



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



16 September 2024

Regional Memorandum
No. 648 s. 2024

LIST OF THE PARTICIPANTS, RESOURCE PERSONS, AND MEMBERS OF PROGRAM MANAGEMENT TEAM ON THE CONDUCT OF HUMAN RESOURCE SKILLS ENHANCEMENT PROGRAM FOR SPECIALISTS (HR SEP S) COURSE 2

To **Schools Division Superintendents**
All Others Concerned

1. Relative to Regional Memorandum No. 484 s. 2024 titled *Conduct of Human Resource Skills Enhancement Program for Specialists (HR SEPS) Course 2*, this Office through the Human Resource Development Division announces the list of participants, resource persons, and members of the program management team for the said activity. The conduct of HR SEPS will be held at **Soleste Suites, Katipunan Ave, Quezon City, on September 23-27, 2024.**
2. This training program is designed to equip all identified participants with the essential facilitation skills needed to effectively manage activities as program managers.
3. The participants in this activity are the Senior Education Program Specialists (SEPS) and Education Program Specialist II (EPS II) of the Human Resource Development Section of the 23 Schools Division Offices. **If the identified participant is unable to attend** the said activity, he/she shall **submit a justification letter**, addressed to the Regional Director and signed by the SDS, explaining the reason for their absence. This letter shall be sent to region4a@deped.gov.ph, and cc hrd.calabarzon@deped.gov.ph at least 3 days before the scheduled activity.
4. The opening program will start at exactly 8:30 in the morning. All the participants are required to be at the venue at least 30 minutes before the opening program.
5. The first meal to be served is breakfast on Day 1, and the last meal will be an afternoon snack on Day 5. Participants are encouraged to bring their own water tumblers, any necessary maintenance medications, as well as their laptop and extension cord.
6. Expenses such as food and accommodation of all the attendees, supplies and materials, and transportation of the regional office participants shall be charged






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against local funds while travel and other expenses of the SDO participants relative to their participation in the activity shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

7. Attached is the program of activities, and the list of participants, resource persons, and members of Program Management Team.
8. For concerns and clarifications, please contact Jisela N. Ulpina, OIC-HRDD-NEAP Chief, or Jonalyn B. Pattalitan, Education Program Specialist II, through hrd.calabarzon@deped.gov.ph.
9. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

06/ROH10-H1



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Attachment 2

**List of Participants, Facilitators,
 and Members of Program Management Team**

No.	Name	Sex	Position	SDO
1.	Arlene L. Tayona	F	SEPS	Antipolo City
2.	Nova U. Silguera	F	EPS II	
3.	Vernel Dianco	F	SEPS	
4.	-To Be Determined-			Bacoor City
5.	Alvin P. Metrillo	M	SEPS	Batangas City
6.	Rizza E. Baul	F	EPS II	
7.	Evelyn C. De Sagun	F	SEPS	Batangas Province
8.	Leoncia B. Maramot	F	EPS II	
9.	Mary Joy L. Cabiles	F	SEPS	
10.	Arletta P. Alora	F	EPS II	
11.	Tomas B. Dorado	M	SEPS	Cabuyao City
12.	Romel A. Delingon	M	EPS II	
13.	Kevin A. Domingo	M	SEPS	Calamba City
14.	Rocky A. Dela Cruz	M	EPS II	
15.	Jester C. Nicodemus	M	SEPS	Cavite City
16.	Jenica N. De Leon	F	EPS II	
17.	Ronalyn Salazar	F	SEPS	
18.	Camille R. Ortila	F	EPS II	Cavite Province
19.	Renante O. Salimbao	M	SEPS	Dasmariñas City
20.	Jennifer R. Sugang	F	EPS II	
21.	Cipriano A. Dinglasan Jr.	M	SEPS	General Trias City
22.	Richard P. Duque	M	EPS II	
23.	Riza C. Garcia	F	SEPS	Imus City
24.	Enrico G. Ortega	M	SEPS	Laguna Province
25.	Glenda Sambayan	F	SEPS	Lipa City
26.	Rey Uriel M. Domalaon	M	EPS II	
27.	Rolan B. Catapang	M	SEPS	Lucena City
28.	Barbara Jane E. Barron	M	EPS II	
29.	Regina V. Marino	F	SEPS	Quezon Province
30.	Leah A. Perez	F	EPS II	
31.	Marita L. Gonzales	F	SEPS	Rizal Province
32.	Bjorn Jose F. Francisco III	M	EPS II	
33.	Maria Lucia Aileen L. Juaneza	F	SEPS	San Pablo City
34.	Victoria P. Gabiano	F	EPS II	
35.	Orimar M. Guab-Dagandan	F	SEPS	San Pedro City
36.	Emmanuelle M. Barrago	M	EPS II	
37.	Jeanne Elaine T. Sangalang	F	SEPS	Santa Rosa City
38.	Mouller Lumague	M	EPS II	
39.	Rose Lyn E. De La Cerna	F	SEPS	Sto. Tomas City
40.	Mei Edelweisse V. Malabanan	F	EPS II	
41.	Edgar Marshall M. Brinas	M	SEPS	Tanauan City
42.	Argel Joepet C. Landicho	M	EPS II	
43.	Luzviminda E. Saludares	F	SEPS	Tayabas City
44.	La Trisha R. Dalit	F	EPS II	

Members of Program Management Team

No.	Name	Sex	Position/Role
1.	Jisela N. Ulpina	F	OIC-Chief, HRDD-NEAPR/Focal
2.	Nadina G. Gatton	F	Education Program Supervisor/Resource Person
3.	Bryan A. Pobe	M	Education Program Supervisor/Resource Person
4.	Mark Anthony R. Malonzo	M	Senior Education Program Specialist/ Resource Person
5.	Glