaogan		1.Write Better Emails: Tactics for Smarter Team Communication 2.Computer Organization and How to Organize Computer Files 3.Best Practices in Document Management
36	Geleen Grace DG. Mateo		1.Design Thinking for Beginners: Develop Innovative Ideas 2.Introduction to Human Resource Concepts 3.Writing with Confidence: Writing Beginner to Writing Pro
37	Lee-Ann R. Sayasa		1.Write Better Emails: Tactics for Smarter Team Communication 2.Computer Organization and How to Organize Computer Files 3.Best Practices in Document Management
38	Marivic F. Labay		1. Design Thinking for Beginners: Develop Innovative Ideas 2.Introduction to Human Resource Concepts 3.Writing with Confidence: Writing Beginner to Writing Pro
39	Michelle R. Cabaltera		Communication (Technical Writing) Records Management
40	Babeth C. Cruz	Records Section	1. Best Practices in Document Management 2. Decluttering - Complete Organizing, Home, Office Life Course 3. Computer Organization and How to Organize Computer Files
41	Marivic M. Culaste	General Service Unit	1. Learn Risk Analysis, Evaluation, and Assessment - from A to Z 2. Master Microsoft Word Beginner to Advanced 3. Computer Organization and How to Organize Computer Files
42	Erwin S. Ricablanca	Office of the Division Chief (FD)	1.Write Better Emails: Tactics for Smarter Team Communication 2. Computer Organization and How to Organize Computer Files 3. Best Practices in Document Management
43	Queenie Jane E. Romantico	Accounting Section	1. Accounting and Financial Statement Analysis: Complete Training 2.Microsoft Excel – Data Analysis with Excel Pivot Tables 3. Complete Video Editing Bootcamp
44	Sheena Mae O. Rembulat		1.Java Programming Masterclass for Software Developers 2.Microsoft Excel – Data Analysis with Excel Pivot Tables 3. Complete Video Editing Bootcamp

45	Gerly J. Talavera		1. Accounting and Financial Statement Analysis: Complete Training 2.Writing with Confidence: Writing Beginner to Writing Pro 3.Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
46	Ma. Milagros I. Ong	Budget Section	1. Design Thinking for Beginners: Develop Innovative Ideas 2. Writing with Confidence: Writing Beginner to Writing Pro 3. Best Practices in Document Management
47	Anselmo E. Lajeras, Jr.		1. Design Thinking for Beginners: Develop Innovative Ideas 2. Writing with Confidence: Writing Beginner to Writing Pro 3. Best Practices in Document Management
48	Lolet E. Furio	ORD	1. to be filled out by Lolet E. Furio 2. 3.
49	Bella V. Banquil	Asset Management Section	1. To be filled out by Bella V. Banquil 2. 3.

Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

No	Name	Level	Designation	Courses
1	BERNADETH M. SOLANIA	1	Administrative Aide VI	1. Customer Service: Soft Skills Fundamentals
				2. How to Manage Difficult Conversations: Beginner's Guide
				3. Microsoft Project ALL: BEGINNER to EXPERT 10 Projects 9 PDU
				4. Collaboration and Emotional Intelligence
2	ELAINE D. DIÑO	1	ADMINISTRATIVE ASSISTANT III	1. Creativity, Design Thinking, and Innovation for Business
				2. Agile Leadership and Resilient Teams
				3. Speak Like a Pro: Public Speaking for Professionals
				4. The Complete Personal Finance Course: Save, Protect, Make More
3	ROSALIE E. CALLE	1	Admin Officer II	1. Emotional Intelligence: Master Anxiety, Fear and Emotions
				2. Leadership Ethics and Integrity: A Comprehensive Guide
				3. The Complete Personal Productivity Course – Business and Life
				4. Accelerate Innovation and Creativity, A Research Based Guide
4	MARY ANNE M. YAMO	1	Administrative Aide VI	1. How to Develop Emotional Resilience to Manage Stress
				2. INTERVIEW TRAINING: Ask Better Questions, Hire Better People
				3. Introduction to Learning and Development (HR)
				3. Better Business Writing Skills

#	Name		Position	Courses
5	RUSTOM U. FRANCISCO	1	Administrative Assistant III	1. Procurement Management
				2. Accounting: From Beginner to Advanced!
				3. Audit – Financial Statement
				4. Accounting & Financial Statement Analysis: Complete Training
6	JESSICA PAULINE G. GUY	1	Administrative Assistant III	1. Budgeting for Business
				2. The Complete Personal Productivity Course – Business and Life
				3. Business Communication Skills: Business Writing and Grammar
				4. Microsoft Project ALL: BEGINNER to EXPERT 10 Projects 9 PDU
7	AILENE MAE C. LADAGA	1	Administrative Aide VI	1. Emotional Intelligence: Master Anxiety, Fear and Emotions
				2. Complete Personal Development Personal Transformation Course, Complete Time Management Course Raise Personal Productivity
				3. Design Thinking for Beginners: Develop Innovative Ideas
				4. Service Design: Designing for Experience Over Time

Prepared by:

ARLENE L. TAYONA
SEPS-Human Resource Development

Approved:

CHRISTOPHER R. DIAZ, CESO VI
Assistant Schools Division
Superintendent
OIC-Office of the Schools Division
Superintendent

Department of Education
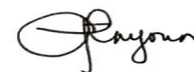Region IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

No	Name	Level	Designation	Courses
1	ISABEL M. GONZALES	2	Senior Education Program Specialist	1. How to Develop Emotional Resilience to Manage Stress
				2. Complete Time Management Course Raise Personal Productivity
				3. Learn Risk Analysis, Evaluation and Assessment- from A to Z
				4. Work From Home: Worklife Balance and Time Management
2	NOVA U. SILGUERA	2	EPS II-HRD	1. The Complete Personal Productivity Course – Business and Life
				2. Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways
				3. Work From Home: Worklife Balance and Time Management
				3. Train the Trainer Virtual: Virtual Training Master Class
3	ALBENO LARYOSA DEL MONTE JR.	2	SEPS - Soc.Mob. and Net. Section	1. Learn Risk Analysis, Evaluation and Assessment- from A to Z, Project Management: Master Project Management- PMP/PMI, Project Management Fundamentals, Project Management with MS Project – Scheduling Master Class
				2. International Expansion: A Blueprint for Success, Change Management for Organizations L Drive Strategic Results, Management Skills: Build Employee Engagement and Performance, How to Facilitate Effective Communication
				3. Talent Development for Leaders: Develop Your High-Potentials, Train the Trainer Virtual: Virtual Training Master Class
				4. Leadership Masterclass
4	ARLENE L. TAYONA	2	SEPS-HRD	1. The Complete Personal Productivity Course – Business and Life
				2. Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways
				3. Work From Home: Worklife Balance and Time Management
				4. Train the Trainer Virtual: Virtual Training Master Class
				1. Anxiety and Stress

5	MADIEL D. VERZOLA	2	ENGR III	2. Information Security Management Fundamentals for Non-Techies
				3. Personal Emergency Planning (Coronavirus – COVID 19 – Edition)
				4. Decluttering – Complete Organizing Home, Office, Life Course
6	SALVADOR Q. WANIWAN JR.		Nurse ll	1. Mindfulness Certificate Course (Levell, II, III and Master)
				2. Team Leadership and Management Skills 2020 LEAN Team Kata
				3. Develop your Innovation- Certified Design Thinking Bootcamp
				4. Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours
7	MANUEL A. BACDUYAN		Attorney III	Develop Emotional Resilience to Manage Stress, Self-Confidence: 40-minute Confidence and Self-Esteem Guide
				2. Accelerate Innovation and Creativity, A Research Based Guide
				3. International Expansion: A Blueprint for Success, How to Facilitate Effective Communication and Engagement
				4. Working from Home Effectively
8	LOUIE L. BACULO		Project Development Officer I	1. Mindfulness Certificate Course (Levell, II, III and Master)
				2. Innovation Master Class
				3. Leadership Skills Training: Becoming an Inspiring Leader
				4. Project Management: Master Project Management- PMP/PMI
9	POPS MARIE S. DADEA	2	inistrative Officer IV-Rec	1. Master your Brain: neuroscience for Personal Development
				2. Manage Change Through Collaboration and Team Work
				3. Leadership Ethics and Integrity: A Comprehensive Guide
				4. Leadership Skills Training: Becoming an Inspiring Leader
10	MARIA FLORABEL M. TOLENTINO	2	ICT Unit	1. Leadership Ethics and Integrity: A Comprehensive Guide
				2. Leadership Skills Training: Becoming an Inspiring Leader
				3. Designing a Digital Transformation Roadmap
				4. Business Communication Skills: Business Writing and Grammar
11	FREDERICK B. VALLINAS	2	AOV	1. Agile Leadership and Resilient Teams
				2. 2020: Customer Service 2.0: Learn Digital Customer Service
				3. Managing Change: Learn to thrive through change
				4. Management: Build a High Performing Team
12	CHRISTINE T. CORONADO	2	Administrative Officer IV-Records	1. Agile Leadership and Resilient Teams, 2020: Customer Service 2.0: Learn Digital Customer Service
				2. [2020] Recruiting: Talent Acquisition & Hiring (Version 2)
				3. Microsoft Project ALL: BEGINNER to EXPERT 10 Projects 9 PDU

				4. Management: Build a High Performing Team
13	ALFONSO L. ABOGADO	2	SEPS- Planning and Research	1. The Complete Personal Productivity Course – Business and Life
				2. Innovation Master Class
				3. Working from Home Effectively
				4. Beginner's Guide to Data & Data Analytics, by SF Data School
14	MYRA B. VILLAREAL	2	Planning Officer III	1. How to Develop Emotional Resilience to Manage Stress
				2. Personal Time Management –Personal Productivity Tools
				3. The Complete Personal Productivity Course – Business and Life
				4. Working from Home Effectively
15	JOLINA ANNE C. CULANG	2	Dentist II	1. Virtual Presentation Skills Webinar – Beginner to Advanced
				2. Speak Like a Pro: Public Speaking for Professionals
				3. Microsoft Excel – Data Analysis with Excel Pivot Tables
				4. Master Microsoft Powerpoint 2016 the Easy Way
16	MAAN A. BARRETO	2	Project Development Officer I - Youth Formation	1. How to Develop Emotional Resilience to Manage Stress, Emotional Intelligence at Work: Learn from your Emotions, Emotional Intelligence: Master Anxiety, Fear and Emotions, How to Build Self-Discipline
				2. Disciplined Dreaming: Lead Breakthrough Creativity At Work, Design Thinking for Beginners: Develop Innovative Ideas, Design Thinking in 3 Steps, Creativity, Design Thinking, and Innovation for Business
				3. Service Design: Designing for Experience Over Time, Customer: How to Understand Customer Needs, 2020: Customer Service 2.0: Learn Digital Customer Service, Customer Service: Soft Skills Fundamentals
				4. Innovation Master Class

Prepared by:

ARLENE L. TAYONA
SEPS-Human Resource Development

Approved:

CHRISTOPHER R. DIAZ, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SDO BACOOR CITY

LIST OF NON-TEACHING PERSONNEL OF SDO PROPER TO ATTEND ON THE COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1.Rizel U. Gamurot	1	Administrative Assistant III	1. Procurement Management
			2. Public Speaking and Presenting at Work
			3. Microsoft Excel- Excel from Beginner to Advance
			4. Business Communication Skills: Business Writing and Grammar
2. Cynthia A. Balinjare	1	Administrative Assistant III	1. Business Communication Skills: Business Writing and Grammar
			2. Complete Personal Development Personal Transformation Course
			3. Complete Time Management Course Raise Personal Productivity
			4. Microsoft Excel – Excel from Beginner to Advance
3. Aiza T. Mendoza	1	Administrative Assistant III	1. Business Communication Skills: Business Writing and Grammar
			2. Microsoft Excel – Excel from Beginner to Advance
			3. Email Etiquette: Write More Effective Emails At Work
			4. Complete Time Management Course Raise Personal Productivity

Address: Bacoor Government Center, Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
Telephone & Fax No.: (046) 435-6100
E-mail Address: bacoor.city@deped.gov.ph   **Website:** depedbacoorcity.ph

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Name	Level	Designation	Courses
4. Paul Abryan R. Alagar	1	Administrative Assistant II	1. The Complete Graphic Design Theory for Beginners Course
			2. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
			3. Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
			4. Microsoft Excel – Excel from Beginner to Advance
5. Jolina P. Mernado	1	Administrative Aide VI	1. Time Management Mastery: Do more, Stress Less
			2. Best Practices in Document Management
			3. Writing with confidence: Writing beginner to writing pro
			4. Simple Guide to Mindfulness and Mindfulness Meditation
6. Janinne L. Figueras	1	Administrative Assistant II	1. Emotional Intelligence at Work: Learn from your Emotions
			2. Best Practices in Document Management
			3. Speak Like a Pro: Public Speaking for Professionals
			4. Practical Time Management: Personal Productivity Tools
7. Rizza D. Gaudier	1	Administrative Aide IV	1. Emotional Intelligence at Work: Learn from your Emotions
			2. Best Practices in Document Management
			3. Speak Like a Pro: Public Speaking for Professionals
			4. Practical Time Management: Personal Productivity Tools

Address: Bacoor Government Center, Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
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E-mail Address: bacoor.city@deped.gov.ph   **Website:** depedbacoorcity.ph

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Name	Level	Designation	Courses
8. John Russel H. Ruaza	2	Administrative Officer IV	1. Microsoft Excel – Excel from Beginner to Advance
			2. Business Communication Skills: Business Writing and Grammar
			3. Complete Time Management Course Raise Personal Productivity
			4. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
9. Jeshan M. Rollan	2	Administrative Officer V	1. Microsoft excel - excel from beginner to advance
			2. Master microsoft power point 2016 the easy way
			3. Smart tips: communication
			4. Public speaking and presenting at work
10. Marianne O. Tambac	2	Administrative Officer II	1. Strategic Planning Basics for Human Resources
			2. Public speaking and presenting at work
			3. Microsoft Excel - Excel from Beginner to Advance
			4. Business Communication Skills: Business Writing and Grammar

Name	Level	Designation	Courses
11. Michael M. Acuña	2	EPSvr-Kinder and SPED	1. Talent Development for Leaders: Develop Your High-Potentials
			2. How to Facilitate Effective Communication and Engagement
			3. Work From Home: Work Life Balance and Time Management
			4. Leading Virtual Teams - A Quick Course
12. Nereus V. Malinis	2	EPSvr-AP/EsP	1. 1. Talent Development for Leaders: Develop Your High-Potentials
			2. Introduction to Learning and Development (HR)
			3. Lean Leadership, Lean Culture & Lean Management
			4. Instructional Design for Classroom Training
13. Jennifer U. Cruz	2	Librarian II	1. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			2. Database Management from Scratch Part 1 .
			3. Speak Like a Pro: Public Speaking for Professionals
			4. Computer Organization and How to organize Computer Files

Name	Level	Designation	Courses
14. Bennette G. Polo	2	PDO II	1. Understanding and Complying with HIPAA
			2. Report Writing Made Simple
			3. Business and Technical Writing Immersion
			4. Communication and Social Skill
15. Ludiverna Joy G. Reyes	2	EPS II - SMME	1. Project Management Fundamentals
			2. Learn Risk Analysis, Evaluation and Assessment from A to Z
			3. The Complete Personal Productivity Course - Business and Life
			4. Manage Change Through Collaboration and Team Work
16. Armida E. Quindara	2	Project Development Officer I	1. Emotional Intelligence: Master Anxiety, Fear and Emotions
			2. Goal Setting at Work: Plan for Success and Reach Your Goals
			3. Informed Risk Taking: Risk Management Process - Analysis
			4. Speak Like a Pro: Public Speaking for Professionals

Name	Level	Designation	Courses
17. Norma E. Fabian	2	EPS II - SMN	1. Change Management for Organizations Drive Strategic Result
			2. Management Skills: Build Employee Engagement and Performance
			3. How to facilitate Effective Communication and Engagement
			4. Conscious Business Building Collaborative and Engaged Teams
18. Vernel E. Dianco	2	SEPS - HRD	1. Talent Development for Leaders: Develop Your High-Potentials
			2. ADDIE: Training and Development Professionals' Guide
			3. Building Your Team – Forming to Performing – A Quick Course
			4. How to Design Effective Training Programs

Submitted by:

VERNEL E. DIANCO

SEPS – HRDS

Noted:

CESAR M. MOJICA EDD

Chief - SGOD

Approved:

EDITHA M. ATENDIDO CESO V
Schools Division Superintendent

SDO BATANGAS CITY LIST OF LEVEL 1 & 2   PARTICIPANTS TO COMPETENCY ENHANCEMENT

LEVEL 1
LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

1. IRIS MARIE A. GARCIA	1	ADMINISTRATIVE AIDE VI - 06	1 Write Better Emails: Tactics for Smarter Team Communication
			2 Communication and Sociall Skills
			3 Best Practices in Document Management
			4 Business Communication Skills: Business Writing and Grammar
2. SARAH JANE T. GONZALES	1	Administrative Assisstant III	1 Acorns' Guide to Personal Finance
			2 Accounting & Financial Statement Analysis: Complete Training
			3 Microsoft Access 2016 Master Class: Beginner to Advanced
			4 Microsoft Excel – Excel from Beginner to Advance
3. DELMAR P. RAMOS	1	Administrative Aide VI	1 Accounting & Financial Statement Analysis: Complete Training
			2 Account Management for Beginners
			3. Procurement Management
			4. Microsoft Access 2016 Master Class: Beginner to Advanced
4. RENA JANNINE A. MATIRA	1	Administrative Assisstant III	1 Strategic Planning Basics for Human Resources
			2 Microsoft Access 2016 Master Class: Beginner to Advanced
			3 Microsoft Excel – Excel from Beginner to Advance
			4 Accounting & Financial Statement Analysis: Complete Training
5. KRIZIA MAE A. MAGBOJOS	1	Administrative Assisstant III	1 Strategic Planning Basics for Human Resources
			2 Microsoft Access 2016 Master Class: Beginner to Advanced
			3 Microsoft Excel – Excel from Beginner to Advance
			4 Accounting & Financial Statement

Accelerate Learners Achievement with Excellence and Humility

Address: P. Herrera St., Batangas City
Telephone No. (043) 702-2094
Email: division.batangascity@deped.gov.ph
DEPEDBATC-SDO-F-009/R1/02-20-2020

CRN 44 100 19 93 0011

			Analysis: Complete Training
6. KARLA MAE B. MALIBIRAN	1	Administrative Assisstant III	1 How to Develop Emotional Resilience to Manage Stress
			2 Time Management Mastery: Do More, Stress Less
			3 Accounting: From Beginner to Advanced!
			4 Microsoft Excel – Excel from Beginner to Advance
7. KRISTINA RIVERA	1	Administrative Assisstant III	1. Budgeting for Business
			2. Procurement Management
			3. Financial Planning & Analysis: Building A Company's Budget
			4. Introduction to Financial Modeling for Beginners
8. ROSE ANNE ALYSSA F. GABIA	1	Administrative Assisstant III	1 Accounting & Financial Statement Analysis: Complete Training
			2 Financial Planning & Analysis: Building A Company's Budget
			3 Microsoft Access 2016 Master Class: Beginner to Advanced
			4 Microsoft Excel - Excel from Beginner to Advance
9. RINALYN S. ZARASPE	1	Administrative Assisstant III	1 Accounting & Financial Statement Analysis: Complete Training
			2 Financial Planning & Analysis: Building A Company's Budget
			3. Procurement Management
			4 Microsoft Excel - Excel from Beginner to Advance
10. DARLENE VENUS D. MAGNAYE	1	Administrative Assistant III	1 Accounting & Financial Statement Analysis: Complete Training
			2 Financial Planning & Analysis: Building A Company's Budget
			3 Microsoft Access 2016 Master Class: Beginner to Advanced
			4 Microsoft Excel - Excel from Beginner to Advance
11. TONI MARGARET DE JESUS	1	Administrative Assisstant II	1 Introduction to Financial Modeling for Beginners

Accelerate Learners Achievement with Excellence and Humility

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			2 Microsoft Excel - Excel from Beginner to Advance
			3 Master your Brain: neuroscience for Personal Development
			4 Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
12. BENEDICT Q. ABAG	1	Admin. Aide VI	1. Microsoft Excel – Excel from Beginner to Advance
			2. Master Business Writing and Editing
			3. Computer Organization and How to Organize Computer Files
			4. Accounting: From Beginner to Advanced!
13. KENNETH C. GARCIA	1	Administrative Assistant II	1. Microsoft Excel – Excel from Beginner to Advance
			2. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
			3. Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
			4. Master Microsoft Powerpoint 2016 the Easy Way

Accelerate Learners Achievement with Excellence and Humility

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LEVEL 2

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1. MARIA ROSEL D. ISLETA	2	Administrative Officer IV	1 Best Practices in Document Management
			2 Computer Organization and How to Organize Computer Files
			3 Microsoft Excel – Excel from Beginner to Advance
			4 The Absolute Beginners Guide to Cyber Security 2020-Part 1
2. VILMA P. MIGUEL	2	ADMINISTRATIVE OFFICER IV	1 Procurement Management
			2 Financial Planning Analysis: Building a Company's Budget
			3 Leadership Ethics and Integrity: A Comprehensive Guide
			4 Better Business Writing Skills
3. AURELIA P. VIVAS	2	Senior Education Program Specialist	1. Team Leadership & Management Skills 2020 (Teamwork)
			2. Train The Trainer Virtual; Virtual Training Master Class
			3. Python for Finance: Investment Fundamentals & Data Analytics
			4. Report Writing Made Simple
4. NIDA C. SANTOS	2	Senior Education Program Specialist	1.Statistics for Data Analysis Using Excel 2016
			2.Lean Leadership, Lean Culture & Lean Management
			3.(Talent Management)rCoaching Managers & Leaders for Continuous Improvement
			4. (Human Resource and Development)Talent Development for Leaders: Develop Your High-Potentials
5. MAGIELYN R. BABAO	2	Senior Education Program Specialist	1. (Teamwork) Team Leadership and Management Skills 2020
			2. (Monitoring and Evaluation) Learn Risk Analysis, Evaluation and Assessment-from A to Z

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			3. (Monitoring and Evaluation) Goal Setting at Work: Plan for Success and Reach Your Goals
			4. (Computer Programming) Computer Science 101: Master the Theory Behind Programming
6. MARIA VINNAH C. DELGADO	2	Education Program Specialist II	1. (Partnership & Linkage) How to facilitate effective communication and engagement
			2. (Partnership & Linkage) Management skills: Build Employee Engagement and Performance
			3. Better Virtual Meetings: How to lead effective meeting
			4. (Communication) Communication and Social Skills
7. JESUSA CRUZAT	2	Dentist II	1. Creativity, Design Thinking, and Innovation for Business
			2. Health Data 101
			3. The Legal Implications of Social Media in the Workplace
			4. Emergency and Life Support
8. MARIA ROSA VILLA CLET	2	MEDICAL OFFICER III	1. Emergency and Life Support
			2. Learn Meditation with Certification to Guide Others
			3. The Stress Detox: Reduce Stress and Burnout in the Workplace
			4. Creativity, Design Thinking, and Innovation for Business
9. IREN C. SORIANO	2	Nurse II	1. Health Data 101
			2. Flourishing in Stressful Time
			3. Virtual Presentation Skills Webinar-Beginner to Advanced
			4. CompTIA Healthcare IT

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September 6, 2021

FRANCIS CESAR B. BRINGAS
Director IV
DepEd, Division of CALABARZON
Gate II Karangalan Village
Cainta, Rizal

Attention: **LUZ E. OSMEÑA**
Chief - HRDD

Sir:

Relative to the Regional Memorandum No. 21-411 titled **Submission of the List of SDO Non-Teaching Personnel as Attendees to Competency Enhancement Courses**, this Office highly recommends the identified SDO Personnel for Level 1 & Level 2 positions as course beneficiaries.

Attached is the list of the said personnel.

Respectfully yours,

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

NAME	LEVEL	DESIGNATION	COURSES
LEVEL 2			
1.Layne D Ortega	2	Administrative Officer V	1. Building your Team – Forming to Performing – A Quick Course
			2. Database Management from Scratch Part I
			3. Complete Financial Analyst Course 2020
			4. Microsoft Excel – Excel From Beginner to Advanced
2. Rasenna Gliceria I. Mercado	2	Administrative Officer IV	1. Acorns' Guide to Personal Finance
			2. The Complete Personal Finance Course: Save, Protect, Make More
			3. The Stress Detox: Reduce Stress and Burnout In The Workplace
			4. Personal Time Management – Personal Productivity Tools
3.Eduarda U. Alon	2	Accountant III	1. Mindfulness Certificate Course (Levell, II, III and Master)
			2. Collaboration and Emotional Intelligence
			3. Lean Leadership, Lean Culture & Lean Management
			4. Productivity and Time Management for the Overwhelmed
4.Leoncia B. Maramot	2	Education Program Specialist II	1. Communication & Social Skills
			2. How to Manage Difficult Conversations: Beginner's Guide
			3. Writing with Confidence:

CRN 44 100 18 93 0045

			Writing Beginner to Writing Pro
			4. Report Writing Made Simple
5. Anabel E. Magalona	2	EPS II	1. Communication & Social Skills
			2. 3How to Manage Difficult Conversations: Beginner's Guide
			3. Writing with Confidence: Writing Beginner to Writing Pro
			4. Report Writing Made Simple
6. Ramil G. Ginete	2	SEPS	1. International Expansion: A Blueprint for Success
			2. How to Facilitate Effective Communication and Engagement
			3. Train The Trainer Virtual; Virtual Training Master Class
			4. Successful Events; Event Planning, Marketing and Management
7. Khareen M. Cadano,MD	2	Medical Officer III	1. Health Data 101
			2. Decluttering – Complete Organizing, Home, Office Life Course
			3. ISO 45001. Occupational Health & Safety Management System
			4. First Aid
8. CORA V. SAMSON	2	Senior Education Program Specialist	1. Learn Risk Analysis, Evaluation and Assessment- from A to Z
			2. Goal Setting at Work: Plan for Success and Reach Your Goals
			3. Project Management: Master Project Management- PMP/PMI
			4. Project Management Fundamentals
9. ARIS U DIMAANO	2	Planning Officer	1. Lean Leadership. Lean

		III	Culture and Lean Management
			2. Being Strategic: Thinking and Acting with Impact
			3. Exceptional Leadership: Leading at a Higher Level
			4. Planning and Organizing for Greater Impact: Leadership Masterclass
10.ROSEMARIE A. ENCARNACION	Level 2	Education Program Specialist II – ALS/ Division ALS Focal Person	1. Leading Change: Lean Leadership, Lean Culture & Lean Management
			2. Thinking Strategically and Creatively: Being Strategic: Thinking and Acting with Impact
			3. Planning and Organizing for Greater Impact: Growth Mindset: The Key to Greater Confidence and Impact
			4. *Leading Remote Teams: Leading Virtual Teams - A Quick Course*
11.RODRIGO S. CASTILLO	2	SEPS	1. Virtual Teams – Designing your successful remote team culture
			2. Project Management: Master Project Management- PMP/PMI
			3. Database Management from Scratch Part 1
			4. The Legal Implications of social media in the Workplace
12. ARIES T. AWATIN	2	SEPS	1. Communication & Social Skills
			2. Learn Risk Analysis, Evaluation and Assessment- from A to Z
			3. Writing with Confidence: Writing Beginner to Writing Pro

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			4.	Goal Setting at Work: Plan for Success and Reach Your Goals
13. ANSELMA M. EBERO	Level 2	LIBRARIAN II	1.	Computer Organization and How to Organize Computer Files
			2.	Communication & Social Skills
			3.	Leadership Skills Training: Becoming an Inspiring Leader
			4.	Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
14. Joemar B. Perez	2	Administrative Officer II	1.	Developing Emotional Intelligence in Teams
			2.	INTERVIEW TRAINING: Ask Better Questions, Hire Better People
			3.	Understanding Performance Management as an HR Professional
			4.	Collaboration and Emotional Intelligence
15.Irene Grace Q. Gonzales	2	Administrative Officer IV	1.	Best Practices in Document Management
			2.	Time and Task Management: Time Management Techniques
			3.	Leadership and Management Skills 2020 – LEAN Team Kata
			4.	Agile Leadership and Resilient Teams
16. Elizalde L. Piol	Level 2	PDO II	1.	Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
			2.	Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
			3.	Database Management from Scratch Part 1
			4.	Java Programming Masterclass for Software Developers

17.Evelyn C. De Sagun	2	SEPS	1. Talent Development for Leaders: Develop Your High-Potentials
			2. Green Jujitsu: Smart Employee Engagement for Sustainability
			3. Being Strategic: Thinking and Acting with Impact
			4. Statistics for Data Analysis Using Excel 2016

LEVEL 1

1.Cinderela S Biscocho	1	Administrative Assistant III	1. The Complete Personal Productivity Course – Business and Life
			2. Financial Accounting: The Complete Introductory Crash Course
			3. Public Speaking and Communicating: Skip Theory, Master the Art
			4. Complete Financial Analyst Course 2020
2. Alma A Dimaiyacan	1	Administrative Assistant I	1. The Complete Personal Productivity Course – Business and Life
			2. Financial Accounting: The Complete Introductory Crash Course
			3. Public Speaking and Communicating: Skip Theory, Master the Art
			4. Complete Financial Analyst Course 2020
3. Remelyn L. Natanawan	Level 1	Administrative Assistant III	1. Acorns' Guide to Personal Finance
			2. 3The Complete Personal Finance Course: Save, Protect, Make More
			3. The Stress Detox: Reduce Stress and Burnout In The Workplace
			4. Personal Time Management – Personal Productivity

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			Tools
4. Emer Kristel M. Romero	Level 1	Administrative Aide VI	1. Acorns' Guide to Personal Finance
			2. The Complete Personal Finance Course: Save, Protect, Make More
			3. The Stress Detox: Reduce Stress and Burnout In The Workplace
			4. Personal Time Management – Personal Productivity Tools
5. Ronaliza A. Magsino	1	Administrative Assistant II	1. 2Complete Personal Development Personal Transformation Course
			2. Complete Time Management Course Raise Personal Productivity
			3. Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills
			4. Presentation Skills: Advanced: Speak Without Reading Notes
6. Maria Bella B. Flores	1	ADAS III	1. Computer Organization and How to Organize Computer Files
			2. Best Practices in Document Management
			3. Master Business Writing and Editing
			4. Procurement Management
7. Lorena D. Gorgonia	1	ADAS II	1. Business Communication Skills: Business Writing and Grammar
			2. Computer Organization and How to Organize Computer Files
			3. Decluttering – Complete Organizing, Home, Office Life Course
			4. Write Better Emails: Tactics for Smarter Team Communication
8. Sarah Jane B. Magnaye	1	Administrative	1. Presentation Skills: Master

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		Assistant III		Confident Presentation
			2.	Database Management from Scratch – Part 1
			3.	Microsoft Access 2016 Masterclass: Beginner to Advanced
			4.	Best Practices in Document Management
9. Lenie I. Latona	1	Administraive Assistant III	1.	How to Develop Emotional Resilience to Manage Stress
			2.	How to Hire & Manage Virtual Teams
			3.	Introduction to Human Resource Concepts
			4.	INTERVIEW TRAINING: Ask Better Questions, Hire Better People
10. Karla Marie R. Razon	1	Administrative Asst, III	1.	Emotional Intelligence at Work: Learn from your Emotions
			2.	Customer Service: Soft Skills Fundamentals
			3.	Communication & Social Skills
			4.	The Complete Communication Skills Master For Life
11. Mygrene R. Jose	1	Administrative Assistant III	1.	Accounting & Financial Statement Analysis: Complete Training
			2.	CFA Level 1 2020 - Complete Financial Reporting and Analysis
			3.	Microsoft Excel – Excel from Beginner to Advance
			4.	Virtual Presentation Skills Webinar – Beginner to Advanced
12. Joan Margaret G. Hernandez	1	Administrative Assistant III	1.	Accounting From Beginner to Advance
			2.	Accounting & Financial Statement Analysis: Complete Training
			3.	Microsoft Excel from beginner to advance

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			4.	Fundamentals of Business Taxes
13. Leah Dianne S. Valencia	1	Admin. Asst. III	1.	Emotional Intelligence at Work: Learn from your Emotions
			2.	Customer Service: Soft Skills Fundamentals
			3.	Communication & Social Skills
			4.	The Complete Communication Skills Master For Life
14. Necy A. Mercado	1	ADAS II	1.	How to Develop Emotional Resilience to Manage Stress
			2.	Manage Change Through Collaboration and Team Work
			3.	Decluttering – Complete Organizing, Home, Office Life Course
			4.	Database Management from Scratch Part 1
15. Sharmaine D. Balmes,			1.	Emotional Intelligence at Work: Learn from your Emotions
			2.	Customer Service: Soft Skills Fundamentals
			3.	Communication & Social Skills
			4.	The Complete Communication Skills Master For Life
16. Rhoda B. Eleda,	1	Admin. Asst. III	1.	Emotional Intelligence at Work: Learn from your Emotions
			2.	Customer Service: Soft Skills Fundamentals
			3.	Decluttering – Complete Organizing, Home, Office Life Course
			4.	Best Practices in Document Management
17. Zhermaine M. Dipasupil,	1	Administrative Asst. III	1.	Emotional Intelligence at Work: Learn from your Emotions

			2. Customer Service: Soft Skills Fundamentals
			3. Communication & Social Skills
			4. The Complete Communication Skills Master For Life

Prepared by:

EVELYN C. DE SAGUN
SEPS - HRDS

Noted by:

DAVID M. NUAY
Chief Education Program Supervisor
Schools Governance & Operations Division

Approved:

MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

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S2-102761

DEPED-4A-06-RM-21-411

27 August 2021

Regional Memorandum

SUBMISSION OF THE LIST OF SDO NON- TEACHING PERSONNEL AS ATTENDEES TO COMPETENCY ENHANCEMENT COURSES

To   **School Division Superintendents**

1. In reference to DepEd Order No. 040 s. 2020 re: Implementation of Learning and Development for Non -teaching personnel in the Department of Education in view of COVID-19 pandemic, this Office, through the Human resource Development Division (HRDD) in partnership with Udemy E Learning Solutions will provide courses to address the competency gaps of non- teaching permanent employees, on the following:
   a. Core Competency
   b. Functional Competency
   c. Leadership Competency

2. This activity aims the participants to;

   a. gain an in-depth understanding on the customized/personalized course based on their needs on the competencies mentioned above.
   b. prepare a work plan on the implementation of the insights gained from the course; and
   c. implement the work plan to enhance productivity in the workplace.

3. Anent to this, kindly identify participants and their 4 priority courses to be taken based on the needs assessment results. All participants will be enrolled to Udemy E Learning Solutions for a period of one year. However the first 4 courses identified will be taken within 6 months from the time they are enrolled. Participants can take other courses after finishing the first 4 courses.

4. Attached are the number of participants per SDO and the list of Udemy Courses where you can choose from, that will address the gaps on core, functional and leadership competency.

5. Please email the list of participants endorsed by Schools Division Superintendent to hrd.calabarzon@deped.gov.ph on or before September 3, 2021 following the format attached.

6. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

hrdd/jnu

NUMBER OF PARTICIPANTS PER SDO

SDO	LEVEL 1	LEVEL 2	TOTAL
Antipolo City	7	16	23
Bacoor City	7	11	18
Batangas City	13	9	22
Batangas Province	17	17	34
Binan City	6	16	22
Cabuyao City	7	9	16
Calamba City	9	7	16
Cavite City	9	7	16
Cavite Province	15	17	32
Dasmarinas City	7	8	15
General Trias City	6	8	14
Imus City	6	8	14
Laguna Province	7	25	32
Lipa City	10	10	20
Lucena City	10	9	19
Quezon Province	23	15	38
Rizal Province	9	22	31
San Pablo City	10	8	18
Sta Rosa City	7	8	15
Tanauan City	11	8	19
Tayabas City	6	8	14
TOTAL	200	246	446

Template

(Letter Head)

LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1.			1.
			2.
			3.
			4
2.			1.
			2.
			3.
			4.

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES
LEVEL 1

NAME	LEVEL	DESIGNATION	COURSES
1. Julian Carlos E. Caringal	1	Administrative Assistant III	1. Manage Change Through Collaboration and Teamwork
			2. Personal Time Management-personal Productivity Tools
			3. Computer Organization and How to organize Computer Files
			4. Business Writing for Busy People
2. Michael M. Gravoso	1	Administrative Assistant III	1. Master your Brain: neuroscience for Personal Development
			2. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
			3. Microsoft Access 2016 Master Class: Beginner to Advanced
			4. Accounting: From Beginner to Advanced!
3. Michelle G. Rendora	1	Administrative Aide VI	1. How to Develop Emotional Resilience to Manage Stress
			2. Collaboration and Emotional Intelligence
			3. Procurement Management

			4. Accounting: From Beginner to Advanced!
4. Richard D. Ricafuente	1	Administrative Assistant III	1. Procurement Management
			2. Accounting: From Beginner to Advanced!
			3. Transformational Leadership and Leading Corporate Culture
			4. Team Leadership and Management Skills 2020 – LEAN Team Kata
5. Camille B. Borromeo	1	Administrative Assistant III	1. Complete Personal Development Personal Transformation Course
			2. Introduction to Human Resource Concepts
			3. Presentation Skills: Advanced: Speak without Reading Notes
			4. Team Leadership and Management Skills 2020 – LEAN Team Kata
6. Gil M. Pajares, Jr.	1	Administrative Assistant III	1. CFA Level 1 2020 – Complete Financial Reporting & Analysis
			2. Accounting & Financial Statement Analysis: Complete Training
			3. Accounting: From Beginner to Advanced!
			4. Learn Social Psychology – The Self and Self-Esteem

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES
LEVEL 2

NAME	LEVEL	DESIGNATION	COURSES
1. Marianne Kristy A. Canon	2	Administrative Officer II	1. Time and Task Management: Time Management Techniques
			2. Productivity Masterclass: A guide to Personal Effectiveness
			3. 2020: Customer Service 2.0: Learn Digital Customer Service
			4. Communication & Social Skills
2. Eloisa C. Macaraig	2	Administrative Officer II	1. Accounting: From Beginner to Advanced!
			2. Communication & Social Skills
			3. Learn Social Psychology – The Self and Self-Esteem
			4. Emotional Intelligence: Control Your Thoughts and Behaviors
3. Maureen Jane Q. Alangco	2	Project Development Officer I -Youth Formation	1. Team Leadership and Management Skills 2020 – LEAN Team Kata
			2. Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
			3. The Complete Graphic Design Theory for Beginners Course
			4. Business Communication Skills: Business Writing and Grammar
4. Arletta P. Alora	2	Education Program Specialist II-HRD	1. Releasing Negative Beliefs &Thought-Patterns
			2. Introduction to Learning and Development (HR)

			3. ADDIE: Training and Development Professionals' Guide
			4. Collaboration and Emotional Intelligence
5. Marchy Joy T. Sanchez	2	Education Program Specialist II-ALS	1. Team Leadership and Management Skills 2020 – LEAN Team Kata
			2. Customer: How to Understand Customer Needs
			3. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			4. Giving Effective Feedback: Empower and Retain Your Employees
6. Eva Joyce V. Cabantog	2	Education Program Specialist II-SMN	1. How to Design Effective Training Programs
			2. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
			3. Ninja Writing: The Four Levels of Writing Mastery
			4. Best Practices in Document Management
7. John Sebastian N. Jacalan	2	Nurse II	1. Complete Health and Safety Auditor Course. OHSAS 18001
			2. ISO 45001. Occupational Health & Safety Management System
			3. Emotional Intelligence: Master Anxiety, Fear and Emotions
			4. How to Develop Emotional Resilience to Manage Stress
8. Rochelle O. Mergal	2	Dentist II	1. Team Leadership and Management Skills 2020 – LEAN Team Kata
			2. Complete Health and Safety Auditor Course. OHSAS 18001

			3. ISO 45001. Occupational Health & Safety Management System
			4. Public Speaking and Communicating: Skip Theory, Master the Art
9. Christine G. Arroyo	2	Administrative Officer IV - Cashier	1. Emotional Intelligence at Work: Learn from your Emotions
			2. Building Your Team – Forming to Performing – A Quick Course
			3. Learn Social Psychology – The Self and Self-Esteem
			4. The Complete Personal Finance Course: Save, Protect, Make More
10. Editha Y. Coloma	2	Administrative Officer IV - Records	1. How to Develop Emotional Resilience to Manage Stress
			2. Decluttering – Complete Organizing Home, Office, Life Course
			3. Best Practices in Document Management
			4. Collaboration and Emotional Intelligence
11. Tito G. Pascual	2	Administrative Officer IV - Personnel	1. Recruitment Interviewing Essentials: Interviewing Made Easy
			2. Labor Relations for Human Resources
			3. World-Class HR: 21st Century Talent Management
			4. Public Speaking and Communicating: Skip Theory, Master the Art
12. Darwin S. Mapalaya	2	Administrative Officer V - Budget	1. Leadership Skills Training: Becoming an Inspiring Leader

			2. The Complete Financial Analyst Course 2020
			3. Coaching Managers & Leaders for Continuous Improvement
			4. Lean Leadership Skills, Lean Culture and Lean Management
13. Leonora M. Ogania	2	Senior Education Program Specialist- SMN	1. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			2. International Expansion: A Blueprint for Success
			3. Business and Technical Writing Immersion
			4. Collaboration and Emotional Intelligence
14. Mary Joy L. Cabiles	2	Senior Education Program Specialist- HRD	1. Lean Leadership Skills, Lean Culture and Lean Management
			2. Business Writing for Busy People
			3. Presentation Skills: Advanced: Speak without Reading Notes
			4. Instructional Design for Classroom Training
15. Lester R. Ramos	2	Information Technology Officer I	1. The Data Science Course 2020: Complete Data Science Bootcamp
			2. Communication & Social Skills
			3. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign

			4. The Complete Video Production Bootcamp
16. Nesley Rae P. Cruz	2	Attorney III	1. Leadership Ethics and Integrity: A Comprehensive Guide
			2. Presentation Skills: Advanced: Speak without Reading Notes
			3. Business and Technical Writing Immersion
			4. Being Strategic: Thinking and Acting with Impact
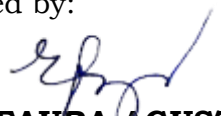
Prepared by:

MARY JOY L. CABILES
SEPS-HRD

Noted:

BAYANI V. ENRIQEZ,EdD
SGOD Chief

Approved by:

EDNA FAURA-AGUSTIN
Schools Division Superintendent

1ˢᵗ ENDORSEMENT
September 06, 2021

Respectfully forwarded to **FRANCIS CESAR B. BRINGAS**, Regional Director, DepEd Region IV-A CALABARZON, the herein recommendation and endorsement of select Non-Teaching Personnel of the City Schools Division of Cabuyao City, to the **E-UDEMY LEARNING SOLUTION COMPETENCY ENHANCEMENT COURSES.**

The list is herein attached.

HEREBERTO JOSE D. MIRANDA, CESO VI
Schools Division Superintendent

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Republic of the Philippines

Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES FOR NON-TEACHING PERSONNEL

No	Name	Level	Designation	Courses
1	ANA MARIA L. VIERNEZA	I	Administrative Assistant III	Double Your Confidence and Self-Esteem-Complete Blueprint
				Developing Emotional Intelligence in Teams
				Complete Time Management Course Raise Personal Productivity
				Creativity, Design Thinking and Innovation for Business
2	CATHERINE FABELLA	I	Administrative Assistant III	Master Business Writing and Editing
				HR Analytics - Analytics in Talent Management
				Computer Organization and How to Organize Computer Files
				Microsoft Excel – Data Analysis with Excel Pivot Tables
3	LOVELY MONTECINES	I	Administrative Aide VI	How to Hire and Manage Virtual Teams
				[2020] Recruiting: Talent Acquisition & Hiring (Version 2)
				HR Analytics - Analytics in Talent Management
				Microsoft Excel – Data Analysis with Excel Pivot Tables
4	ANNABELLE MORALES	I	Administrative Aide VI	Smart Tips: Communication
				Best Practices in Document Management
				Microsoft Excel – Data Analysis with Excel Pivot Tables
				Computer Organization and How to Organize Computer Files
5	MARY GRACE LLORERA	I	Administrative Aide VI	Master Business Writing and Editing
				Computer Organization and How to Organize Computer Files
				Microsoft Excel – Data Analysis with Excel Pivot Tables
				Presentation Skills: Master Confident Presentation
6	AUBREY ANNE A. TABLAN	I	Administrative Assistant III	Master Business Writing and Editing
				Computer Organization and How to Organize Computer Files
				Powerful Speaking
				Presentation Skills: Master Confident Presentation

7	AILEEN BARTIDO	I	Administrative Aide VI	Emotional Intelligence at Work: Learn from your Emotions
				Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways
				Cross-Cultural Communication: How To Flex Your Style
				Design Thinking for Beginners: Develop Innovative Ideas
8	MICHAEL O. PANTALEON	II	SEPS - HRDS	Employee Training: Your Rapid Roadmap to Classroom Success
				Productivity Masterclass: A guide to Personal Effectiveness
				Smart Tips: Innovation
				Strategic Planning Basics for Human Resources
9	TOMAS B. DORADO	II	EPS II	Introduction to Learning and Development (HR)
				Computer Organization and How to Organize Computer Files
				Strategic Planning Basics for Human Resources
				Public Speaking and Communicating: Skip Theory, Master the Art
10	JHOANNA M. MANZANERO	II	AO IV - HRMO	Recruiter Training - Hire Top Employees in 30 days
				Strategic Planning Basics for Human Resources
				INTERVIEW TRAINING: Ask Better Questions, Hire Better People
				Conduct Behavioral Interviews & Be a Great Mentor
11	DONNA JEAN B. ANINON	II	MO III	Decluttering-Complete Organizing, Home, Office, Life Course
				The Legal Implication of Social Media in the Workplace
				ISO 45001. Occupational Health & Safety Management System
				Business Writing for Busy People
12	KAMILLE MENDOZA	II	AO IV - SUPPLY	Procurement Management
				Public Speaking and Communicating: Skip Theory, Master the Art
				Decluttering-Complete Organizing, Home, Office, Life Course
				Time Management Mastery: Do More, Stress Less
13	JUNO GAVASAN	II	EPS II	International Expansion: A Blueprint for Success
				Change Management for OrganizationsL Drive Strategic Results
				Management Skills: Build Employee Engagement and Performance
				How to Facilitate Effective Communication and Engagement
14	NIDA ELAGO	II	AO V - BUDGET	Better Virtual Meetings: How to Lead Effective Meetings
				Productivity Masterclass: A guide to Personal Effectiveness
				Conscious Business: Building Collaborative and Engaged Teams
				Self-Confidence: 40-minute Confidence and Self-Esteem Guide
15	NOEL G. SEQUITO	II	AO V - Admin	The Legal Implication of Social Media in the Workplace
				Procurement Management
				Leadership Ethics and Integrity : A comprehensive Guide
				Management Skills: Build Employee Engagement and Performance

16	JHUNEL SAGUNI	II	NURSE II	Information Security Management Fundamentas for Non-Techies
				Google Cloud Professional Data Engineer: Get Certified 2020
				Work From Home: Where to Start and How to Suceed
				Smart Tips: Innovation

Prepared:

MICHAEL O. PANTALEON
SEPS-HRD

Recommending Approval:

NEIL G. ANGELES, EdD
Assistant Schools Division Superintendent

APPROVED:

HEREBERTO JOSE D. MIRANDA, CESO VI
Schools Division Superintendent

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES FOR NON-TEACHING PERSONNEL

Name	Level	Designation	Courses
Yolanda Y. Chua	Level 2	Administrative Office V	1. Performance Management For Managers
			2. Team Leadership and Management Skills 2020 – LEAN Team Kata
			3. Releasing Negative Beliefs &Thought-Patterns
			4. Conduct Behavioral Interviews & Be a Great Mentor
Rhodora R. Bitera	Level 2	Administrative Office IV	1. Procurement Management
			2. Leadership Skills Training: Becoming an Inspiring Leader
			3. Email Etiquette: Write More Effective Emails At Work
			4. Emotional Intelligence: Master Anxiety, Fear and Emotions
Pamela D. Rodelas	Level 2	SEPS-HRD	1. Productivity Masterclass: A Guide to Personal Effectiveness
			2. Talent Development for Leaders: Develop your High Potentials
			3.Train the Trainer Virtual: Virtual Training Masterclass
			4. Coaching Managers & Leaders for Continuous Improvement
Rolando B. Manalo	Level 2	EPS II-HRD	1. Emotional Intelligence at Work: Learn from your Emotions
			2. Introduction to Learning and Development (HR)
			3. ADDIE: Training and Development Professionals' Guide
			4. Collaboration and Emotional Intelligence
Minariza M. Gillaco	Level 2	EPS II- M&E	1. Learn Risk Analysis, Evaluation and Assessment-from A to Z
			2. Project Management: Fundamentals

			3. The Essentials of Feedback and Performance Management (2020)
			4. Coaching Managers and Leaders for Continuous Improvement
Ronna F. Balidoy	Level 2	EPS II-ALS	1. Master your Brain: neuroscience for Personal Development
			2. Talent Development for Leaders: Develop Your High-Potentials
			3. Building Your Team – Forming to Performing – A Quick Course
			4. Growth Mindset: The Key to Greater Confidence and Impact
Rocky A. Dela Cruz	Level 2	PDO I- Youth Formtion	1. Target Competency: Service Orientation Course Title: Transformational Leadership and Leading Corporate Culture
			2. Target Competency: Talent Management Course Title: Coaching Managers and Leaders for Continuous Improvement
			3. Target Competency: Communication Course Title: Powerful Speaking
			4. Target Competency: Creating and Nurturing a High-Performing Organization Course Title: The Science of Leadership
Eva M. Garcia	Level 1	ADAS III	1. Leadership Skills Training: Becoming an Inspiring Leader
			2. Assertiveness Basics: The 50 Minute Communication Guide
			3. Growth Mindset: The Key to Greater Confidence and Impact
			4. Smart Tips: Communication
Ralph Carlo Tan	Level 1	ADAS III	1. Complete Personal Development Personal Transformation Course
			2. Transformational Leadership and Leading Corporate Culture
			3. Mastering Collaboration: Work together for the best results
			4. Goal Setting at Work: Plan for Success and Reach Your Goals
Kristina A. Manalo	Level 1	ADAS III	1. How to Facilitate Effective Communication and Engagement
			2. Public Speaking and Presenting at Work
			3. Accounting: From Beginner to Advanced

			4. Being Strategic: Thinking and Acting with Impact
Ren Mac Mac G. Motas	Level 1	ADA VI	1. Complete Personal Development Personal Transformation Course
			2. Growth Mindset: The Key to Greater Confidence and Impact
			3. Presentation Skills: Advanced: Speak without Reading Notes
			4. Complete Personal Development Personal Transformation Course
Robert Alain H. Bomuel	Level 1	ADAS III	1. Leadership Skills Training: Becoming an Inspiring Leader
			2. Presentation Skills: Advanced: Speak without Reading Notes
			3. Write Like a Boss: Master Your Business Writing Skills
			4. Growth Mindset: The Key to Greater Confidence and Impact
Chona S. Rangasa	Level 1	ADAS III	1. Emotional Intelligence at Work: Learn from your Emotions
			2. Feedback is Fuel
			3. The Complete Personal Finance Course: Save, Protect, Make More
			4. The Superboss Playbook for Managers
Romeo R. Reuteraz Jr.	Level 1	ADAS II	1. Leadership Skills Training: Becoming an Inspiring Leader
			2. Presentation Skills: Advanced: Speak without Reading Notes
			3. Write Like a Boss: Master Your Business Writing Skills
			4. Growth Mindset: The Key to Greater Confidence and Impact
James Oliver Q. Sipriaso	Level 1	ADAS III	1. Cybersecurity & Data Privacy: Start & Grow your Successful Career in Cybersecurity
			2. Information and Communications Technologies: Computer Programming: JAVA Programming Masterclass for Software Developers
			3. Leadership Skills Essential in Adapting to the New Normal: Managing Teams Remotely: Team Leadership and Management Skills 2020 - LEAN TEAM KATA
			4. Information and Communications Technologies: The Complete Cyber Security Course: Network Security!

Bernadette M. Balog	Level 1	ADAS III	1. Microsoft Project ALL: BEGINNER to EXPERT 10 Projects 9 PDU
			2. Understanding Performance Management as an HR Professional
			3. Team Leadership and Management Skills 2020 – LEAN TEAM KATA
			4. Complete Personal Development Personal Transformation Course

Prepared by:

PAMELA D. RODELAS
SEPS-HRD

Reviewed by:

MARISA A. DEDUMO
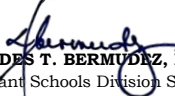SGOD Chief

Approved by:

SUSAN DL. ORIBIANA
Schools Division Superintendent

	NAME	LEVEL	DESIGNATION	PHASE 1	PHASE 2
1	Ramir P. Erni	Level 1	Administrative Assistant III	Strategic Planning Basics for Human Resources	HR Analytics - Analytics in Talent Management
				Onboarding New Employees: Increase retention and performance	Master Business Writing and Editing
				Strategic Workforce Planning: A Fundamental Beginner's Guide	Database Management from Scratch Part Level 1
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Database Management from Scratch Part Level 2
2	Roderico Salazar	Level 1	Administrative Assistant III	Strategic Planning Basics for Human Resources	HR Analytics - Analytics in Talent Management
				Onboarding New Employees: Increase retention and performance	Master Business Writing and Editing
				Strategic Workforce Planning: A Fundamental Beginner's Guide	Database Management from Scratch Part Level 1
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Database Management from Scratch Part Level 2
3	Geraldine D. Samaniego	Level 1	Administrative Assistant III	Strategic Planning Basics for Human Resources	HR Analytics - Analytics in Talent Management
				Onboarding New Employees: Increase retention and performance	Master Business Writing and Editing
				Strategic Workforce Planning: A Fundamental Beginner's Guide	Database Management from Scratch Part Level 1
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Database Management from Scratch Part Level 2
4	Arlie Guinto	Level 1	Administrative Assistant III	Database Management from Scratch Part Level 1	Better Business Writing Skills
				Database Management from Scratch Part Level 2	Report Writing Made Simple
				How to Manage Difficult Conversations: Beginner's Guide	Business and Technical Writing Immersion
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Writing with Confidence: Writing Beginner to Writing Pro
5	Paulo A. Reyes	Level 1	Administrative Aide VI	Procurement Management	Budgeting for Business
				Financial Planning & Analysis: Building a Company's Budget	The Complete Financial Analyst Course 2020
				Introduction to Financial Modeling for Beginners	Accounting in 60 Minutes – A Brief Introduction
				Financial Accounting: The Complete Introductory Crash Course	Accounting & Financial Statement Analysis: Complete Training
6	Angel Villanueva	Level 1	Administrative Assistant III	Better Business Writing Skills	Business and Technical Writing Immersion
				Report Writing Made Simple	Database Management from Scratch Part Level 1
				Writing with Confidence: Writing Beginner to Writing Pro	Database Management from Scratch Part Level 2
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	How to Manage Difficult Conversations: Beginner's Guide
7	Reia May L. Guda	Level 1	Administrative Assistant II	Microsoft Excel – Data Analysis with Excel Pivot Tables	Learn HR Fundamentals for a Career in Human Resources
				Assertiveness Basics: The 50 Minute Communication Guide	Successful Events; Event Planning, Marketing and Management
				Coaching Managers & Leaders for Continuous Improvement	Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
8				ADDIE: Training and Development Professionals' Guide	Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
	Karl Manuel O. Cordora	Level 1	Administrative Assistant III	Database Management from Scratch Part Level 1	Better Business Writing Skills
				Database Management from Scratch Part Level 2	Report Writing Made Simple
				How to Manage Difficult Conversations: Beginner's Guide	Business and Technical Writing Immersion
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Writing with Confidence: Writing Beginner to Writing Pro
9	Tolentino Camagong Jr.	Level 1	Administrative Aide VI	Procurement Management	Budgeting for Business
				Financial Planning & Analysis: Building a Company's Budget	The Complete Financial Analyst Course 2020
1				Introduction to Financial Modeling for Beginners	Accounting in 60 Minutes – A Brief Introduction

				Financial Accounting: The Complete Introductory Crash Course	Accounting & Financial Statement Analysis: Complete Training

	NAME	LEVEL	DESIGNATION	PHASE 1	PHASE 2
1	May Ann G. Tidula	Level 2	Guidance Coordinator III (Detailed)	Strategic Planning Basics for Human Resources	HR Analytics - Analytics in Talent Management
				Onboarding New Employees: Increase retention and performance	Master Business Writing and Editing
				Strategic Workforce Planning: A Fundamental Beginner's Guide	Database Management from Scratch Part Level 1
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Database Management from Scratch Part Level 2
2	Charlie P. Cabatan	Level 2	Administrative Officer IV (Personnel/ Records)	Strategic Planning Basics for Human Resources	HR Analytics - Analytics in Talent Management
				Onboarding New Employees: Increase retention and performance	Master Business Writing and Editing
				Strategic Workforce Planning: A Fundamental Beginner's Guide	Database Management from Scratch Part Level 1
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Database Management from Scratch Part Level 2
3	Jayson B. Antig	Level 2	Information Technology Officer I	The Complete Cyber Security Course: Network Security!	Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
				The Absolute Beginners Guide to Cyber Security 2020 – Part 1	The Complete Graphic Design Theory for Beginners Course
				Java Programming Masterclass for Software Developers	Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
				Computer Science 101: Master the Theory Behind Programming	The Complete Video Production Bootcamp
4	Jenica N. De Leon	Level 2	Administrative Officer II	Strategic Planning Basics for Human Resources	HR Analytics - Analytics in Talent Management
				Onboarding New Employees: Increase retention and performance	Master Business Writing and Editing
				Strategic Workforce Planning: A Fundamental Beginner's Guide	Database Management from Scratch Part Level 1
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Database Management from Scratch Part Level 2
5	Almira F. Moya	Level 2	Planning Officer III	Database Management from Scratch Part Level 1	Better Business Writing Skills
				Database Management from Scratch Part Level 2	Report Writing Made Simple
				How to Manage Difficult Conversations: Beginner's Guide	Business and Technical Writing Immersion
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Writing with Confidence: Writing Beginner to Writing Pro
6	Justin Vic R. Lampas	Level 2	Education Program Specialist II	Microsoft Excel – Data Analysis with Excel Pivot Tables	Learn HR Fundamentals for a Career in Human Resources
				Assertiveness Basics: The 50 Minute Communication Guide	Successful Events; Event Planning, Marketing and Management
				Coaching Managers & Leaders for Continuous Improvement	Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
				ADDIE: Training and Development Professionals' Guide	Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
7	Jera Mae B. Cruzado	Level 2	Librarian II	Database Management from Scratch Part Level 1	Better Business Writing Skills
				Database Management from Scratch Part Level 2	Report Writing Made Simple
				How to Manage Difficult Conversations: Beginner's Guide	Business and Technical Writing Immersion
				Decluttering – Complete Organizing, Home, Office Life Course Management: Earn 5 PDUs	Writing with Confidence: Writing Beginner to Writing Pro

Approved by:

LOURDES T. BERMUDEZ, PhD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

September 2, 2021

FRANCIS B. BRINGAS
Director IV
Region IV-A CALABARZON

Dear Dir. Bringas,

In reference to **DepEd Order No. 040 s. 2020** re: Implementation of Learning and Development for Non -teaching personnel in the Department of Education in view of COVID-19 pandemic, the Human resource Development Division (HRDD) in partnership with Udemy E Learning Solutions will provide courses to address the competency gaps of non- teaching permanent employees. Relative to this, and in cognizant of **DepEd CALABARZON Regional Memorandum No. 402, s. 2021** on the Submission of SDO Non- Teaching Personnel as Attendees to Competency Enhancement Courses, DepEd Cavite Province respectfully submits **15 nominees** for the Level 1 non-teaching personnel and **17 nominees** for the Level 2 non-teaching personnel as attendees for the said Udemy E Learning Solutions.

Attached is the list of participants, for reference.

This document serves as endorsement for the aforementioned purpose.

Very truly yours,

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"

First Name	Middle Name	Last Name	Level	Designation	Courses
SARAH LYN	PENALBA	MARCAIDA	1	ADMINISTRATIVE ASSISTANT III	1 Best Practices in Document Management
					2 Decluttering – Complete Organizing, Home, Office Life Course
					3 Microsoft Excel – Excel from Beginner to Advance
					4 How to write an effective research paper
RICHIEL	VIADO	AUSTRAL	1	ADA VI	1 Best Practices in Document Management
					2 Communication & Social Skills
					3 Microsoft Excel – Data Analysis with Excel Pivot Tables
					4 Leading Virtual Teams: A Quick Course
MONA KARLLAINE	SIDAMON	CORTEZ	1	ADA VI	1 Best Practices in Document Management
					2 Communication & Social Skills
					3 Microsoft Excel – Data Analysis with Excel Pivot Tables
					4 Leading Virtual Teams: A Quick Course

"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"

RONEL	ESCOBIDO	ASAS	1	ADA VI	1. Best Practices in Document Management
					2. Microsoft Excel – Excel from Beginner to Advance
					3 Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
					4. SQL for Beginners: Learn SQL using MySQL and Database Design
CATHERINE	CHAVEZ	ALBERTO	1	ADAS III	1 AccountingThe Complete Financial Analyst Course 2020
					2 The Complete Communication SKills Master for Life
					3. Microsoft Excel – Excel from Beginner to Advance
					4 Personal Branding Master: The System to Reinvent Yourself
MARIBEL	GATDULA	ROJO	1	ADAS III	Business Communication Skills: Business Writing and Grammar
					Microsoft Excel - Data Analysis with Excel Pivot Tables

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Revision No.: **Rev.00**

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"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"

					Accounting and Financial Statement Analysis:Complete Training
					Leadership Skills Training:Becoming an Inspiring Leader
MARGIE LYN	PANGANIB AN	ANTAZO	1	ADAS II	1 Business Communication Skills: Business Writing and Grammar
					2 How to write an effective research paper
					3 Microsoft Excel – Excel from Beginner to Advance
					4 Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
RICHELL E	NAZAREN O	PANGANIB AN	1	Administrative Assistant III	1. Microsoft Excel – Excel from Beginner to Advance
					2. Complete Time Management Course Raise Personal Productivity
					3. Virtual Presentation Skills Webinar – Beginner to Advanced
					4. Emotional Intelligence: Master

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					Anxiety, Fear and Emotions
LIAN JAZZEL	TOLENTINO	VELASCO	1	Administrative Assistant III	1 How to Design Effective Training Programs
					2 Learn how to Simplify HR Reports
					3 Microsoft Powerpoint 2016 Master Class The Easy Way
					4 Writing with Confidence: Writing Beginner to Writing Pro
ERMELINDA	VIDON	PEGENIA	1	Administrative Assistant II	1. Microsoft Excel – Excel from Beginner to Advance
					2. Microsoft Excel – Data Analysis with Excel Pivot Tables
					3. How to write an effective research paper
					4. Team Leadership and Management Skills 2020-LEAN TEAM KATA
REA LISA	AMPARO	RABULAN	1	Administrative Assistant III	1 How to Work from Home with Kids During a Pandemic
					2 Customer: How to Understand Customer Needs
					3 Accounting: From Beginner to Advanced!

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					4 Accounting & Financial Statement Analysis: Complete Training
ROSE ANN	CUENCA	CREENCIA	1	Administrative Aide VI	1 Writing with Confidence: Writing Beginner to Writing Pro
					2 Microsoft Excel - Excel from Beginner to Advance
					3 Best Practices in Document Management
					4 Emotional Intelligence at Work: Learn from your Emotions
MIKA	AMORES	COSTELO	1	Administrative Aide VI	1. Microsoft Excel – Excel from Beginner to Advance
					2. Best Practices in Document Management
					3. Writing with Confidence: Writing Beginner to Writing Pro
					4. Complete Personal Development Personal Transformation Course
ABIGAIL	BAY	AREVALO	1	Administrative Assistant III	1. Microsoft Excel – Excel from Beginner to Advance

"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"

First Name	Middle Name	Last Name	Level	Designation	Courses
					2. The Complete Personal Finance Course: Save, Protect and Make More
					3. Financial Reporting and Analysis
					4. Quality Management Essentials Simplified
May Anne Joy	De Lara	Romanes	2	Senior Education Program Specialist - Planning and Research	1. Beginners Guide to Data and Data Analytics
					2. Data Management from Scratch Part 1
					3. Data Management from Scratch Part 2
					4. Data Analysis with Excel Pivot Tables
Maria Belen	Costa	Mojica	2	Senior Education Program Specialist - SMME	1. Learn Risk Analysis, Evaluation and Assessment- from A to Z
					2. Goal Setting at Work: Plan for Success and Reach Your Goals
					3. Project Management: Master Project

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					Management-PMP/PMI
					4. Project Management Fundamentals
Grace	Bergado	Tolentino	2	Dentist II-Health Services - Dental	1. CompTIA Healthcare IT
					2. Writing with Confidence: Writing Beginner to Writing Pro
					3. Presentation Skills: Advanced: Speak without Reading Notes
					4. Computer Organization and How to Organize Computer Files
Camille	Reyes	Ortilla	2	Education Program Specialist II-HRD	1. Emotional Intelligence: Master Anxiety, Fear and Emotions
					2. Microsoft Excel-Excel from Beginner to Advanced
					3. Public Speaking and Presenting at Work
					4. How to Design Effective Training Programs
Ronalyn	Panganiban	Salazar	2	Senior Education Program Specialist-HRD	1. How to Design Effective Training Programs
					2. Understanding Performance

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					Management as an HR Professional
					3. HR Metrics That Matter
					4. Coaching Managers & Leaders for Continuous Improvement
FRANCIS	TUGUINAY	GUIMPATAN	2	NURSE	1. CompTIA Healthcare IT
					2. Health Data
					3. Microsoft Excel – Data Analysis with Excel Pivot Tables
					4 Personal Emergency Planning (Covid-19 Edition)
PEARLY MAE	ROMEROSO	PENALES	2	NURSE	1 CompTIA Healthcare IT
					2 Health Data 101
					3 Addiction and Mental Health (Dual Diagnosis)
					4 Personal Emergency Planning (Covid-19 Edition)
ROXANNE	TUGUINAY	GUIMPATAN	2	Administrative Officer II	1. Writing with confidence:Writing Beginner to Writing Pro
					2. Computer Science 101: Master the Theory Behind Programming
					3. Microsoft Excel- Excel from

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					Beginner to Advance
					4. Presentation Skills: Master Confident Presentation
MAUREEN	CRUZADA	SIDOCON	2	Administrative Officer II	1 Leadership Skills Training: Becoming an Inspiring Leader
					2 Data Science Course 2020: Complete Data Science Bootcamp
					3 Microsoft Excel – Excel from Beginner to Advance
					4 Complete Time Management Course Raise Personal Productivity
RONALD KEVIN	COLORADO	DEL ROSARIO	2	Administrative Officer II	1. Leadership Skills Training: Becoming an Inspiring Leader
					2. Emotional Intelligence: Master Anxiety, Fear and Emotions
					3. Microsoft Excel – Excel from Beginner to Advance
					4. The Complete Personal Productivity Course – Business and Life
RENIEL PATRICK	SAPINOSO	TEJIDOR	2	Planning Officer III	1 Microsoft Excel – Data Analysis

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					with Excel Pivot Tables
					2 Microsoft Power BI - A Complete Introduction (2020) Edition
					3 Microsoft Access 2016 Master Class: Beginner to Advanced
					4 Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
ERICA	PARULAN	ERSANDO	2	Project Development Officer I	1 Microsoft Excel – Data Analysis with Excel Pivot Tables
					2. Lean Leadership, Lean Culture and Lean Management
					3 Goal Setting at Work: Plan for Success and Reach Your Goals
					4 Team Leadership and Management Skills 2020 -LEAN Team Kata
NEIL IVAN	PANGANIBAN	LONTOC	2	Project Development Officer I	1 Master your Brain: Nueroscience for Personal Development
					2 Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
					3 Goal Setting at Work: Plan for

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"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"

					Success and Reach Your Goals
					4 Leading Virtual Teams: A Quick Course
LITO JR.	MAGADIA	CAMO	2	Project Development Officer I	1 Team Leadership and Management Skills 2020 -LEAN Team Kata
					2 Creativity, Design, Thinking, and Innovation for Business
					3 Leadership Skills Training: Becoming an Inspiring Leader
					4 Agile Leadership and Resillent Teams
John Mark	Angeles	Soliga	2	Registrar-Planning Office Assigned	1. Microsoft Power BI – A Complete Introduction (2020 Edition)
					2. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
					3. Java Programming Masterclass for Software Developers
					4. Public Speaking and Presenting at Work
Kristine	G	dela Rosa	2	EPS II	1. Learn Risk Analysis, Evaluation and Assessment from A to Z

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					2. Goal Setting at Work: Plan for Success and Reach Your Goals
					3. Project Management: Master Project Management- PMP/PMI
					4. Project Management Fundamentals
Reymund Kristopher	M	Samonte	2	Nurse	1 The Complete Personal Productivity Course– Business and Life
					2 Emotional Intelligence: Master Anxiety, Fear and Emotions
					3 Mindfulness Certificate Course (LevelI, II, III and Master)
					4 Personal Branding Master: The System to Reinvent Yourself

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"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"

DATE: September 3, 2021

TO: **FRANCIS CESAR B. BRINGAS, CESO V**
Regional Director
DEPED REGION IV-A CALABARZON

Attention: **DR. LUZ R. OSMEÑA**
Chief- HRDD

Sir /Madam:

Greetings from the City Schools Division of Dasmariñas!

I have the honor to submit herewith the participants for the **COMPETENCY ENHANCEMENT COURSES FOR NON-TEACHING PERSONNEL.**

Very truly yours,

VANESSA R. BARCARSE, Ed. D.
SEPS- Human Resource and Development
Department of Education
City Schools Division of Dasmariñas

RAYMUNDO M. CANTONJOS, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

#	FULL NAME	DESIGNATION	LEVEL	CONTACT NUMBER	EMAIL ADDRESS	COURSES
1	CHRISTOPHER J. HISTORILLO	ADMINISTRATIVE ASSISTANT III	1	09956175702	christopher.historillo@deped.gov.ph	The Absolute Beginners Guide to Cyber Security 2020 – Part 1
						Computer Organization and How to Organize Computer Files
						Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
						Java Programming Masterclass for Software Developers
2	MIGUEL R. MELENDRES	EDUCATION PROGRAM SPECIALIST II	2	09185015504	miguel.melendres@deped.gov.ph	Management Skills: Build Employee Engagement and Performance
						How to Facilitate Effective Communication and Engagement
						Productivity Masterclass: A Guide to Personal Effectiveness
						Leadership Skills Training: Becoming an Inspiring Leader
3	JANNIE LOU G. ESPIRITU	ADMINISTRATIVE ASSISTANT III	1	09997458736	jannielou.gonzales@deped.gov.ph	HOW TO DEVELOP EMOTIONAL RESILLENCE TO MANAGE STRESS
						EMOTIONAL INTELLIGENCE: MASTER ANXIETY, FEAR & EMOTIONS
						DOUBLE YOUR CONFIDENCE & SELF ESTEEM - COMPLETE BLUEPRINT
						THE COMPLETE PERSONAL FINANCE COURSE: SAVE, PROTECT, MAKE MORE
4	WILSON G. CENTENO	SENIOR EDUCATION PROGRAM SPECIALIST	2	09177123715	wilson.centeno@deped.gov.ph	The Essentials of Feedback & Performance Management (2020)
						Project Management Fundamentals
						Goal Setting at Work: Plan for Success and Reach your Goals
						Learn Risk Analysis, Evaluation and Assessment- from A to Z
5	GLADYS L. SENA	ADMINISTRATIVE ASSISTANT III	1	09361053275	gladys.libranda@deped.gov.ph	The Complete Personal Finance Course: Save, Protect, Make more
						Emotional Intelligence: Master Anxiety, Fear and Emotions

No.	Name	Position	No.	Contact Number	Email	Training/Course
						How to develop Emotional Resilience to manage stress
						Self-Confidence: 40-minute Confidence and Self-Esteem Guide
6	KATHERINE M DELANTAR	NURSE II	2	09469279482	katherine.delantar@deped.gov.ph	ISO 45001 Occupational Health & Safety Management System
						First Aid
						Emergency and Life Support
						Personal Emergency Planning (Coronavirus-COVID-19 Edition)
7	GLYZELL JOLINE B. MIADO	LSB-CLERK	1	09760379132	glyzelljoline.miado@deped.gov.ph	Best Practices in Document Management
						Computer Organization and How to Organize Computer Files
						Decluttering-Complete Organizing, Home, Office Life Course
						Microsoft Excel-Data Analysis with Excel Pivot Tables
8	VANESSA R. BARCARSE	Senior Education Program Specialist - HRD	2	09329184656	vanessa.barcarse@deped.gov.ph	Train the Trainer Virtual: Virtual Training Master Class
						The Complete Train the Trainer Bootcamp (Part 1): All Levels
						Leading Virtual Teams: A Quick Course
						ADDIE: Training Development Professionals Guide
9	MICAH P. ORTIZ	ADMINISTRATIVE OFFICER IV	2	09753672254	micah.ortiz@deped.gov.ph	Complete Time Management Course Raise Personal Productivity
						Decluttering: Complete Organizing Home, Office Life Course
						Computer Organization and How to Organize Computer Files
						Emotional Intelligence: Master Anxiety, Fear and Emotions
10	LOVELY JOY P. DE GUZMAN	ADMINISTRATIVE AIDE VI	1	+639684916765	lovelyjoy.deguzman@deped.gov.ph	Best Practices in Document Management
						Computer Organization and How to Organize Computer Files
						Customer Service: Soft Skills Fundamentals

No.	Name	Position	No.	Contact Number	Email	Courses
11	MARICEL A. MENDOZA	Administrative Officer IV	2	09190798342	maricel.mendoza006@deped.gov.ph	Time and Task Management: Time Management Techniques Design Thinking for Beginners: Develop Innovative Ideas Better Virtual Meetings: How to Lead Effective Meetings HR Analytics - Analytics in Talent Management HR Metrics that Matter
12	HEICELLE MAE H. HERNANDEZ	Administrative Assistant III	1	09274110176	heicellemae.hernandez@deped.gov.ph	Best Practices in Document Management Computer Organization and How to organize Computer Files Customer Service: Soft Skills Fundamentals Time and Task Management: Time Management Techniques
13	KATREZIA FIEL G. MACAWILE	Project Development Officer II	2	09260812614	katreziafiel.macawile@deped.gov.ph	Build A Culture of Freedom & Responsibility Disciplined Dreaming: Lead Breakthrough Creativity At Work Introduction to Learning and Development Report Writing Made Simple
14	RENANTE O. SALIMBAO	Education Program Specialist II- HRD	2	9171920119	renante.salimbao@deped.gov.ph	Train the Trainer Virtual: Virtual Training Master Class The Complete Train the Trainer Bootcamp (Part 1): All Levels Leading Virtual Teams: A Quick Course ADDIE: Training Development Professionals Guide
15	JOHN VICTOR SANTIAGO	ADMINISTRATIVE AIDE VI	1	9558950342	victor.santiago@deped.gov.ph	Computer Organization and How to Organize Computer Files Decluttering: Complete Organizing Home, Office Life Course Information Security Management Fundamentals for Non-Techies Business Communication Skills: Business Writing and Grammar

DIVISION OF GENERAL TRIAS CITY
LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES

Note: To follow na lang po ang form na may signature. Salamat po.

Name	Level	Designation	Courses
Christina B. Nuestro	1- SGOD	Administrative Aide VI	1. Leadership Skills Training:Becoming an Inspiring Leader 2. How to manage Difficult Conversations:Beginner' guide 3. Self - Confidence:40 minute Confidence and Self-Esteem Guide 4. Presentation Skills: Master Confident Presentation
ROSEMARIE ENDAYA	1-CID	Administrative Aide VI	. Leadership Skills Training:Becoming an Inspiring Leader 2. How to manage Difficult Conversations:Beginner' guide 3. Self - Confidence:40 minute Confidence and Self-Esteem Guide 4. Presentation Skills: Master Confident Presentation
Crystal Jade D. Warbag	1-OSDS	Administrative Assistant III	1. Leadership Skills Training: Becoming an Inspiring Leader 2. CFA Level 1 2020 – Complete

			Financial Reporting & Analysis 3. Presentation Skills: Master Confident Presentation 4. Accounting & Financial Statement Analysis: Complete Training
Wendielyn Rose I. Patam	1-OSDS	Administrative Aide VI	1. Master your Brain: neuroscience for Personal Development 2. Team Leadership and Management Skills 2020 – LEAN Team Kata 3. Understanding Performance Management as an HR Professional 4. Labor Relations for Human Resources
Jashen Krizel M. Martinez	1-OSDS	Administrative Assistant III	1. Accounting: From Beginner to Advanced 2. Learn Social Psychology – The Self and Self-Esteem 3. Leadership Skills Training: Becoming an Inspiring Leader 4. Personal Branding Master: The System to Reinvent Yourself

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Website: www.depedgentri.com
Email Address: division.gentri@deped.gov.ph

Jeisle S. Dacuya	1-OSDS	Administrative Aide VI	1. Writing with Confidence: Writing Beginner to Writing Pro 2. NTERVIEW TRAINING: Ask Better Questions, Hire Better People 3. NTERVIEW TRAINING: Ask Better Questions, Hire Better People 4. Master your Brain: neuroscience for Personal Development
Cipriano A. Dinglasan Jr.	2-SGOD	EPS II- SME	1. How to Develop Emotional Resilience to Manage Stress 2. Personal Time Management Personal Productivity Tools 3. Transformational Leadership and Leading Corporate Culture How to Manage Difficult Conversations: Beginner's Guide
Virgie T. Taccad	2-SGOD	SEPS-HRD	4. How to Develop Emotional Resilience to Manage Stress

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			5. Personal Time Management Personal Productivity Tools 6. Transformational Leadership and Leading Corporate Culture 7. How to Manage Difficult Conversations: Beginner's Guide
Noimee V. Varias	2-SGOD	Planning Officer III	1. How to Develop Emotional Resilience to Manage Stress 2. Personal Time Management Personal Productivity Tools 3. Transformational Leadership and Leading Corporate Culture 4. How to Manage Difficult Conversations: Beginner's Guide
Jofit P. Dayoc	2-SGOD	EPS II-SMN	1. How to Develop Emotional Resilience to Manage Stress 2. Personal Time Management Personal Productivity Tools

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			3. Transformational Leadership and Leading Corporate Culture 4. How to Manage Difficult Conversations: Beginner's Guide
ROSELLA S. ARELLANO	2-CID	EPS II	1. How to Develop Emotional Resilience to Manage Stress 2. Personal Time Management Personal Productivity Tools 3. Transformational Leadership and Leading Corporate Culture 4. How to Manage Difficult Conversations: Beginner's Guide
MARILYN A. LIMPIADA	2-CID	EPS II	1. How to Develop Emotional Resilience to Manage Stress 2. Personal Time Management Personal Productivity Tools 3. Transformational Leadership and Leading Corporate Culture

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Website: www.depedgentri.com
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			4. How to Manage Difficult Conversations: Beginner's Guide
RENCIE O. MAJILLO	2-CID	PDO II	1. How to Develop Emotional Resilience to Manage Stress 2. Personal Time Management Personal Productivity Tools 3. Transformational Leadership and Leading Corporate Culture 4. How to Manage Difficult Conversations: Beginner's Guide
Isabel A. Cubcubin	2-OSDS	Administrative Officer IV	1. Self-Management Self-confidence: 40 minutes Confidence and Self Esteem Guide 2. Teamwork Building your team – Forming to Performing -A quick Course

			3. Professionalism and Ethhics Leadership Ethics and Integrity: A Comprehensive Guide 4. Service Orientation Leadership Skills Training: Becoming an Inspiring Leade

Prepared by:

VIRGIE. TACCAD
SEPS- HRD

Recommending Approval:

LUALHATI O. CADAVEDO
Chief Education Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent

Approved:

DORIS DJ. ESTALILLA, EdD
Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1. Ariel L. Dayrit	Level 1	ADAS III	1.Information Technology – Master Microsoft Powerpoint 2016 the Easy Way 2. Information Technology – Microsoft Excel – Excel from Beginner to Advance 3. Information Technology – Microsoft Access 2016 Master Class: Beginner to Advanced 4. Communication – Public Speaking and Communicating Skip Theory, Master the Art
2. June S. Aranda	Level 1	ADA VI	1.Innovation – Creativity, Design Thinking and Innovation for Business 2. Managing Health in terms of Crisis and Disaster – Emotional Intelligence: Control your Thoughts and Behaviors 3. Human Resource Management and Development, A. Recruitment, Selection and Placement – How to Design Effective Training Programs 4. Legal Writing – Writing Better Emails: Tactics for Smarter Team Communication
3. Marvin S. Valles	Level 1	ADAS III	1. Professionalism and Ethics- Complete Personal Development Personal Transformation Course

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Facebook Page: @sdoimuscity

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			2. Self-Management- Emotional Intelligence: Master Anxiety, Fear and Emotions 3. Financial Reporting-Accounting and Financial Statement Analysis: Complete Training 4. Asset Management – Procurement Management
4. Rhoda S. Monzon	Level 1	ADAS II	1. Communication- How to Manage Difficult Conversations: Beginner's Guide 2. Communication-Smart Tips: Communication 3. Communication-Public Speaking and Presenting at Work 4. Using Online Platforms and Presentation Skills in Online Activities-Virtual Presentation Skills Webinar-Beginner to Advanced
5. Marycon D. Barbuco	Level 1	ADAS III	1. Innovation- Creativity, Design Thinking, and Innovation for Business 2. Recruitment, Selection and Placement-Conduct Behavioral Interviews and Be a Great Mentor 3. Human Resource Development (Learning and Development) – How to Design Effective Training Programs 4. Employee Relations/Welfare- How to Manage Difficult Conversations: Beginner's Guide
6. Marian R. Toledo	Level 1	ADAS I	1. Self-Management-Enhance your Emotional Intelligence: The Science of Emotion 2. Procurement- Financial Planning & Analysis: Building a Company's Budget 3. Communication- How to manage Difficul5t Conversations: Beginner's Guide 4. Budgeting-Budgeting for business

7. Jenielyn A. Sadang	Level 2	EPS II	1. Communication (Technical Writing) – Business Communication Skills: Business Writing and Grammar 2. Innovation – Accelerate Innovation and Creativity, A Research Based Guide 3. Result-Focus- The Complete Personal Productivity Course – Business and Life 4. Self-Management – Mindfulness Certificate Course (Level II, III and Master)
8. Jean Pauline P. Aledia	Level 2	Medical Officer III	1. Teamwork – Team Leadership and Management Skills 2020-LEAN Team Kata 2. Communication – Public Speaking and Communicating Skip Theory, Master the Art 3. Policy Development – ISO 45001. Occupational Health & Safety Management System 4. Emergency Response and Crisis Management – Personal Emergency Planning (Coronavirus – COVID 19-Edition)
9. Dinah V. Barbadillo	Level 2	AO II	1. Self-Management – Enhance your Emotional Intelligence: The Science of Emotions 2. Communication (Technical Writing) – Writing with Confidence: Writing Beginner to Writing Pro 3. Tax Compliance- How to Prepare your Taxes 4. Information Technology-Microsoft Excel-Excel from Beginner to Advance
10. Arlene N. Avelino	Level 2	AO II	1. Financial Reporting- CFA Level 1 2020-Compete Financial Reporting and analysis 2. Asset Management-Business and Technical Writing Immersion 3. Asset Management – Procurement Management

			4. Computer Programming – Computer Science 101: Master the Theory Behind programming
11. Reden M. Cruzado	Level 2	Librarian	1. Using Online Platforms and Presentation Skills in Online Activities – Better Virtual Meetings: How to Lead Effective Meetings 2. Office Repairs and Maintenance- Computer Organization and How to Organize Computer Files 3. Database Management- Database Management from Scratch Part 1 4. Database Management- Database Management from Scratch Part 2
12. Marilou P. Bronzi	Level 2	Planning Officer III	1. Self-Management – Enhance your Emotional Intelligence: The Science of Emotions 2. Information Technology – Master Microsoft Powerpoint 2016 the Easy Way 3. Data Analytics – Beginner's Guide to Data & Data Analytics, by SF Data School 4. Organization Development – Change Management for Organizations: Drive Strategic Results
13. Matea-Alvyn H. Trinidad	Level 2	SEPS	1. Communication (Technical Writing) – Business Communication Skills: Business Writing and Grammar 2. Innovation – Accelerate Innovation and Creativity, A Research Based Guide 3. Result-Focus- The Complete Personal Productivity Course – Business and Life 4. Self-Management – Mindfulness Certificate Course (Level II, III and Master)

14. Riza C. Garcia	Level 2	SEPS	1. Human Resource Development (Learning and Development)- How to Design Effective Training Programs 2. Human Resource Development (Learning and Development) – Train the Trainer Virtual: Virtual Training Master Class 3. Employee Relations/Welfare- Learn HR Fundamentals for a Career in Human Resources 4. Talent Management – Onboarding New Employees Increase Retention and Performance

Prepared by:

RIZA C. GARCIA
SEPS

Noted:

IVAN HONORPETTE A. MIJARES
OIC-SGOD Chief

Approved:

ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

Republic of the Philippines

Department of Education

Region IVA- CALABARZON

SCHOOLS DIVISION OFFICE OF LAGUNA

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES
OF SDO LAGUNA NON-TEACHING PERSONNEL (LEVEL 1 & 2)

Name	Level	Designation	Courses
1. CIRILO E. VISTA, JR	LEVEL 2	SEPS-Research	1. Innovation: Accelerate Innovation and Creativity, A Research Based Guide 2. Data Analytics: Beginner's Guide to Data & Data Analytics, by SF Data School 3. Database Management: SQL for Beginners: Learn SQL using MySQL and Database Design 4. Research: Statistics / Data Analysis: Survey Data and Likert Scales
2. IRENE A. FERNANDEZ	LEVEL 2	Accountant III	1. Emotional Intelligence at Work: Learn from your Emotions 2. How to Facilitate Effective Communication and Engagement 3. How to Prepare Your Taxes 4. Presentation Skills: Master Confident Presentation
3. KYRA CAMILLE A. REAL	LEVEL 2	AO II	1. Time Management Master; Do More, Less Stress 2. Introduction to Human Resource Concepts 3. Business Communication Skills: Business Writing and Grammar 4. Microsoft Excel - Excel from Beginner to Advance
4. NOLCYN E. ROXAS	LEVEL 2	AO II	1. Strategic Planning Basics for Human Resources 2. Introduction to Human Resource Concepts 3. Emotional Intelligence: Control Your Thoughts and Behaviors 4. Time and Task Management: Time Management Techniques
5. MELIZA L. TRINIDAD	LEVEL 2	PDO II	1. Master Business Writing and Editing (Grant Hall) 2. Email Etiquette: Write More Effective Emails at Work (Clare Lynch)

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			3. Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro (Life Progression Project)
			4. How to Develop Emotional Resilience to Manage Stress (Robin Hills)
6. DYESSA JANE P. CALDERON	LEVEL 2	LIBRARIAN II	1. Business Communication Skills: Business Writing and Grammar (Alex Genadinik)
			2. Presentation Skills: Advanced: Speak without Reading Notes (TJ Walker)
			3. The Complete Graphic Design Theory for Beginners Course (Lindsay Marsh, Jeremy Deighan)
			4. Statistics / Data Analysis: Survey Data and Likert Scales
7. CAROL E. DELOS SANTOS	LEVEL 2	PDO II-DRRM	1 How to Develop Emotional Resilience to Manage Stress (Robin Hills)
			2. Presentation Skills: Advanced: Speak without Reading Notes (TJ Walker)
			3.Personnal Time Management- Personnal Productivity Tools
			4. Leadership Skills Training: Becoming an Inspiring Leader (Lecturio GmbH)
8. ELENITA L. TUYOR	LEVEL 2	PDO I-YOUTH	1. Presentation Skills: Advanced: Speak without reading notes
			2.The Complete Personal productivity course- business and life
			3. Email Etiquette: Write More Effective Emails At Work
			4. Develop your innovation
9. CZEILA FAYE P. VICENTE	LEVEL 2	PDO I-YOUTH	1 How to Develop Emotional Resilience to Manage Stress (Robin Hills)
			2 Disciplined Dreaming: Lead Breakthrough Creativity At Work (Josh Linkner)
			3 Personal Time Management - Personal Productivity Tools (Piotr Nabielec)
			4 Creativity, Design Thinking and Innovation for Business (Joel and Nathalie Rivera, Transformation Service)

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10. JAMINA ROSE O. BONGABONG	LEVEL 2	PDO I-YOUTH	1. Personal Time Management - Personal Productivity Tools (Piotr Nabielec)
			2. Email Etiquette: Write More Effective Emails at Work (Clare Lynch)
			3. Skyrocket your Creativity and Get Better Ideas: 7 Easy Ways (Kristen Palana)
			4. Leadership Skills Training: Becoming an Inspiring Leader (Lecturio GmbH)
11. FRENIE V. AQUINO	LEVEL 2	SEPS-M&E	1. Business Communication Skills: Business Writing and Grammar (Alex Genadinik)
			2. Presentation Skills: Advanced: Speak without Reading Notes (TJ Walker)
			3 How to Develop Emotional Resilience to Manage Stress (Robin Hills)
			4. Learn Risk Analysis Evaluation and Assessment- from A to Z
12. PAULINO S. CASTRO	LEVEL 2	SEPS-HRDS	1. Teach Online: How to Create In-Demand Online Courses
			2. Train the Trainer Virtual: Training Master Class
			3. The Complete Job Interviewing Skills Master Class Course
			4. Personal Branding Master: The System to Reinvent Yourself
13. MARLYN N. LOZADA	LEVEL 2	SEPS-SOCMONET	1.Communication and Engagement
			2.You Can Leader Effective Meetings
			3.Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways
			4 Best Practices in Document Management-(Tish Choongura)
14. JOSEPH LEVI DEL BARRIO	LEVEL 2	Nurse II	1. Health Data 101
			2. First Aid
			3. Promotion of WSH Culture Development
			4. Medical Terminology
15. JERSON T. VOLPANE	LEVEL 2	EPS II- M&E	1 Computer Organization and How to Organize Computer Files-(Burt Richard)
			2 Best Practices in Document Management-(Tish Choongura)

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			3 Design Thinking for Beginners: Develop Innovative Ideas-(Laura Pickel)
			4 Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways-(Kristen Palana)
16. ENRICO G. ORTEGA	LEVEL 2	EPS-II HRDS	1. Talent Development for Leaders: Develop Your High Potentials
			2. Introduction to Learning and Development
			3. How to Design Effective Training Programs (O'Connell Advance Training Solutions
			4. Teach Online: How to Create In-demand Online Courses (Debby Lachusa)
17. AVELYN J. ADVENTO	LEVEL 2	ITO	1 The Complete Cyber Security Course: Network Security!
			2 The Absolute Beginners Guide to Cyber Security 2020 – Part 1
			3 Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
			4 Computer Science 101: Master the Theory Behind Programming
18. ERMINIO A. LAVIN	LEVEL 2	AO V	1 Procurement Management (Avik Munshi, PMP)
			2 Financial Planning & Analysis: Building A Company's Budget (365 Careers)
			3 How to Prepare Your Taxes (John Crowder, EA)
			4 Business Skills: Email Etiquette Rules Everyone Should Know (Jacqueline Seidel)
19. ANGELA L. CASTILLO	LEVEL 2	AO IV	1 Emotional Intelligence at Work: Learn from your Emotions
			2. Design Thinking for Beginners: Develop Innovative Ideas
			3. COmplete Time Management Course Raise Personal Productivity
			4. Personal Branding Master: The System to Reinvest yourself
20. ROCEL M. LEYNES	LEVEL 2	EPS-ALS	1 Emotional Intelligence at Work: Learn from your Emotions
			2. Design Thinking for Beginners: Develop Innovative Ideas
			3. Learn Risk Analysis Evaluation and Assessment- from A to Z
			4. Ho to be More Porductive Working from Home
21. JOHN PAULO D. NEQUINTO	LEVEL 2	EPS-ALS	1 Emotional Intelligence at Work: Learn from your Emotions
			2. Design Thinking for Beginners: Develop Innovative Ideas
			3. Learn Risk Analysis Evaluation and Assessment- from A to Z

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			4. Ho to be More Porductive Working from Home
22. JENIFER I. VELASQUEZ	LEVEL 2	EPS-ALS	1 Emotional Intelligence at Work: Learn from your Emotions
			2. Design Thinking for Beginners: Develop Innovative Ideas
			3. Learn Risk Analysis Evaluation and Assessment- from A to Z
			4. Ho to be More Porductive Working from Home
23. MARK ANGELES	LEVEL 2	EPS-ALS	1 Working from Home Effectively
			2 Complete Time Management Course Raise Personal Productivity Management Techniques
			3 Microsoft Excel – Data Analysis with Excel Pivot Tables
			4 Presentation Skills: Advanced: Speak without Reading Notes
24. MICHAEL CONSIGNADO	LEVEL 2	EPS-ALS	1. Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
			2. Data Analytics: Beginner's Guide to Data & Data Analytics, by SF Data School
			3. Database Management: SQL for Beginners: Learn SQL using MySQL and Database Design
			4. Learn risk analsis evaluation and assessment - from A to Z
25. JEROME C. MENDOZA	LEVEL 2	Nurse II	1. Complete Health and Safety Auditor Course. OHSAS 18001
			2. ISO 45001. Occupational Health & Safety Management System
			3. Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours
			4 Promotion of WSH Culture Development
1. MARY JOY BALOIS	LEVEL 1	Administrative Assistant II	1.Best Practices in Document Management (Tish Chungoora)
			2. Time Management Mastery: Do More, Stress Less (Alexise Haselberge)
			3. Business Communication Skills: Business Writing and Grammar (Alex Genadinik)
			4. Microsoft Excel – Excel from Beginner to Advance (Kyle Pew, Office Newb LLC)
2. ALEXISE PASANG	LEVEL 1	Administrative Assistant II	1. Best Practices in Document Management (Tish Chungoora)
			2 Time Management Mastery: Do More, Stress Less (Alexis Haselberge)
			3 Business Communication Skills: Business Writing and Grammar (Alex Genadinik)
			4 Microsoft Excel – Excel from Beginner to Advance (Kyle Pew, Office Newb LLC)

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3. ALDRED PALUGA	LEVEL 1	Administrative Assistant II	1. Procurement Management (Avik Munshi, PMP)
			2 Working from Home Effectively (Chris Croft)
			3 Microsoft Excel – Excel from Beginner to Advance (Kyle Pew, Office Newb LLC)
			4 Learn HR Fundamentals for a Career in Human Resources (Christina A. Danforth)
4. JOHANNA LYNE A. MENDOZA	LEVEL 1	Administrative Assistant III	1 Procurement Management (Avik Munshi, PMP)
			2 Financial Planning & Analysis: Building A Company's Budget (365 Careers)
			3 How to Prepare Your Taxes (John Crowder, EA)
			4 Business Skills: Email Etiquette Rules Everyone Should Know (Jacqueline Seidel)
5. AIKO D. DELOS REYES	LEVEL 1	Administrative Assistant II	1 Procurement Management (Avik Munshi, PMP)
			2 Financial Planning & Analysis: Building A Company's Budget (365 Careers)
			3 How to Prepare Your Taxes (John Crowder, EA)
			4 Business Skills: Email Etiquette Rules Everyone Should Know (Jacqueline Seidel)
6. CELENITA LOSANTA	LEVEL 1	Administrative Assistant III	1.Procurement Management (Avik Munshi, PMP)
			2. Financial Planning & Analysis: Building A Company's Budget (365 Careers)
			3. Work from Home: Worklife Balance and Time Management (Dave Espino)
			4. How to Develop Emotional Resilience to manage Stress (Robin Hills)
7. VERNISE KAHARIAN	LEVEL 1	Administrative Assistant III	1.Procurement Management (Avik Munshi, PMP)
			2. Financial Planning & Analysis: Building A Company's Budget (365 Careers)
			3 Work From Home:Worklife Balance and Time Management (Dave Espino)
			4 How to Develop Emotional Resilience to Manage Stress (Robin Hills)
8. LESLIE ANNE C. TOPE	LEVEL 1	Administrative Assistant III	1 Procurement Management (Avik Munshi, PMP)
			2 2020: Customer Service 2.0: Learn Digital Customer Service (Davis Jones)
			3 Business Skills: Email Etiquette Rules Everyone Should Know (Jacqueline Seidel)
			4 Skyrocket your Creativity and Get Better Ideas: 7 Easy Ways (Kristen Palana)

Prepared by:

PAULINO S. CASTRO
SEPS-HRDS

Noted by:

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

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LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1. SALES, ARMICA C	I	Administrative Aide VI	1. Computer Organization and How To organize Computer Files
			2. Best Practices in Document Management
			3. How to manage difficult conversations: Beginners Guide
			4. Customer: How to understand Customer needs
2. OLAN, MARCEL I.	I	Administrative Aide VI	1. Complete Time Management Course Raise Personal Productivity
			2. Design Thinking for Beginners: Develop Innovative Ideas
			3. Procurement Management
			4. Best Practices in Document Management
3. ENRICO, ANGELLO G.	I	Administrative Aide VI	1. Cyber Risk Management
			2. Computer Programming
			3. Graphic Designing
			4. Video Editing
4. TAPAY, SHERWIN	I	Administrative Aide VI	5. 1.Email Etiquette: Write More Effective Emails at Work
			6. 2.Report Writing Made Simple
			7. 3. Computer Organization and How to Organize Computer Files
			8. 4. Microsoft Excel - Excel from Beginner to Advance
5. REYNIDO, ALMA	I	Administrative Assistant III	1.Email Etiquette: Write More Effective Emails at Work
			2.Best Practices in Document Management
			3.Complete Time Management Course Raise Personal Productivity
			4.Presentation Skills:Master Confident Presentation Powerful Speaking
6. SAMONTE, ROMMEL G.	I	Administrative Aide I	1. Emergency and Life Support

			2. De Cluttering - Complete Organizing Home, Office, Life Course
			3. How to Develop Emotional Resilience to Manage Stress
			4. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
7. CABASAL, ROSALINDA M.	I	Administrative Assistant I	5. 1.Computer Organization and How to Organize Computer Files
			6. 2.Best Practices in Document Management
			7. 3.Accounting: From Beginning to Advanced!
			8. 4.Quality Management Essentials Simplified
7. SOLANZO, MARIECRIS	I	Administrative Assistant I	1.Computer Organization and How to Organize Computer Files
			2.Best Practices in Document Management
			3.Complete Time Management Course Raise Personal Productivity
			4.Presentation Skills:Master Confident Presentation Powerful Speaking
8. DIMAANO, JONATHAN MARTIN	I	Administrative Assistant I	1..Best Practices in Document Management
			2.Presentation Skills: Master Confident Presentation Powerful Speaking
			3.BEing Strategic - Thinking and Acting with Impact
			4.Accounting: From Beginning to Advanced!
			5.How to Develop Emotional Resilience to Manage Stress
9. CASTILLO, JOAN	I	Administrative Assistant II	1.Best Practices in Document Management
			2.Presentation Skills: Master Confident Presentation Powerful Speaking
			3.BEing Strategic - Thinking and Acting with Impact

			4.Accounting: From Beginning to Advanced!
10. MALALUAN, ROXANN	I	Administrative Assistant I	1.Strategic Planning Basics for Human Resources
			2.Change Management for Organizations: Drive Strategic Results
			3 .BEing Strategic - Thinking and Acting with Impact
			4.How to Develop Emotional Resilience to Manage Stress

Name	Level	Designation	Courses
1. LUMBRES, LEAH MARIE MONICA K.	II	Administrative Officer V	1. Innovation Master Class
			2. Smart Tips: Innovation
			3. The Complete Personal Productivity Course - Business and Life
			4. Transformational Leadership and Leading Corporate Culture
2. BERGONIO, JOHANNA C.	II	Administrative Officer IV	1. The Complete Personal Productivity Course - Business and Life
			2. Transformational Leadership and Leading Corporate Culture
			3. The Complete Personal Productivity Course - Business and Life
			4. Innovation Master Class
3. BRIONES, ROSALINA A.	II	Administrative Officer V	1. The Complete Personal Productivity Course - Business and Life
			2. Smart Tips: Innovation
			3. Presentation Skills: Master Confident Presentation Powerful Speaking
			4. Innovation Master Class
4.. BAUTISTA, JOIE R	II	Administrative Officer IV	1. Microsoft Excel - Data Analysis with Excel Pivot Tables
			2. Business Skills: Email Etiquette Rules Everyone Should Know
			3. Giving Effective Feedback: Empower and Retain your Employees
			4. Better Virtual Meetings: How to Lead Effective Meetings

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5.DE GALICIA, REMELYN B.	II	Accountant III	1. Exceptional Leadership - Leading at a Higher Level
			2. Creating and Nurturing a High-Performance Organization
			3. Being Strategic - Thinking and Acting with Impact
			4. How to Develop Emotional Resilience to Manage Stress
6. SARMIENTO, ANGELICA M.	II	PDO I	1. Leadership Skills Training: Becoming an Inspiring Leader
			2. Agile Leadership and Resilient Teams
			3. Writing with Confidence: Writing Beginner to Writing Pro
			4. Business and Technical Writing Immersion
7. MANGUIAT, MARISSA M.	II	PDO I	1. Public Speaking and Communicating: Skip Theory, Master the Art
			2. Leadership Ethics and Integrity: A Comprehensive Guide
			3. Complete Personal Development Personal Transformation Course
			4. Business Communication Skills: Business Writing and Grammar
8. LIMBO, ANA MARIE D.	II	Nurse II	1. Mental Health for Coping with Stress and Anxiety (Coronavirus)
			2. The Stress Detox: Reduce Stress and Burnout In The Workplace
			3. Work From Home: Worklife Balance and Time Management
			4. How to Develop Emotional Resilience to Manage Stress
9. ASA, MARY GRACE L.	II	Librarian II	1.Being Strategic: thinking and acting with impact
			2.Database Management from Scratch Part 1

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			3. Leadership Skills Training: Becoming an Inspiring Leader
			4.Growth Mindset : the key to greater confidence and impact
10. LALUSIN, PAMELA A.	II	PDO II	1. Leadership Skills Training: Becoming an Inspiring Leader
			2.Being Strategic: thinking and acting with impact
			3.Growth Mindset : the key to greater confidence and impact
			4.Graphic design bootcamp: photoshop, illustrator and in design
11. ALMAREZ, ELLEN M.	II	Administrative Officer IV	1.Microsoft Excel - Data Analysis with Excel Pivot Tables 2. Giving Effective Feedback: Empower and Retain your Employees 3. Understanding Performance Management as and HR 4. Effectively Managing Employee Performance

Prepared by:

GLENDA A. SAMBAYAN
SEPS – HRTD

Attested by :

MINERVA C. CARAOS
SGOD – Chief

Approved by:

HOMER N. MENDOZA
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

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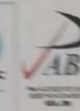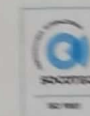
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Certificate No:
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LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1. Dyn M. Montellano	1	Administrative Assistant II	1. Design Thinking for Beginners: Develop Innovative Ideas 2. The Complete Personal Productivity Course – Business and Life 3. Writing with Confidence: Writing Beginner to Writing Pro 4. Communication & Social Skills
2. Kristine M. Ranuda	1	Administrative Assistant III	1. Design Thinking for Beginners: Develop Innovative Ideas 2. Email Etiquette: Write More Effective Emails At Work 3. Writing with Confidence: Writing Beginner to Writing Pro 4. Presentation Skills: Master Confident Presentation
3. May C. Deseo	1	Administrative Assistant II	1. Self-Confidence: 40-minute Confidence and Self-Esteem Guide 2. 2020: Customer Service 2.0: Learn Digital Customer Service 3. Acorns' Guide to Personal Finance

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			4. Time Management Mastery: Do More, Stress Less
4. Glenna M. Habito	1	Administrative Assistant III	1. Introduction to Human Resource Concepts
			2. The Complete Job Interviewing Skills Masterclass Course
			3. Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills
			4. Writing with Confidence: Writing Beginner to Writing Pro
5. Floriza C. Indenible	1	Administrative Assistant III	1. Accelerate Innovation and Creativity, A Research Based Guide
			2. Google Cloud Professional Data Engineer: Get Certified 2020
			3. Become a SuperLearner 2: Learn Speed Reading and Boost Memory
			4. Decluttering – Complete Organizing, Home, Office Life Course
6. Nerissa M. Anareta	1	Administrative Assistant III	1. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			2. Developing Emotional Intelligence in Teams
			3. Time Management Mastery: Do More, Stress Less
			4. Best Practices in Document Management

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7. Mirella D. Talabong	1	Administrative Assistant III	1. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			2. Design Thinking for Beginners: Develop Innovative Ideas
			3. Writing with Confidence: Writing Beginner to Writing Pro
			4. Communication & Social Skills
8. Princess Eloisa V. Punzalan	1	Administrative Assistant III	1. Leadership Ethics and Integrity: A Comprehensive Guide
			2. Mindfulness Certificate Course (Level I, II, III and Master)
			3. Accounting: From Beginner to Advanced!
			4. Writing with Confidence: Writing Beginner to Writing Pro
9. Babe Audrey B. Gabule	1	Administrative Aide VI	1. Mindfulness Certificate Course (Level I, II, III and Master)
			2. Business Communication Skills: Business Writing and Grammar
			3. The Complete Personal Productivity Course – Business and Life
			4. Microsoft Excel – Data Analysis with Excel Pivot Tables
10. Lea L. Garcia	1	Administrative Aide VI	1. Email Etiquette: Write More Effective Emails At Work.

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			2. Better Virtual Meetings: How to Lead Effective Meetings
			3. Computer Organization and How to Organize Computer Files
			4. Public Speaking and Presentation at Work
11. Benjie C. Rivera	2	Administrative Officer V	1. Smart Tips: Innovation
			2. Microsoft Excel -Excel from Beginner to Advance
			3. Financial Planning & Analysis: Building a Company's Budget
			4. Leadership Skills Training: Becoming an Inspiring Leader
12. Jonabel R. Azares	2	Administrative Officer II	1. How to Develop Emotional Resilience to Manage Stress
			2. The Complete Personal Productivity Course - Business and Life
			3. Procurement Management
			4. Decluttering-Complete Organizing Home, Office, Life Course
13. Michelle Carmela A. Merca	2	Administrative Officer II	1. Double Your Confidence and Self-Esteem - Complete Blueprint
			2. Smart Tips: Innovation
			3. Recruiter Training - Hire Top Employees in 30 days
			4. Introduction to Human Resource Concepts

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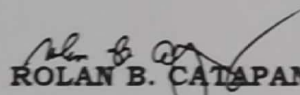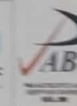| 14. Erwin M. Montes | 2 | Administrative Officer IV | 1. Personal Branding Master: The System to Reinvent Yourself |
			2. Releasing Negative Beliefs & Thought-Patterns
			3. Decluttering – Complete Organizing, Home, Office Life Course
			4. Microsoft Excel for Project Management: Earn 5 PDUs
15. Aloysius D. Cabana	2	Administrative Officer IV	1. Leadership Skills Training: Becoming an Inspiring Leader
			2. The Complete Personal Productivity Course - Business and Life
			3. Procurement Management
			4. Microsoft Access 2016 Master Class: Beginner to Advanced
16. Maria Katherine A. Panganiban	2	Administrative Officer V	1. Innovation Master Class
			2. Agile Leadership and Resilient Teams
			3. The Complete Financial Analyst Course 2020
			4. Budgeting for Business
17. Rhea G. Mojica	2	Accountant III	1. Smart Tips: Innovation
			2. Service Design: Designing for Experience Over Time
			3. Accounting: From Beginner to Advanced!
			4. Accounting & Financial Statement Analysis: Complete Training

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18. Ana Karmela S. Amante	2	Attorney III	1. Leadership Skills Training: Becoming an Inspiring Leader
			2. Accelerate Innovation and Creativity - a Research Based Guide
			3. Writing with Confidence: Writing Beginner to Writing Pro
			4. Public Speaking and Communicating, Skip Theory, Master the Art
19. Cristina B. Rogelio	2	Information Technology Officer I	1. Accelerate Innovation and Creativity - a Research Based Guide
			2. The Complete Personal Productivity Course - Business and Life
			3. The Complete Cyber Security Course: Network Security
			4. The Absolute Beginners Guide to Cyber Security 2020-Part 1

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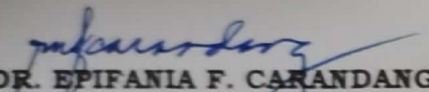
ROLAN B. CATAPANG

SEPS – HRD
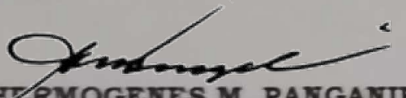
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Noted:

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Chief Education Supervisor - SGOD

Approved:

DR. HERMOGENES M. PANGANIBAN
OIC – Schools Division Superintendent

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"Team Bagong Lucena, Edukasyon ay Una, Kultura ang Disiplina, Lucenahin, Angat Ka!"

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1. Regina V. Marino	Level 2	SEPS	1. ADDIE: Training and Development Professionals' Guide
			2. Business Communication Skills: Business Writing and Grammar
			3. Microsoft Excel - Data Analysis with Excel Pivot Tables
			4. Graphic Design Bootcamp: Photoshop, Illustrator, Indesign
2. Oscar R. Duma, Jr.	Level 2	SEPS	1. Project Management Fundamentals
			2. Innovation Master Class
			3. ADDIE: Training and Development Professionals' Guide
			4. Business Communication Skills: Business Writing and Grammar
3. Gilbert C. Alva	Level 2	SEPS	1. Lean Leadership, Lean Culture & Lean Management
			2. Change Management: Design Successful
			3. Instructional Design for Classroom Training
			4. Exceptional Leadership: Leading at a Higher Level
4. Paul Clifford N. Marquez	Level 2	SEPS	1. Management Skills: Build Employee Engagement and Program
			2. International Expansion: A Blueprint for Success
			3. Change Management for Organizational Drive Strategic Results
			4. How to Facilitate Effective Communication and Engagement

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5. Marbin Jeramil D. Fragata	Level 2	PO III	1. Microsoft Excel – Excel from Beginner to Advance
			2. ISO 31000 – Enterprise Risk Management for Profession
			3. Public Speaking and Communicating: Skip Theory, Master the Art
			4. Effectively Managing Employee Performance
6. Michelle G. Duma	Level 2	EPS II	1. ADDIE: Training and Development Professionals' Guide
			2. Business Communication Skills: Business Writing and Grammar
			3. Microsoft Excel - Data Analysis with Excel Pivot Tables
			4. Graphic Design Bootcamp: Photoshop, Illustrator, Indesign
7. Maria Bernadit M. Tupas	Level 2	EPS II	1. Project Management with MS Project Scheduling in Master Class
			2. Ninja Writing: Four Levels of Writing Mastery
			3. Microsoft Project ALL: Beginners to Expert 10 Projects 9 PDU
			4. Data Science Course 2020 Complete Data Science Bootcamp
8. Mary Joyce P. Salamat	Level 2	EPS II	1. Graphic Design Booth Camp: Photoshop, Illustrator, Indesign
			2. Communication Fundamentals: How to Communicate Better
			3. Writing with Confidence: Writing Beginner to Writing Pro
			4. Microsoft excel: Data Analysis with Excel Pivot Tables
9. Leah A. Perez	Level 2	PDO I	1. Mindfulness Certificate Course (Level I, II, III and Master),

			2. Team Leadership and Management Skills 2020 – LEAN Team Kata,
			3. The Complete Personal Productivity Course – Business and Life,
			4. International Expansion: A Blueprint for Success
10. Mark Angelo M. Tuisan	Level 2	PDO I	1. ADDIE: Training and Development Professionals' Guide
			2. Introduction to Learning and Development (HR)
			3. Project Management Fundamentals
			4. Learn Risk Analysis, Evaluation and Assessment - from A to Z
11. Wilbert B. Porteza	Level 2	ITO I	1. Collaborative Working with Remote Teams
			2. Cyber Security and Data Privacy
			3. Cybersecurity for HR Professionals
			4. Start and Grow Your Successful Career in Cyber Security
12. Carleen D. Aguila	Level 2	Legal Assistant I	1. Personal Time Management
			2. Business and Technical Writing Immersion
			3. Labor Relations for Human Resources
			4. Project Management Fundamentals
13. Gloria F. Magtibay	Level 2	AO II	1. Smart Tips: Communication
			2. Procurement Management
			3. Conduct Behavioral Interviews & Be a Great Mentor
			4. How to Develop Emotional Resilience to Manage Stress
14. Sarah Lyn V. Diala	Level 2	AO II	1. Smart Tips: Communication
			2. Procurement Management
			3. Conduct Behavioral Interviews & Be a Great Mentor

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Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

			4. How to Develop Emotional Resilience to Manage Stress
15. Arlene M. Tolentino	Level 2	AO II	1. Smart Tips: Communication
			2. Procurement Management
			3. Conduct Behavioral Interviews & Be a Great Mentor
			4. How to Develop Emotional Resilience to Manage Stress
16. Rena R. Rodil	Level 1	ADAS II	1. Best Practices in Document Management
			2. Designing a Digital Transformation Roadmap
			3. Email Etiquette: Write More Effective Emails at work
			4. Smart Tips: Communication
17. Connie T. Abulencia	Level 1	ADAS III	1. How to Develop Emotional Resilience to Manage Stress
			2. Procurement Management
			3. Emotional Intelligence at Work
			4. Enhance Your Emotional Intelligence
18. Jan Carlo S. Reyes	Level 1	ADAS III	1. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			2. The Stress Detox: Reduce Stress and Burnout in the Workplace
			3. Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways
			4. Email Etiquette: Write More Effective Emails at Work
19. Apollo B. Salanguit	Level 1	ADAS II	1. Smart Tips Communication
			2. Working from Home Effectively
			3. A Simple Guide to Mindfulness Meditation
			4. Anxiety and Stress
20. Marisyll Judee G. Mendoza	Level 1	ADAS II	1. Smart Tips: Communication
			2. Procurement Management
			3. Conduct Behavioral Interviews & Be a Great Mentor
			4. How to Develop Emotional Resilience to Manage Stress

21. Famela B. Fontarum	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2)
			2. Ninja Writing: The Four Levels of Writing Mastery
			3. Decluttering: Complete Organizing, Home, Office Life Course
			4. How to Create Your Course Outline: Official Udemy Course
22. Clinton Darwin Evardome	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2)
			2. Ninja Writing: The four levels of Writing Mastery
			3. Decluttering: complete organizing, home, office life course
			4. How to Create your Course Outline: Official Udemy Course
23. Caren D. Aranilla	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2)
			2. Ninja Writing: The four levels of Writing Mastery
			3. Decluttering: complete organizing, home, office life course
			4. How to Create your Course Outline: Official Udemy Course
24. Bryan R. Ladines	Level 1	ADAS III	1. How to Work from Home with Kids During Pandemic, 2020
			2. Recruiting: Talent Acquisition & Hiring (Version 2),
			3. Computer Organization and How to Organize Computer Files
			4. Decluttering - Complete Organizing Home, Office, Life Course
25. Akimi Therese M. Asano	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2)
			2. Ninja Writing: The four levels of Writing Mastery -
			3. Decluttering: complete organizing, home, office life course -

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"Creating Possibilities, Inspiring Innovations"
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Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

			4. How to Create your Course Outline: Official Udemy Course
26. Maila T. Morota	Level 1	ADAS III	1. Complete Personal Development Personal Transformation Course
			2. Speak Like a Pro: Public Speaking for Professionals
			3. Growth Mindset: The Key to Greater Confidence and Impact
			4. Exceptional Leadership: Leading at a Higher Level
27. Mary Gold C. De Chavez	Level 1	ADAS III	1. Releasing Negative Beliefs & Thought-Patterns
			2. Communication Fundamentals: How to Communicate Better
			3. Accounting: From Beginner to Advance - A Brief Introduction
			4. Double Your Self Confidence and Self-Esteem - Complete Blueprint
28. Chaenkee R. Chumacera	Level 1	ADAS III	1. Quality Management Essentials Simplified
			2. Procurement Management
			3. Introduction to Human Resource Concepts
			4. Business Communication Skills: Business writing and grammar
29. Shara S. Garcia	Level 1	ADAS II	1. Learn Social Psychology-The Self and Self-Esteem
			2. Conduct Behavioral Interviews and Be a Great Mentor
			3. Communication and Social Skills
			4. Addiction and Mental Health (Dual Diagnosis) Integrative 12 hours
30. Hilariona E. Coronado	Level 1	ADAS III	1. Double Your Confidence and Self Esteem-Complete Blueprint
			2. Productivity Masterclass: A Guide to Personal Effectiveness

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Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

			3. The Essential of Feedback and Performance Management 2020
			4. Understanding Performance Management as HR Professional
31. Raymund E. Peñaverde	Level 1	ADAS III	1. Self Confidence: 40 Minute Confidence and Self-Esteem
			2. Double Your Confidence and Self Esteem-Complete Blueprint
			3. How to be More Productive Working from Home
			4. Time Management Mastery: Do More, Stress Less
32. France Joy F. Taburdan	Level 1	ADAS III	1. Business Communication Skills: Business Writing & Grammar
			2. Procurement Management
			3. Quality Management Essentials simplified
			4. Intro to Human Resource Concepts
33. Z-Ann Leah B. Zulueta	Level 1	ADAS III	1. Team Leadership Skills 2020 - LEAN Team Kata
			2. The Essentials of Feedback and Performance Management 2020
			3. Successful Event: Event Planning, Marketing and Management
			4. Public Speaking and Communication: Skip Theory, Master the Art
34. Jeffrey E. Maaño	Level 1	ADAS II	1. How to develop resilience to manage stress
			2. Procurement Management
			3. Best Practices in Document Management
			4. Emergency and Life Support
35. Cristell Mae Dianne D. Mangubat	Level 1	AA VI	1. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign

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Website: www.depedquezon.com.ph

			2. Adobe Premiere Pro Cc: Learn Video Editing in Premiere Pro
			3. The complete cyber security course
			4. Java programming masterclass
36. Floricel R. Lagos	Level 1	ADAS III	1. The Complete Financial Analysts Course 2020
			2. Microsoft Excel – Excel from Beginner to Advance
			3. The Complete Personal Finance Course: Save, Protect, Make More
			4. Understanding and Complying with HIPAA
37. Dessa Marie B. Dalmacion	Level 1	AA VI	1. Best Practices in Document Management 2.
			2. Designing a Digital Transformation Roadmap
			3. Email Etiquette: Write More Effective Emails at work
			4. Smart Tips: Communication
38. Danica May V. Jaranilla	Level 1	ADAS II	1. Procurement Management
			2. Decluttering: Complete Organizing Home, Office Life Course
			3. Smart Tips: Communication
			4. Conduct Behavioral Interview and Be a Great Mentor

Prepared by:

REGINA V. MARINO
SEPS

MICHELLE G. DUMA
EPS II

Noted by:

ELIZABETH M. DE VILLA
SGOD Chief

Approved by:

ELIAS A. ALICAYA JR, EdD
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

03 September 2021

FRANCIS CESAR B. BRINGAS
Director IV
DepEd CALABARZON
Gate II Karangalan Village
Cainta, Rizal

Attention: **LUZ E. OSMEÑA**
Chief, HRDD

Sir:

In reference to Regional Memorandum No. 21-411 titled *Submission of the List of Sdo Non- Teaching Personnel as Attendees to Competency Enhancement Courses,* this is to submit the list of identified SDO Personnel for Level 1 and Level 2 positions.

Please acknowledge receipt hereof.

Very truly yours,

CHERRYLOU D. REPIA, CESO V
Schools Division Superintendent
fcp

Incls. As stated.

Address: DepEd Bldg., Cabrera Road, Brgy. Dolores, Taytay, Rizal 1920
Contact Number: 0927-456-2115; 0961-529-4771
Email Address: rizal@deped.gov.ph   **Website:** depedrizal.ph
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REG. NO. PHP QMS 19 93 0014

	NAME	LEVEL	DESIGNATION	COURSES
	LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES			
1	Crystal A. Sison	1	Administrative Assistant III	Accounting: From Beginner to Advance
				Accounting & Financial Statement Analysis : Complete Training
				Fundamentals of Business Taxes
				How to Prepare Your Taxes
2	Mary Jane M. Bitong	1	Administrative Assistant III	Accounting: From Beginner to Advance
				Accounting & Financial Statement Analysis : Complete Training
				Fundamentals of Business Taxes
				How to Prepare Your Taxes
3	Eric F. Miranda	1	Administrative Assistant III	Microsoft Excel - From Beginner to Advance
				Microsoft Excel - Data Analysis with Excel Pivot Tables
				Accounting: From Beginner to Advance
				Accounting and Financial Statement Analysis: Complete Training
4	Liziel A. Perdiguerra	1	Administrative Assistant III	Smart Tips: Communication
				Accounting: From Beginner to Advanced!
				Procurement Management
				Financial Accounting: The Complete Introductory Crash Course
5	Marv Christian A. Alegre	1	Administrative Aide VI	Smart Tips: Communication
				Business Communication Skills: Business Writing and Grammar
				Complete Time Management Course Raise Personal Productivity
				Microsoft Excel – Data Analysis with Excel Pivot Tables
6	Bernadette A. Chua	1	Administrative Aide VI	Smart Tips: Communication
				Business Communication Skills: Business Writing and Grammar
				Complete Time Management Course Raise Personal Productivity
				Microsoft Excel – Data Analysis with Excel Pivot Tables

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	NAME	LEVEL	DESIGNATION	COURSES
	LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES			
7	Donna-Bell P. Santuyo	1	Administrative Assistant II	Smart Tips: Communication
				Business Communication Skills: Business Writing and Grammar
				Complete Time Management Course Raise Personal Productivity
				Microsoft Excel – Data Analysis with Excel Pivot Tables
8	Glorianne Nova P. Atienza	1	Administrative Assistant III	Smart Tips: Communication
				Business Communication Skills: Business Writing and Grammar
				Complete Time Management Course Raise Personal Productivity
				Microsoft Excel – Data Analysis with Excel Pivot Tables
9	Avegail B. De Borja	1	Administrative Assistant III	Smart Tips: Communication
				Accounting: From Beginner to Advance
				Accounting in 60 Minutes – A Brief Introduction
				Microsoft Excel – Excel from Beginner to Advance
LEVEL 2				
1	Irish V. Balunton	2	Education Program Specialist II	Complete Personal Development Personal Transformation Course
				How to Design Effective Training Programs
				Ninja Writing: The Four Levels of Writing Mastery
				The Complete Personal Productivity Course – Business and Life
2	JANE S. FUENTES	2	Administrative Officer IV	Recruiter Training - Hire Top Employees in 30 days
				Attract Great Candidates By Creating A Stand Out Job Advert
				How to Master Hiring: Pick the right candidate every time
				The Complete Job Interviewing Skills Masterclass Course
3	Jenna Joy B. Dela Rosa	2	Librarian II	Database Management from Scratch Part 1

	NAME	LEVEL	DESIGNATION	COURSES
				LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES
				Database Management from Scratch Part 2
				SQL For Beginners: Learn SQL using MySQL and Database Design
				Python for Finance: Investment Fundamentals & Data Analytics
4	Aniver M. Vergara	2	Education Program Specialist II	Accelerate Innovation and Creativity, A Research Based Guide
				Virtual Presentation Skills Webinar – Beginner to Advanced
				Public Speaking and Communicating: Skip Theory, Master the Art
				Growth Mindset: The Key to Greater Confidence and Impact
5	MONETH R. CASTILLO	2	Administrative Officer II	CFA Level 1 2020 – Complete Financial Reporting & Analysis
				Microsoft Excel – Excel from Beginner to Advance
				Python for Finance: Investment Fundamentals & Data Analytics
				How to Design Effective Training Programs
6	MARIA JOAN P. BALBOA	2	Administrative Officer	Team Leadership and Management Skills 2020 – LEAN Team Kata
				Operations Management A-Z: Business Processes and Systems
				Best Practices in Document Management
				Ninja Writing: The Four Levels of Writing Mastery
7	Mary Grace L. Danak	2	Division Statistician	Beginner's Guide to Data & Data Analytics, by SF Data School
				Python for Finance: Investment Fundamentals & Data Analytics
				Microsoft Excel – Data Analysis with Excel Pivot Tables
				The Data Science Course 2020: Complete Data Science Bootcamp
8	Magdalena C. Valdez	2	Division Statistician	Beginner's Guide to Data & Data Analytics, by SF Data School
				Python for Finance: Investment Fundamentals & Data Analytics

	NAME	LEVEL	DESIGNATION	COURSES
				Microsoft Excel – Data Analysis with Excel Pivot Tables
				The Data Science Course 2020: Complete Data Science Bootcamp
9	Al Jefferson A. Bolante	2	Administrative Officer II	Complete Personal Development Personal Transformation Course
				Goal Setting at Work: Plan for Success and Reach Your Goals
				Strategic Planning Basics for Human Resources
				Audit – Financial Statement
10	Kenneth Wilson Abonita	2	Project Development Officer	Mindfulness Certificate Course (LevelI, II, III and Master)
				Team Leadership and Management Skills 2020 – LEAN Team Kata
				Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
				Personal Branding Master: The System to Reinvent Yourself
11	Kristian C. Lozada	2	Administrative Officer	Complete Personal Development Personal Transformation Course
				Goal Setting at Work: Plan for Success and Reach Your Goals
				Strategic Planning Basics for Human Resources
				Audit – Financial Statement
12	ATTY. FILIPINO F. MENDOZA	2	Accountant III	Procurement Management
				Financial Planning & Analysis: Building a Company's Budget
				Personal Financial Well-Being
				Financial Accounting: The Complete Introductory Crash Course
13	MIDIELEE M. DITABLAN	2	Administrative Officer 2	Team Leadership and Management Skills 2020 – LEAN Team Kata
				Transformational Leadership and Leading Corporate Culture
				Talent Development for Leaders: Develop Your High-Potentials

LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES

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	NAME	LEVEL	DESIGNATION	COURSES
				CFA Level 1 2020 – Complete Financial Reporting & Analysis
14	Ruffa Balboa P	2		Ninja Writing: The Four Levels of Writing Mastery
				Virtual Presentation Skills Webinar – Beginner to Advanced
				How to Design Effective Training
				Beginner's Guide to Data & Data Analytics, by SF Data School
15	Rommelyne R. Robles	2	Nurse II	Emotional Intelligence: Master Anxiety, Fear and Emotions
				Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours
				Emergency and Life Support
				Presentation Skills: Master Confident Presentation
16	Joan Ramos	2	Nurse I	How to Develop Emotional Resilience to Manage Stress
				Emergency and Life Support
				Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours
				How to Work from Home with Kids During a Pandemic
17	Gemalyn N. Aquino	2	Administrative Officer II	How to Hire & Manage Virtual Teams
				Recruiter Training - Hire Top Employees in 30 days
				How to Master Hiring: Pick the right candidate every time
				Strategic Planning Basics for Human Resources
18	Georgina C. Tubon-Reyes	2	Medical Officer III	ISO 45001. Occupational Health & Safety Management System
				Complete Health and Safety Auditor Course. OHSAS 18001
				The Essentials of Feedback & Performance Management (2020)
				"Email Etiquette: Write More Effective Emails At Work"
19	Leslie Ann N. Esguerra	2	Administrative Officer II	Microsoft Excel – Data Analysis with Excel Pivot Tables

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	NAME	LEVEL	DESIGNATION	COURSES
				LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES
				Master Microsoft Powerpoint 2016 the Easy Way
				Best Practices in Document Management
				Strategic Planning Basics for Human Resources
20	Nhorberto P. Arabit	2	Nurse II	Anxiety and Stress
				How to Develop Emotional Resilience to Manage Stress
				The Stress Detox: Reduce Stress and Burnout In The Workplace
				Emotional Intelligence: Control Your Thoughts and Behaviors
21	Glenn Albert Z. Fuyoc	2	Nurse II	Emergency and Life Support
				Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours
				Emotional Intelligence: Master Anxiety, Fear and Emotions
				Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours
22	Paul James San Diego	2	Nurse II	Emotional Intelligence: Master Anxiety, Fear and Emotions
				Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours
				Emergency and Life Support
				Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours

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REG. NO. PHP QMS 19 93 0014

September 03, 2021

Mr. FRANCIS CESAR B. BRINGAS
Regional Director
Office of the Regional Director
DepEd Region IV-A CALABARZON

Attn: DR. LUZ E. OSMENA
Chief Education Program Supervisor
Human Resource Development Division

Sir:

This is to highly recommend the following non-teaching personnel on different Programs/Courses offered by UDEMY E-Learning Solutions in partnership with the Regional Human Resource Development Division (HRDD). They displayed exceptional skills and professionalism. Thus, deserves any training and scholarship for their career development.

Level 2:	**Level 1:**
1. Dr. Ammiella Gurrea	1. Maria Theresa G. Malixi
2. Lucila Nida Rodelas	2. Mitzi A. Hernandez
3. Juris Samsaman	3. Kate G. Farcon
4. Mark Joseph Torres	4. Dedith B. Comia
5. Nadeline De Guzman	5. Ellen B. Almanza
6. Manfredo Guitang	6. Ryan C. Caligner
7. Victoria Gabiano	7. Mary Lorraine B. Magnaye
8. Maria Lucia Aileen Juaneza	8. Bernadine C. Crescini
	9. Emerson C. Macandili
	10. Mary Jane D. Tolentino

DAISY Z. MIRANDA, CESO VI
OIC- Schools Division Superintendent

Rizal Avenue, San Pablo City, Laguna 4000
sanpablo.city@deped.gov.ph
depedsanpablo.com
(049) 503 - 5967

Certificate No.
PHP OMS 19 93 0016

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES
(OFFERED BY UDEMY)
FY. 2021

	Name	Level	Position /Designation	Courses
	LEVEL 2			
1	Dra. Ammiela Gurrea	Level 2	Medical Officer	1. CompTIA Healthcare IT. 2. Complete Health and Safety Auditor Course. OHSAS 18001 3. ISO 45001. Occupational Health and Safety Management System 4. Health Data 101
2	Lucila Nida Rodelas	Level 2	AO IV	1. How to Hire & Manage Virtual Teams 2. Strategic Planning Basics for Human Resources 3. Understanding Performance 4. Communication & Social skills
3	Nadeline De Guzman	Level 2	AO IV	1. Service Orientation 2. Records Management 3. Communication (Technical Writing) 4. File Management
4	Juris A. Samsaman	Level 2	AO IV	1. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign 2. Writing with Confidence: Writing Beginner to Writing Pro 3. Smart Tips: Innovation

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🌐 depedsanpablo.com
📞 (049) 503 - 5967

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				4.	Leadership Skills Training: Becoming an Inspiring Leader
5	Mark Joseph Torres	Level 2	Librarian II	1.	Graphic Designing - Graphic Design Bootcamp (Photoshop, Illustrator and Indesigb)
				2.	The beginners 2020 cyber security awareness training course
				3.	Mental health for coping stress and anxiety (coronavirus)
				4.	Service Orientation- Leadership Skills Training: Becoming an Inspiring Leader
6	Manfreo Guitang	Level 2	PDO II	1.	Mental Health for Coping with Stress and Anxiety
				2.	The Stress Detox: Reduce Stress and Burnout in the Workplace
				3.	Learn Meditation with Certification to Guide Others
				4.	Manage Workplace Stress and Strike A Balance
7	Victoria P. Gabiano	Level 2	EPS II	1.	Intoruction to Learning and Development
				2.	How to design effective training program
				3.	Team Leadership and management skills 2020 - LEAN Team Kata
				4.	Complete Personal Development Personal Transformation Course

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8	Maria Lucia Aileen L. Juaneza	Level 2	SEPS	1. Mindfulness Certificate Course (LevelI, II, III and Master)
				2. Train the Trainer Virtual: Virtual Training Master Class
				3. ADDIE: Training and Development Professionals' Guide
				4. Coaching Managers & Leaders for Continuous Improvement
LEVEL 1				
1	Maria Theresa G. Malixi	Level 1	Admin Asst. III	1. Better Business Writing Skills
				2. Time and Task Management; Time Management Techniques;
				3. Graphic Design Boot Camp: Photoshop, Illustrator, INDesign
				4. ADOBE Premiere Pro CC: Learn Vidfeo Editing inPremiere Pro
2	Mitzi A. Hernandez	Level 1	Admin Aide VI	1. Time management mastery: do more, stress less
				2. Decluttering-complete organizing, home, office life course
				3. Microsoft excel-data analysis with excel pivot tables
				4. Computer organization and how to organize computer files
3	Kate G. Farcon	Level 1	Admin Asst. III	1. Financial Accounting: The complete Introductory Crash Course
				2. The Complete Personal Finance Course: Save, Protect, Make More

				3. Accounting: From Beginner to Advanced!
				4. Master your Brain: Neuroscience for Personal Development
4	Dedith B. Comia	Level 1	Admin Asst. III	1. Service Orientation-Leadership Skills Training: Becoming an Inspiring Leader
				2. Using Online Platforms and Presentation Skills in Online Activities-Train the Trainer Virtual, Virtual Training Master Class
				3. Asset Management-Procurement Management
				4. Communication-Writing with Confidence: Writing Beginner to Writing Pro
5	Ellen B. Almanza	Level 1	Admin Asst. III	1. Recruiter Training-Hire Top Employees in 30 days (HRMD)
				2. Best Practices in Document Management (Records Management)
				3. Procurement Management (Public Financial Management)
				4. Accounting: From Beginner to Advanced
6	Ryan C. Caligner	Level 1	Admin Asst. III	1. Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways
				2. Cybersecurity for HR Professionals
				3. The Complete Graphic Design Theory for Beginners Course
				4. Decluttering – Complete

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				Organizing Home, Office, Life Course
7	Mary Lorraine B. Magnaye	Level 1	Admin Asst. III	1. Master Business Writing and Editing
				2. Introduction to Human Resource Concept
				3. Procurement Management (Asset Management)
				4. Successful Events; Event Planning, Marketing and Management
8	Bernadine C. Crescini	Level 1	Admin Asst. III	1. Emotional Intelligence: Master Anxiety, Fear and Emotions
				2. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
				3. Accounting: From Beginner to Advanced!
				4. CFA Level 1 2020 – Complete Financial Reporting & Analysis
9	Emerson C. Macandili	Level 1	Admin Asst. III	1. Team Leadership and Management Skills 2020 - LEAN Team Kata
				2. How to manage and influence your virtual team
				3. Accounting: From beginner to Advanced
				4. CFA level 1 2020- Complete Financial Reporting and Analysis
10	Mary Jane D. Tolentino	Level 1	Admin Asst. III	1. How to Develop Emotional Resilience to Manage Stress
				2. Budgeting for Business

				3. The Complete Financial Analyst Course
				4. Accounting in 60 minutes a Brief Introduction

Prepared by:

Maria Lucia Aileen L. Juaneza
SEPS-HRD Unit

Noted by:

ANNALIZA D. BANAYO
Chief – SGOD

Approved by:

DAISY Z. MIRANDA, CESO VI
OIC- Schools Division Superintendent

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Certificate No.
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"SDO-STA. ROSA LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSE

Name	Level	Designation	Courses
1. Camille C. dela Cruz	1	Admin. Aide VI	1.Mindfulness Certificate Course (LevelI, II, III and Master)
			2.The Complete Job Interviewing Skills Masterclass Course
			3. INTERVIEW TRAINING: Ask Better Questions, Hire Better People
			4. Conduct Behavioral Interviews & Be a Great Mentor
2. Reina May C. Concepcion	1	Admin. Aide VI	1. Computer Organization and How to Organize Computer Files
			2. Decluttering – Complete Organizing, Home, Office Life Course
			3. Best Practices in Document Management
			4. Project Management Fundamentals: Run projects effectively
3. Richelle M. Resipeda	1	ADAS III	1. Accounting in 60 Minutes – A Brief Introduction
			2. Accounting: From Beginner to Advanced!
			3. CFA Level 1 2020 – Complete Financial Reporting & Analysis
			4. Accounting & Financial Statement Analysis: Complete Training
4. Cyra R. Mirafuentes	1	Admin. Aide VI	1. Acorns' Guide to Personal Finance

2nd Flr. Leon C. Arcillas Bldg. Brgy. Market Area, City of Santa Rosa, Laguna

(049) 534-5283

santarosa.city@deped.gov.ph   www.depedsantarosa.ph

44 100 19 93 0017

			2. The Complete Personal Finance Course: Save, Protect, Make More
			3. Customer: How to Understand Customer Needs
			4. Manage Change Through Collaboration and Team Work
5. Ricel C. Sison			1.Computer Organization and how to Organize Computer files
			2 .Best Practices in document management
			3 .Presentation Skills: Master Confident Presentation
			4.How to Manage Difficult Conversations: Beginner's Guide
6. Janine H. Tabadero	1	ADAS III	1. Budgeting for Business
			2. The Complete Financial Analyst Course 2020
			3. Financial Planning & Analysis: Building A Company's Budget
			4. Introduction to Financial Modeling for Beginners
7.Quenie M. Dicdican	M.	Admin. Aide VI	1.Procurement Management 2. Financial Planning & Analysis: Building a Company's Budget 3. Introduction to Financial Modeling for Beginners 3.Best Practices in Document Management

Name	Level	Designation	Courses
1.Jessie James E. Kingat	2	Chief Education Supervisor	1. Coaching Managers & Leaders for Continuous Improvement 2. How to manage and influence your virtual team

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(049) 534-5283

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			3. Leadership Masterclass 4. Team Leadership and Management skills
2.Jocelyn B. Reyes	2	Education Program Supervisor	1. Smart Tips: Innovation
			2. Communication & Social Skills
			3. Instructional Design for Classroom Training
			4. Teach Online: How To Create In - Demand Online Courses
3. Sammy M. Empleo	2	PSDS	1. Smart Tips: Innovation
			2. Communication & Social Skills
			3. Instructional Design for Classroom Training
			4. Teach Online: How To Create In - Demand Online Courses
4. Janice Caryl S. dela Rosa	2	AO IV	1. Strategic Planning Basics for Human Resources
			2. Communication Fundamentals: How to Communicate Better
			3. Understanding Performance Management as an HR Professional
			4. How to Develop Emotional Resilience to Manage Stress
5. Anne T. Maramba	2	AO IV	1. Records Management - Become A Superlearner2: Learn Speed Reading And Boost Memory
			2. Communication (Technical Writing) - Better Business Writing Skills;
			3. Service Orientation - 2020 Customer Service 2.0 Learn Digital Customer Service;

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			4.Employee Relationship/Welfare Collaboration and Emotional Intelligence
6. Catherine B. Bolintiam	2	AO V	1. Teamwork / Service Orientation - Agile Leadership and Resilient Teams
			2. Asset Management - Procurement Management,
			3. HRD - Talent Development for Leaders: Develop Your High-Potentials,
			4. Procurement - Financial Planning & Analysis: Building A Company's Budget
7. Jason G. Sagaysay	2	SEPS-SOCMOB	1.International Expansion: A Blue Print for Success
			2.Management Skills: Build Employee Engagement and Performance
			3.How to facilitate Effective communication and engagement
			4.working from Home Effectively
8. Floro L. Peria Jr.	2	EPS-HRDS	1.Train the Trainer
			2.How to Design Effective Training Program
			3.Performance Management: Build a High Performing Team
			4. Master Business Writing and Editing

1. The Regional Memorandum is attached for further instructions.

2. For information compliance, and dissemination.

MANUELA S. TOLENTINO, CESO V

2nd Flr. Leon C. Arcillas Bldg. Brgy. Market Area, City of Santa Rosa, Laguna

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44 100 19 93 0017

Schools Division Superintendent

FLPJ/ OM UDEMY COURSES
SRC-HRD-OM-21-   September 7, 2021

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

No	Name	Level	Designation	Courses
1	Marlon Malaluan	I		1. Microsoft Project All:Beginner to Expert 10 Projects 9 PDU
				2.Microsoft Excel-Excel from Beginner to Advance
				3. Java Programming Masterclass for Software Developers
				4.Computer Science 101:Master the Theory Behind Programing
2	Kareen M. Opulencia	I	Administrative Aide VI	Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills
				Microsoft Excel-Excel from Beginner to Advance
				Presentation Skills: Advanced: Speak without Reading Notes
				The Complete Personal Productivity Course-Business and Life
3	Maricel M. Huelgas	I	Administrative Assistant II	Microsoft Excel – Excel from Beginner to Advance
				Presentation Skills: Advanced: Speak without Reading Notes

3	Mancel M. Huelgas	I	Administrative Assistant II	
				Communication Skills for Beginners
				Productivity Course – Business and Life
4	CARLAH GARCIA	I	ADMINISTRATIVE ASSISTANT III	Communication Skills for Beginners
				Microsoft Excel – Excel from Beginner to Advance
				Introduction to Human Resource Concepts
				The Complete Personal Finance Course: Save, Protect, Make More
5	AYELA MAGNAYE	I	ADMINISTRATIVE AIDE VI	Microsoft Excel – Excel from Beginner to Advance
				Introduction to Human Resource Concepts
				Communication Skills for Beginners
				The Complete Personal Productivity Course – Business and Life
6	RHOBELETH L.BAGSIC	I	ADMINISTRATIVE AIDE VI	Microsoft Excel-Excel from Beginner to Advance
				Communication Skills for Beginners
				Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills
				Presentation Skills: Advanced: Speak without Reading Notes
7	Maria Lyne M. Ramos	I	ADMINISTRATIVE AIDE VI	Communication Skills for Beginners
				Microsoft Excel-Excel from Beginner to Advance
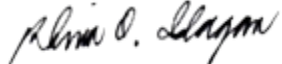
7	Maria Lyne M. Ramos	I	ADMINISTRATIVE AIDE VI	The Complete Personal Finance Course: Save, Protect, Make More
				Accounting : From Beginner to Advanced
8	Kristel Guerrero	I	ADMINISTRATIVE AIDE VI	1. Microsoft Excel-Excel from Beginner to Advance
				2. Communication Skills for Beginners
				3. The Complete Personal Productivity Course - Business and Life
				4. Complete Time Management Course Raise Personal Productivity
9	Jay Ar Valenzuela	I	ADMINISTRATIVE ASSISTANT III	Procurement Management
				Report Writing Made Simple
				Introduction to Financial Modeling for Beginners
				Financial Planning & Analysis: Building a Company's Budget
10	Meiji Tumala	I	ADMINISTRATIVE ASSISTANT III	Procurement Management
				Financial Planning & Analysis: Building a Company's Budget
				Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills
				Ninja Writing: The Four Levels of Writing Mastery
11	Joanne Isabel A.Landicho	I	ADMINISTRATIVE ASSISTANT III	CFA Level 1 2020 - Complete Financial Reporting and Analysis
				Accounting and Financial Statement Analysis: Complete Training
				Accounting in 60 minutes - A Brief Introduction

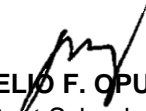|				Accounting : From Beginner to Advanced

Prepared:

VIVIAN L. PETRASANTA
SEPS-HRD

Recommending Approval:

RHINA O. ILAGAN
Education Program Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

APPROVED:

ROGELIO F. OPULENCIA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

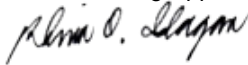| No	Name	Level	Designation	Courses
1	NENETTE C. SUMAGUE	II	ADMINISTRATIVE OFFICE IV	1. INTERVIEW TRAINING: Ask Better Questions, Hire Better People
				2. Manage Change Through Collaboration and Team Work
				3. How to Develop Emotional Resilience to Manage Stress
				4. Build A Culture of Freedom & Responsibility by Patty McCord
2	ELENITA T. CARANDANG	II	Accountant III	Microsoft Excel - Excel from Beginner to Advance
				The Complete Financial Analyst Course 2020
				Mindfulness Certificate Course (Levell, II, III and Master)
				The Complete Communication Skills Master For Life
3	ROMEL G. VILLANUEVA	II	Senior Education Program Specialist	International Expansion: A Blueprint for Success
				Management Skills: Build Employee Engagement and Performance
				How to Facilitate Effective Communication Engagement
				Change Management for Organizational Drive Strategic Results
				International Expansion: A Blueprint for Success

4	JHUN JHUN D. LUCERO	II	Education Program Specialist II	Management Skills: Build Employee Engagement and Performance
				How to Facilitate Effective Communication Engagement
				Change Management for Organizational Drive Strategic Results
5	XANDER B. CASTILLO	II	Senior Education Program Specialist	Beginner's Guide to Data & Data Analytics, by SF Data School
				Database Management from Scratch Part 1
				Scratch Part 2
				SQL for Beginners: Learn SQL using MySQL and Database Design
6	MARIA LIZA M. FAUSTINO	II	Senior Education Program Specialist	Statistics / Data Analysis: Survey Data and Likert Scales
				Accelerate Innovation & Creativity, a Research based Guide!
				How to Write An Effective Research Paper
				Enhance your Emotional Intelligience, The Science of Emotions
7	MERLINA J. PLACINO	II	Planning Officer III	Beginner's Guide to Data & Data Analytics, by SF Data School
				Database Management from Scratch Part 1
				Scratch Part 2
				SQL for Beginners: Learn SQL using MySQL and Database Design
8	ELSIE R. REYES	II	Librarian	Database Management from Scratch Part 1
				Database Management from Scratch Part 2
				Beginner's Guide to Data & Data Analytics, by SF Data School
				SQL for Beginners: Learn SQL using MySQL and Database Design

9	VIVIAN L. PETRASANTA	II	Senior Education Program Specialist	Talent Development for Leaders:Develop Your High Potentials
				How to Design Effective Training Programs
				How to Create Your Course OUtline:Officila Udemy Course
				Understanding Performance Management as ann HR Practitioner
10	EDGAR MARSHALL M. BRINAS	II	Education Program Specialist II	Talent Development for Leaders:Develop Your High Potentials
				Employee Training :Your Rapid Roadmap to Classroom Success
				Effectively Managing Employee Performance
				HR Analytics -Analytics in Talent Management
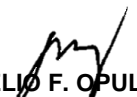
Prepared:

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Office of the Assistant Schools Division Superintendent

APPROVED:

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Assistant Schools Division Superintendent
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Office of the Schools Division Superintendent

1ˢᵀ ENDORSEMENT
September 03, 2021

Respectfully forwarded to **FRANCIS CESAR B. BRINGAS**, Regional Director, DepEd Region IV-A CALABARZON, the herein recommendation and endorsement of select Non-Teaching Personnel of the City Schools Division of Tayabas City, to the **E-UDEMY LEARNING SOLUTION COMPETENCY ENHANCEMENT COURSES.**
The list is herein attached.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

LIST OF PARTICIPANTS
E-UDEMY LEARNING SOLUTION COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1. MIRANDILLA, JENNELYNN M.	1	ADMINISTRATIVE ASSISTANT III	1. Personal Time Management-Personal Productivity Tools
			2.Strategic Planning Basics for Human Resources
			3.Best Practices in Document Management
			4.Write like a Boss: Master Your Business Writing Skills
2. BUERA, JEANETTE M.	1	ADMINISTRATIVE ASSISTANT III	1.Best Practices in Document Management
			2. Procurement Management
			3.Business and Technical Writing Immersion
			4.The Complete Communication Skills Master for life
3. LIMBO, JOYCE ANNE P.	1	ADMINISTRATIVE ASSISTANT III	1. Double Your Confidence and Self-Esteem – Complete Blueprint
			2. Complete Time Management Course Raise Personal Productivity
			3. Microsoft Access 2016 Master Class: Beginner to Advanced
			4. Java Programming Masterclass for Software Developers
4. ZAGALA, FRANCHESKA WYNORI JANE Q.	1	ADMINISTRATIVE AIDE VI	1. The Complete Graphic Design -Theory for Beginners Course
			2. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			3. Smart Tips: Innovation
			4. Time and Task Management: Time Management Techniques
5. SALAZAR, BEATRICE B.	1	ADMINISTRATIVE AIDE VI	1. Write like a Boss: Master Your Business Writing Skills
			2. Talent Development for Leaders: Develop your High-Potentials
			3. The Essentials of Feedback and Performance Management (2020)

			4. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
6. PASTRANA, MARIA ELIZABETH S.	1	ADMINISTRATIVE ASSISTANT III	1. Building your team- Forming to Performing- A Quick Course
			2. Transformational Leadership and Leading Corporate Culture
			3. Procurement Management
			4. Time Management Mastery: Do More, Stress Less
7. PADILLO, ALELIE A.	2	NURSE II	1. Addiction and Mental Health (Dual Diagnosis) integrative 12 hours
			2. The Complete Personal Productivity Course- Business Life
			3. The Stress Detox: Reduce Stress and Burnout in the Workplace
			4. Complete Health and Safety Auditor Course. OHSAS 18001
8. BRIZUELA, JOAN KATHLEEN T.	2	EDUCATION PROGRAM SPECIALIST II	1.Team Leadership and Management Skills 2020 – LEAN Team Kata
			2.International Expansion: A Blueprint for Success
			3.Video Conferencing Zoom, Skype WebEx Tech Presentation Skills
			4. Successful Events, Event Planning, Marketing and Management
9. ZAFRANCO, FEREX O.	2	HRMO I	1. Team Leadership and Management Skills 2020 – LEAN Team Kata
			2. Complete Time Management Course Raise Personal Productivity
			3.The Complete Job Interviewing Skills Masterclass Course
			4.Public Speaking and Communicating: Skip Theory, Master the Art
10. TAN, DIANAH G.	2	ADMINISTRATIVE OFFICER IV	1.Acorn's Guide to Personal Finance
			2.Time Management Mastery: Do More, Stress Less
			3.Build A Culture of Freedom and Responsibility by Patty McCORD

			4. Managing Change: Learn to thrive through Change
11. LAGAR, NICOLE MAY R.	2	PROJECT DEVELOPMENT OFFICER I	1. How to Manage and Influence your Virtual Team
			2. Manage Workplace Stress and Strike a Balance
			3. Smart Tips: Innovation
			4. Virtual Presentation Skills Webinar - Beginner to Advanced
12. LUZADAS, AGNES M.	2	Accountant	1. Collaboration and Emotional Intelligence
			2. Effectively Managing Employee Performance
			3. Manage Workplace Stress and Strike a Balance
			4. Giving and Receiving Feedback for Management and Leadership
13. CABRIGA, KENDRICK C.	2	Information Technology Officer I	1. Communication & Social Skills
			2. Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro
			3. The Complete Graphic Design Theory for Beginners Course
			4. Microsoft Excel – Excel from Beginner to Advance
14. BORBON, MARIA CORAZON A.	2	Senior Education Program Specialist	1. Project Management with MS Project - Scheduling Master Class
			2. Personal Branding Master: The System to Reinvent Yourself
			3. Team Leadership and Management Skills 2020 - LEAN Team Kata
			4. Coaching Managers and Leaders for Continuous Improvement

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https://depedtayabas.com/

ISO 9001:2015
Quality Certified
PH036-QC

Udemy E-learning Solution

for

Department of Education - Region IV-A

A Partnership Proposal by

09 July 2021

Table of Contents

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1. Company Introduction

Executive Summary

Department of Education is in search for an e-learning solution partner to roll out its learning and development (L and D) programs for its non-teaching staff, addressing the following Department of Education Competencies:

    I.   Core Behavioral Competencies (Prioritizing Crisis Management Competencies)
    II. Functional Competencies
    III. Leadership Competencies

Under DEPED Order No. 40, S. 2020, with the guidance of Civil Service Commission's guidelines on digital online learning, DEPED is exploring optimizing available technologies to conduct its training programs through:

1. Combination of blended learning approach (synchronous, and asynchronous)
2. Competency-based learning on the GO:
   - Subscription to online marketplace (self-paced learning)
   - With immediate application and outputs

ASEAMETRICS, in partnership with Udemy, is pleased to participate in the proposal for Udemy E-learning Solution for Department of Education. We strongly believe that the partnership is best placed to address the needs of Department of Education on its learning and development programs with ASEAMETRICS, as a recognized Accredited Learning and Development Institution (ALDI) by the Civil Service Commission, and Udemy, as the world's leading platform for online learning, today and looking to the future – in the context of lifelong learning.

Udemy's unique proposition, supported by its mission to improve lives through learning, aligns perfectly with the overall objectives and strategy of the Department of Education. Further, our marketplace model is designed to bring together the expertise of thousands of subject matter experts from the public and private sectors, and a highly curated set of business and technology focused curriculum – which echoes and complements Department of Education existing approach for learning.

Udemy is the leading marketplace for online courses and our **versatile learning platform offers the Department of Education a modular approach to skills training**, so learners can concentrate on individual lessons within the overall course. This method puts the power of training in the hands of learners when they're most available to absorb content.

Udemy offers **5,500+ high-quality courses, all with subtitles to ensure understanding and transfer of information**, taught by the world's leading experts on a variety of key topics ranging from development and IT to leadership, design and stress management. We offer a

one-of-a-kind approach to content acquisition and delivery. Our expert team continually evaluates the skills that are most in-demand – and the instructors who are proven thought leaders in their respective fields. We conduct an internal evaluation of potential courses and keep in constant touch with industry trends and techniques to keep content fresh and engaging.

On-demand learning is revolutionizing the way companies onboard, train, and retain their valuable workforce teams. The Department of Education is committed to build enterprises into dynamic & resilient drivers of economic growth and Udemy, as a partner, can ensure the Department of Education's online learning solution can operate in an agile manner – responding quickly as business needs and objectives change. Entering a partnership with Udemy will ensure that employees have access to popular and most current content covering the skills that they need to do their jobs today, tomorrow and in the future. Udemy as an organization is entirely dedicated to leveraging innovative learning methods to deliver learner-centric, impactful and inspiring learning experiences, resulting in improved performance for your organization and employees.

With micro-features like time-stamped notes, video speed adjustments, and an immersive course taking experience, Udemy removes the barriers of learning management for employees and simply emphasizes learning. The fact that we started off as a consumer product first, means that we have had to create a more engaging product that can stand when customers continue to demand for more and better. The learning experience should be fun for everyone. Udemy offers compelling content on a multitude of timely topics that employees will respond to, helping to build a stronger company-wide learning culture.

Preparing the Workforce for whatever comes next

Udemy for Government delivers the strongest solution for Department of Education to address the challenges of preparing the workforce of the future because of the following:

1. **Speed to market for new horizon technologies -** we are consistently the first to deliver the most in-demand technology courses in the industry.

2. **Depth of learner engagement resulting from a variety of global instructors** - our courses present multi-format, microlearning that features the personality and knowledge of our experienced instructors. Our network of instructors includes key industry influencers like Patty McCord, Daniel Pink, Charlene Li and Marshall Goldsmith, as well as key technology experts like Data Science expert Jose Portilla, and ServiceNow guru Mark Miller.

3. **Comprehensive digital transformation skills coverage** - our solution delivers courses covering legacy and core fundamental skills and competencies for technology skills and soft skills.

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4. **Content "freshness" across the entire solution spectrum** - our courses receive regular updating by our instructors, ensuring 82%+ of the content learners will experience has been updated or released within the last 18 months--that's almost 40% better than any other provider.

5. **Access to instructors for an enhanced learning experience** - our instructors aren't contractors. They are practitioners who have a vested interest in the success of their students. They are available to learners for Q&A while they are taking a course.

6. **Desktop, mobile and technology options.** Whether through desktop, Android or iPhone, learners will have access to the courses wherever they may be most useful. Mobile users can download the required content (while connected at the office for example) to then undertake the course online or offline via their tablet or mobile phone.

7. **Customer Success aptitude and commitment** - our "white glove" service focuses on a combination of experience, consultative acumen, and process in the industry-maintained for the entire duration of your partnership with Udemy for Government.

Udemy Course Content Can Bridge the Skills Gap

Given Udemy's industry-leading position in developing human capital, we have a unique perspective on learners globally. We see the demand for specific skills in 194 countries
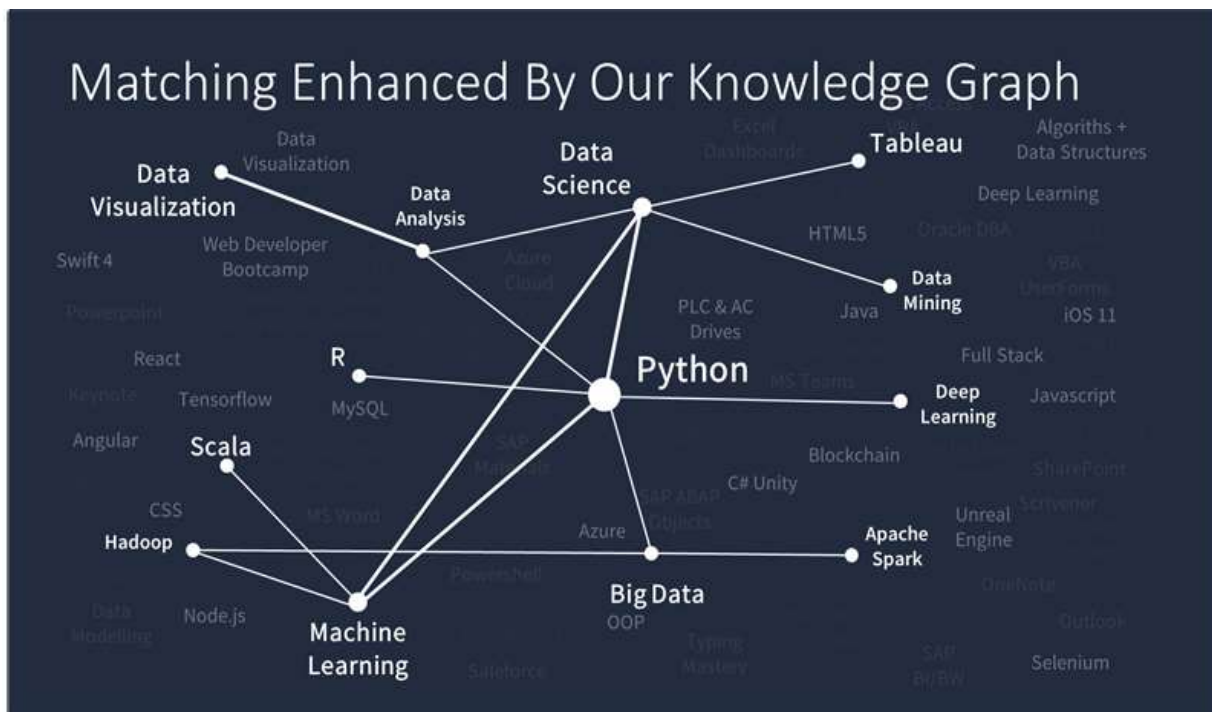
based on 50M individuals and organizational course taking behavior. This forms a "Knowledge Graph" (Fig 1.) which can be leveraged to develop a comprehensive Skills Development roadmap for each learner.

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Fig 1.(example)

The strength of Udemy's professional content spans technical & soft, non-technical, skills such as Leadership, Management, Marketing, Finance & Accounting, Entrepreneurship, Communication. These courses are taught by the leading subject matter experts and industry practitioners from around the globe. That unique perspective means students get a non-theoretical, real-world education that can be applied to their careers immediately. Udemy can work with Department of Education to ensure the appropriate mapping for Philippines.

Human capital constraints are the biggest barrier to fully developing the digital economy.

Numerous studies have identified the lack of digital skills as a critical barrier to economic transformation.

Technical and vocational education and training (TVET) is unpopular with students and industry alike.

Employers consistently report a gap between the knowledge, skills, and attitudes of graduates and what the workplace requires

Graduates are not prepared for high-tech export industries, let alone the increasing demands of the digital economy

Ref: World Bank report. Malaysia's Digital Economy - Sept. 2018

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Within our library of 5,500 professional courses, we have an extensive range of courses specific to Department of Education's learning requirements. Upon award, our team can work with Department of Education to ensure full alignment of each course to meet specific needs of Department of Education.

Here is the link for the full course catalog with over 5,500 courses:
https://bit.ly/36uL5YA

Annex A presents the curated courses vis-à-vis DEPED competencies for non-teaching staff,

2. Insights & Analytics

Insights & Analytics

While some of our clients implement their own data analysis and reporting solutions, many of our clients still rely on the **Insights and Analytics** tools within our proposed platform for insights within Udemy for Government. The Insights Dashboards are your direct view into how organizations and individuals learn. Immediately understand what courses individuals and teams are taking and why. Our intuitive dashboards make it easy for you to get a high-level overview of learning adoption and consumption, and when you want to dig deeper, you can export reports and data.

- **User Adoption Dashboard: Your Bird's Eye View Into Learning**

It's important for you to understand what the overall adoption of learning is for a team or entire organization. That's why our **User Adoption Dashboard** not only provides you with a view into how people are adopting learning, but also gives you the power to take direct action to get people to sign up and enroll in their first course.

- o *View data by team or the entire organization*
- o *Take immediate action to drive adoption (ie. Email users or export lists)*

- **User Activity Dashboard: Understand Learning Activity**

Your User Activity Dashboard helps you understand your learning activity in terms of active users, minutes consumed, activity trends, and it even shows you who your top learners are.

   o *Select and filter data by custom date ranges*
   o *View activity by team or the entire organization*

See how learning activity is trending to confirm its going in the right direction to take meaningful

action early.
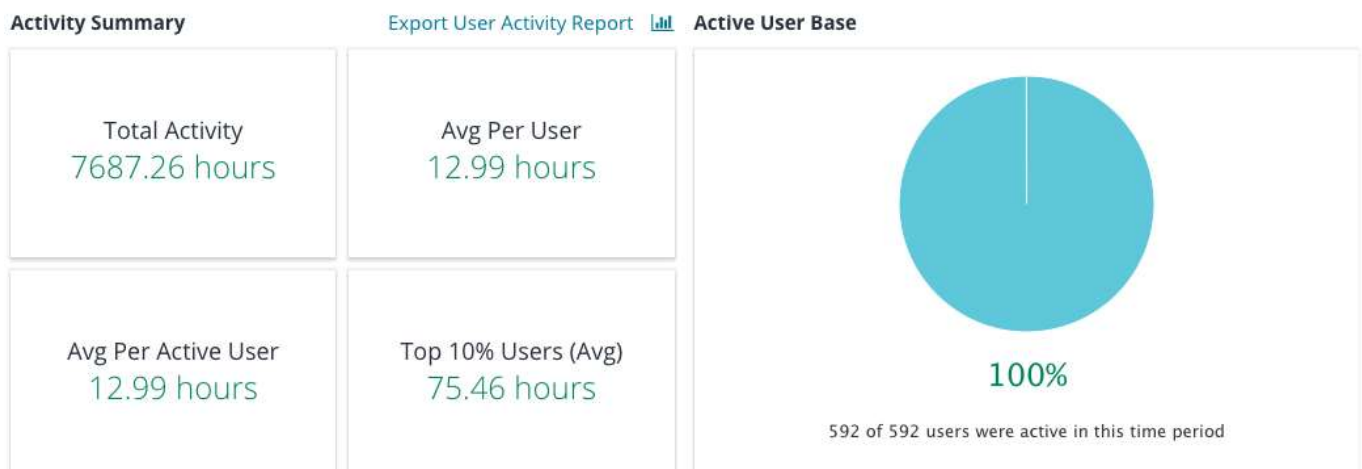
- **Discover Your Top Learners**

Don't just view the activity across an organization. View the average activity for the Top 10% of your learners. Find out what these highly active users are learning and see if they're

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learning topics that a specific team or the entire company would benefit from.

It's great to recognize the achievements of your most active workers. Many organizations even reward their top learners.

Understand what makes these people tick. To find out about your top 5, top 10 or top 100 most active users simply download the User **Activity Report.**

- o *Find out what devices people are learning on and encourage them to learn on the go with the Udemy for Government mobile app*

To dive deeper into your learning data, download your data from the **Data Export Report** Dashboard.

Choose any date range you'd like. We'll even keep a log of all the reports you've pulled so that you can easily keep track of and revisit them when you need to.

- **Course Insights Dashboard: Discover What People are Learning**

Your Course Insights Dashboard helps you understand what exactly your workers are learning. Answer questions like: What topics interest people most? What courses are teams taking and why?

- o Understand the popular topics by team or entire organization. What's most popular?

Active Courses (1156 of 1156)

Export the Course Activity report for these courses 📊

Course Name	Total Enrollments	Assigned Users	Active Users	Minutes Per Active User
Getting and Writing IT Requirements in a Lean / Agile World Project Management and Operations	106	78	55	132.91
Data Flow Diagrams - Simply Put! Project Management and Operations	90	76	34	76.99
Feedback is Fuel Management	84	75	45	25.55
Complete Java Masterclass - updated for Java 10 Development	66	0	54	488.92
C# Basics for Beginners: Learn C# Fundamentals by Coding Development	51	1	44	182.7

- o By diving into a specific course, you can also learn which workers are enrolled in the course, what their course progress looks like, and when they were last active in the course.
- o You can again dive deeper into the data by exporting this report.

- **Learning Paths**

Learning Paths are lists of resources that anyone in an organization can curate for themselves or others to achieve a specific learning goal.

Leverage Learning Paths to:

- o Support new employee onboarding;
- o Upskill a team for a major project;
- o Provide functional training specific to a department or role;
- o Enhance your existing learning programs;
- o Build individual career development plans.
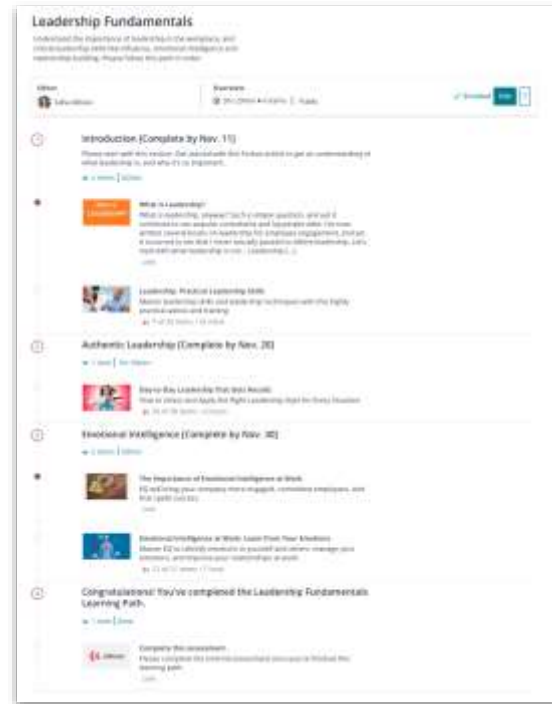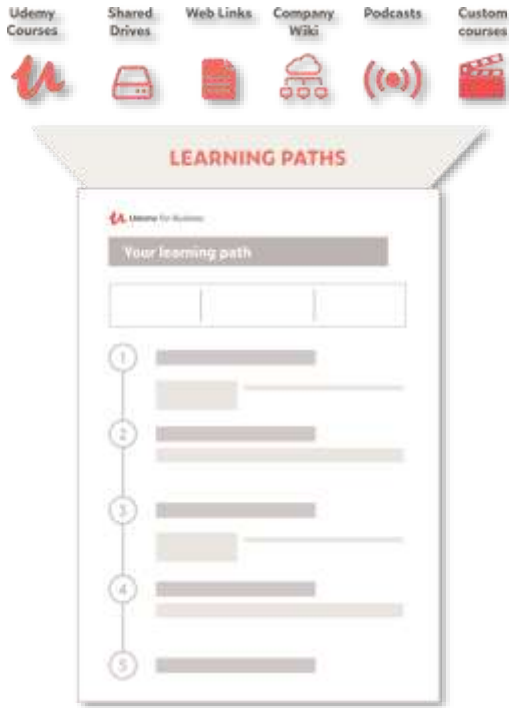
3. Content Curation / Certifications

The Power of the Udemy Consumer Marketplace

Udemy for Government is the forward-thinking learning provider that gives employees the freedom to learn what they need, when they need it. Built for business and organizations striving to stay at the forefront of a rapidly changing, skills-based workplace, Udemy for Government empowers workers to accomplish anything at work. Our unique advantages in creating and delivering content comes from the power of the Udemy.com consumer marketplace, and it plays a critical role in our unique position in the market. This **marketplace is a network of millions of learners** and thousands of experts and real-world practitioners, teaching a vast range of subjects. There's **150,000** different courses to choose from, and these courses are published by **60,000** different instructors who have expertise in that particular area. The consumer-side course marketplace provides Udemy for Government insights into billions of data points from its **50** million users, from learner preferences, up-and-coming technologies, and skill and topic relationships.

The marketplace delivers:

Powerful insights from 50M learners to inform instructors of what learners need

Incredible velocity of new courses (2-3k each month)

Social validation through ratings and reviews

Consistently **first to market** for content that businesses need to stay ahead in a digitally evolving world

Cutting-Edge Courses

We stay on top of the latest topics and tools, offering new courses as rapidly as the market needs them so that your team is always equipped with the latest skills.

Expert Instruction

Our unique content model sources knowledge from a global network of experts and real-world practitioners, delivering the highest quality instruction directly to your team.

Anytime, Anywhere

Udemy's content is on-demand and accessible on any device, extending learning hours and giving your team more control over how they learn.

Udemy for Government Curated Collection
From this marketplace, we've selected more than **5,500** of the most engaging, highest-rated professional courses across **13** different categories to create Udemy for Government; ranging from courses in data science and machine learning, to communication, digital readiness, and change management. All courses are subject to a rigorous control process designed with the learner in mind.

The freshest topics based on industry trends

Cloud Computing Data Science Design Development Finance & Accounting	IT Operations Leadership & Management Marketing Office Productivity Personal Development	Project Management & Operations Sales Workplace & Human Resources

Certifications

We offer a wide range of Certification Practice tests and look to be the single source for all things needed to pass the exam. (Certification Exams would be facilitated by the 3rd party

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issuer). Non- exhaustive list includes; PMI PDUs & PMBOK PDUs, AWS, Comp TIA, CAPM, Microsoft Azure, CCA, PRINCE 2, Office 365, Cisco CCNA, CISSP, Google Cloud, Salesforce, ISTQB, Linux Academy Red Hat, Cisco CCNP, ITIL etc.

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4. Instructors

Expert practitioners for any learning style

Udemy's instructors are true practitioners and experts, courses are focused on skills and applying them to real projects. We offer a hands-on pragmatic approach, with labs and the ability to synchronize up with actual work projects.

Our Instructors

The instructors who publish courses on Udemy are world-class thought leaders and subject matter experts. Here are some examples of subject matter experts. Though you may not recognize them, these are examples of instructors who are leading authorities in their area and have deep expertise. They are best-selling authors, have thousands of students on Udemy and have also led in-person training at leading companies around the world In addition, we have incredible thought leaders who are well known around the world, are leading authorities in their fields, bestselling authors and have coached numerous Fortune 500 companies.

Kim Scott

New York Times bestselling author and creator of Radical Candor. Former leader at Google and Apple. CEO coach at Dropbox, Qualtrics, Twitter and several other tech companies.

Top course(s):

- Kim Scott on Radical Candor

Average rating: 4.5
Total students: 3,484

Dr. Marshall Goldsmith

World renowned business educator and coach. Best-selling author of several management-related books. Executive coach for companies like Best Buy, Target, Express and more.

Top course(s):

- Leadership Success Masterclass with Marshall Goldsmith

Average rating: 4.5
Total students: 756

Patty McCord

Former Chief Talent Officer of Netflix and creator of the Netflix Culture Deck. Advises companies like Bank of America, Volvo, PayPal, Venmo, Zenefits, Nutanix, Deloitte and more.

Top course(s):

- Build a Culture of Freedom & Responsibility by Patty McCord

Average rating: 4.4
Total students: 179

Daniel Pink

New York Times bestselling author of books about work, management, and behavioral science. Recognized by Thinkers 50 and Clayton Christensen as one of the top business thinkers in the world.

Top course(s):

- Daniel Pink on the Art of Selling

Average rating: 4.4
Total students: 1,215

Angela Yu

Founder of the London App Brewery, a top-rated programming bootcamp. Provides in-person mobile development training to Oracle, Salesforce, and Ford.

Top course(s):

- iOS 11 & Swift 4 - The Complete iOS App Development Bootcamp

Average rating: 4.7
Total students: 80,246

Jose Portilla

Head of Data Science of Pierian Data Inc. Provides in-person data science and python programming training to General Electric, Cigna, The New York Times, and Credit Suisse.

Top course(s):

- Complete Python Bootcamp: Go from zero to hero in Python 3
- Python for Data Science and Machine Learning Bootcamp

Average rating: 4.6
Total students: 549,432

David Bombal

Leading Cisco Certified Systems instructor with over 15 years of networking training experience to companies around the world.

Top course(s):

- Cisco CCNA Packet Tracer Ultimate labs: CCNA Exam prep labs
- The Complete Networking Fundamentals Course. Your CCNA start

Average rating: 4.8
Total students: 81, 291

Penny de Byl

International award winning professor & best selling author with over 25 years of experience in game development and animation.

Top course(s):

- A Beginner's Guide To Machine Learning with Unity
- Artificial Intelligence A-Z™: Learn How To Build An AI

Average rating: 4.7
Total students: 15,259

A number of our instructors are education professionals who choose to share their knowledge and experience personally, outside the scope of their formal roles within, for example, a University. As such their materials are not associated with the respective university however in order to provide a holistic view of the broad capabilities and experience of our 50,000 instructors, the list below is a short summary of instructors from education institutions:

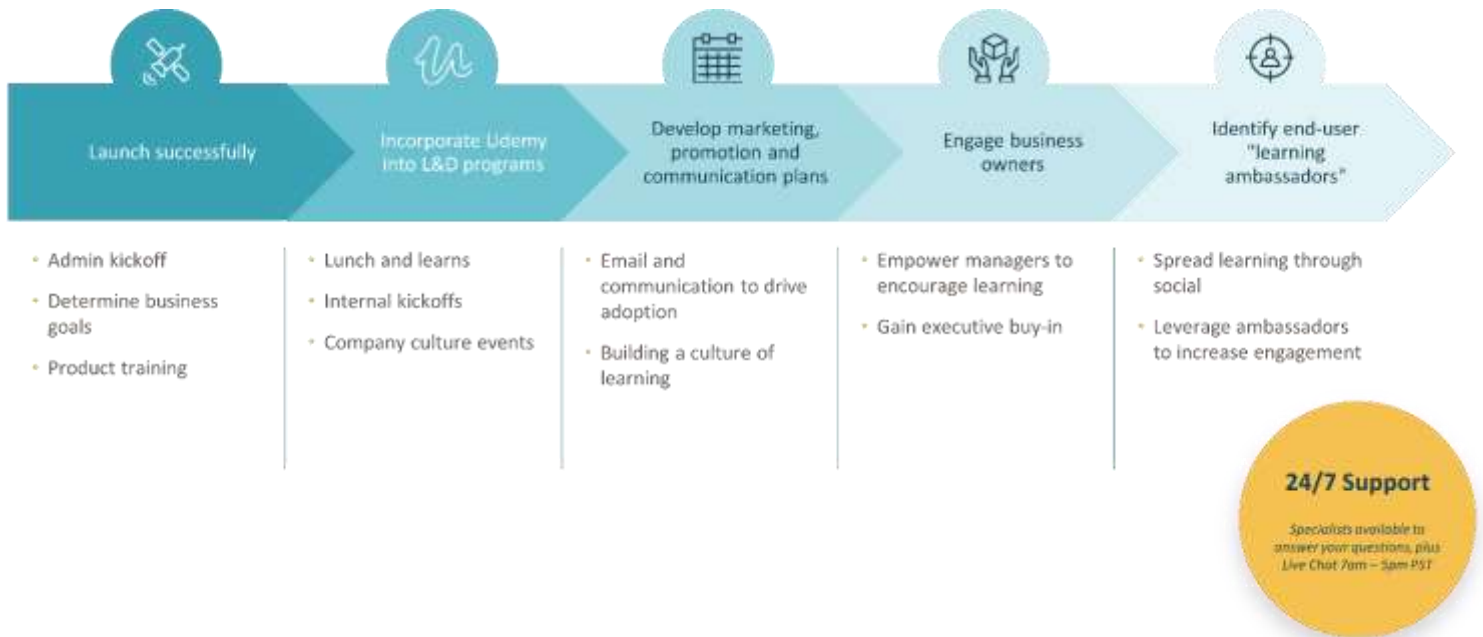|	
Ben Ho	Assistant Professor of Economics - Vassar College
Guy Thomas	U.C.L.A. Songwriting Adjunct Professor
금석 채	Professor of Sookmyung Women's University in South Korea
Timothy Long	Screenwriter, Professor, Former Head of Screenwriting at FSU

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Duane Dunston	Assistant Professor of Info Security at Champlain College
Irwin Weil	Professor of Russian Literature and Music - Northwestern University
Maggie Hobson-Baker	Assistant Professor in Design, Rosemont College
Sanath Kumar K. R.	Associate Professor at Nagarjuna College of Engineering and Technology
Abd Karim Alias	Professor of Food Technology at Universiti Sains Malaysia
Robin Murphy	Professor, Texas A&M University
Emmanuel Bhaskar	Professor of Medicine, Sri Ramachandra Medical College India
Mel Rosenberg	Professor @ Tel-Aviv University & Shenkar College
Tim Chartier	Associate Professor of Mathematics - Davidson College
Trevis Certo	Professor of Strategy, Arizona State University
David Johnson	Professor at Northcentral University
Willem Schurink	Professor at the University of Johannesburg
Thomas Pogge	Professor of Philosophy and International Affairs - Yale University
Eric Kunzendorf	Associate Professor of Animation at Jacksonville University
Luis Jaimes Illanes	Associated professor at Simón I. Patiño University (USIP)
Therese D. O'Neil, M.Ed.	Assistant Professor at Indiana University of Pennsylvania
Victor Strandberg	Professor of English - Duke University
Jeb Barnes	Associate Professor of Political Science - University of Southern California
Michael Lenox	Slover Professor of Business - University of Virginia
Pamela Crossley	Professor of History - Dartmouth College
Maureen Wiley	Professor of English Skills at Santa Barbara City College
Pankaj Jain	Assoc. Professor, Philosophy & Religion, Univ. of N. Texas
Branson Parler	Bible/Theology Professor at Kuyper College

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Charles Redmond	Professor at Mercyhurst University
Ryan Riley	Assistant Professor at Qatar University
Leigh Hall	Associate Professor; University of North Carolina
Mark M. Budnik	Brandt Professor of Engineering, Valparaiso University
Dr. Abhishek Kumar	Assistant Professor at Banaras Hindu University
Margaret Soltan	Associate Professor of English - George Washington University
Amr Shaaban	Assistant professor at Mechanical Engineering dept, ASU
Robert Calvin	Previously Adjunct Professor Chicago Booth Business School
Michel-Henry Bouchet	Professor - SKEMA Business School
Julia Khukalenko	Associate Professor at Far Eastern Federal University
Amishi Jha	Associate Professor of Psychology - University of Miami
Dr. Don J. Sharpsteen	Psychology professor, Missouri University of Science and Technology
Warren Pettitt	Professor at Arizona Christian University
Luis E. Lacouture	Adjunct Professor, Villanova Univ. Graduate School Business
Phillip Allen	Retired professor emeritus at Georgia Tech Institute of Tech
Shane Dixon	Professor at Arizona State University
Chris Impey	University Distinguished Professor, University of Arizona
Aspen Olmsted	Assistant Professor of Computer Science at College of Charleston

5. Project Implementation

As a client of ours, you'll have a personal Customer Success Manager who is dedicated to helping you drive adoption and engagement of Udemy for Government internally. They will partner with you from the beginning to ensure your organization's learning goals are met, and will create an engagement strategy to help foster a culture of learning.

We also provide 24/7 support in case you or your learners have any questions. Below, you'll find a sample timeline. We will configure and agree with you on a detailed plan upon partnership agreement.

Launch successfully
- Admin kickoff
- Determine business goals
- Product training

Incorporate Udemy into L&D programs
- Lunch and learns
- Internal kickoffs
- Company culture events

Develop marketing, promotion and communication plans
- Email and communication to drive adoption
- Building a culture of learning

Engage business owners
- Empower managers to encourage learning
- Gain executive buy-in

Identify end-user "learning ambassadors"
- Spread learning through social
- Leverage ambassadors to increase engagement

24/7 Support
Specialists available to answer your questions, plus Live Chat 7am – 5pm PST

Implementation Approach
Below is a task-by-task breakdown to guide your rollout. Timelines will be determined by the needs of your deployment. Additionally, any additional technical requirements such as implementation of Single-Sign-On, or LMS integration (if needed) can be discussed and agreed separately.

For a standard implementation, you can expect to be live, adding users and promoting the program within a 10 day period.

Specific milestones for the below, will be determined and agreed based on your requirements.

| 6. Cost Breakdown of Proposed Project |

We propose a comprehensive Skills Development Program throughout the prescribed one-year period, starting with a select group of participants in the first year.

Cost for Department of Education:

The rate per user will range from Php 6,000 – 10,000 depending on the total number of users from all regions of Department of Education.

For instance, a user license will be at Php 6,000 if Department of Education reaches 5,001 users. The reckoning of the total number of users will be based on contracts closed on or before August 31, 2021.

The pricing is inclusive of 12% VAT and other applicable taxes.

Key features of user license fee

- Curated set of 5,500 top-quality professional courses
- Continuous access to ALL 5,500 courses for everyone registered on the platform
- Administration tools to manage users and courses assigned to them
- Reports for course enrollment, progress & completion
- Capability to host existing Department of Education content and create courses
- Mobile Apps for Apple and Android devices that include offline use
- Constant refinement of content within collection for course quality and relevance
- New courses are added (free of charge) as new skills and demands emerge
- Technical Support for Course, Reporting

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- Leverage intelligence on trending skills to direct the learning experience for each user
- In-country initiatives to support and drive overall learning and performance
- Detailed Implementation as outlined hereunder.

Payment Terms

Full payment is required within **thirty (30) days** after receipt of sales invoice or corrected sales invoice. An interest rate of 3% per month will be charged on all overdue accounts. The interest rate shall commence to run only when there is no contest on the billing and payment was not made within the thirty (30) day period. Please make all checks payable to ASEA Metrics HR Solutions, Inc.

In case that Department of Education contest the billing of ASEA Metrics HR Solutions, Inc. this shall be communicated in writing within five (5) days from receipt of the sales invoice. ASEA Metrics HR Solutions, Inc. will make the necessary adjustments or corrections in the billing and shall issue a corrected sales invoice thereafter. The interest period of payment shall commence only from receipt of the corrected sales invoice.

This agreement shall be for a period of one year with automatic renewal unless pre-terminated by Department of Education within the 30-day termination notice.

Customer End User License Agreement (CELA).

Department of Education agreed to comply with Udemy CELA as set forth at
https://www.udemy.com/terms/ufb/

Dispute Resolution and Governing Law

If any dispute, controversy, claim or difference of any kind shall arise between the parties in connection with, or arising out of, this Agreement, or the breach, termination or validity hereof (a "Dispute"), the parties will attempt for a period of thirty (30) days after receipt of notice by one party from the other of the existence of a Dispute, to settle such Dispute in the first instance by mutual discussion in the higher levels of management. Any Dispute unresolved after the aforesaid 30 day period shall be finally settled by arbitration in accordance with the arbitration laws of the Philippines. The arbitration will be conducted in Metro Manila, unless the parties agree on another location.

This Agreement shall be bound by Customer End License Agreement (CELA) of Udemy. Any dispute between Department of Education and ASEAMETRICS arising from CELA will be subject to the laws of the Republic of the Philippines.

Confidentiality and Non-Disclosure

The parties hereby agree to receive and retain the other party's information in confidence and to use the other party's information only for purposes of effecting this agreement. All parties further agree to make no other use of information as provided and defined herein, refrain from disclosing the same to third parties except its officers, directors, employees or agents of the parties herein. Furthermore, the parties shall undertake to inform all such representatives of the confidential and the propriety nature of the information.

Non-Competition

Each Party, its directors, stockholders and officers expressly agree that it shall not compete with, or engage in any Government or undertaking that is, directly or indirectly, in competition with that of the other party or engage, directly or indirectly, in any undertaking or activity prejudicial to the interests of the other party nor hire any person who have been employed with the Party for a minimum period of three (3) months, during the term of this Agreement and for a period of three (3) years after the termination or pre-termination of this Agreement.

Any violation of the foregoing paragraph will render the violating party liable to pay the non-violating party the amount of which will be decided by the court.

Relationship Between the Parties

There is no employer-employee relationship between the parties. Each Party shall at all times be solely liable for the enforcement of and compliance with existing laws, rules and regulations in relation to its employees and binds itself to save and hold the other party free and harmless from all liabilities and/or claims with respect thereto and arising therefrom.

Each party shall be responsible and liable for the acts and/or negligence of its employees and shall hold the other party free and harmless from all liabilities and/or claims with respect thereto and arising therefrom.

Data Privacy Act

ASEA Metrics shall, at all times, comply with the Data Privacy Act (RA No. 10173) and such laws, rules and regulations relating to data privacy and the protection of personal information that may hereafter be promulgated. ASEA Metrics its officers, employees and representatives shall, among others:

(a) Implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information

against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing;

(b) Implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination

(c) Ensure that its employees, agents and representatives who are involved in the processing of personal information operate and hold personal information under strict confidentiality. This obligation shall continue even after their transfer to another position or upon termination of their employment or contractual relations; and

(d) If and to the extent known to it, promptly notify Department of Education, to enable it to notify the relevant government affected data subject, when sensitive personal information that may, under the circumstances, be used to enable identity fraud are reasonably believed by ASEA Metrics to have been acquired by an unauthorized person.

(e) Upon the termination of this letter-agreement, ASEA Metrics shall return all the personal data transferred and the copies thereof to Department of Education or shall correctly destroy all the personal data and certify to Department of Education that it has done so.

Department of Education shall have the right to test and monitor compliance by ASEA Metrics to the aforementioned data privacy laws, administrative orders and government issuances and the provisions of this paragraph. ASEA Metrics agrees to immediately correct or introduce improvements to its services should the results show failure by ASEA Metrics to comply with the requirements of this paragraph, without prejudice to other remedies available to Department of Education under this agreement and existing laws.

Effectivity

This agreement may be terminated for a valid cause subject to a thirty (30) day written notice from either party. This will take effect upon signing of the conforme.

If the foregoing terms and conditions are acceptable to you, kindly sign the conforme below and return the duplicate copy to us. This agreement is automatically renewable unless terminated by either party after thirty (30) day notice. The agreement will take effect upon signing of this conforme.

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Conforme

Department of Education

Authorized Signatory
Signature   …………………………………………………………………………..
Name   ……………………………………………………………………………
Designation   ……………………………………………………………………………
Date   ……………………………………………………………………………

Billing Information
Name   ……………………………………………………………………
Designation   ……………………………………………………………………
Email Address   ……………………………………………………………………
Phone Number   ……………………………………………………………………
Billing Address   ……………………………………………………………………
T.I.N.   ……………………………………………………………………

Collection Follow-Up Information
The information below will reflect the contact details to which the follow-up for collections will be made:
Name   ……………………………………………………………………
Designation   ……………………………………………………………………
Email Address   ……………………………………………………………………
Phone Number   ……………………………………………………………………
Collection Address   ……………………………………………………………………

ASEA Metrics HR Solutions, Inc.

Signature   ……………………………………………
Name   Edeluisa Manalo-Mapagu
Designation   C.E.O. & Chief Solution Architect
Date   ……………………………………………

Office Address **Unit A, 29F Rufino Pacific Tower, 6784 Ayala Ave., corner V.A. Rufino Street, Legazpi Village, Makati, 1200 Metro Manila**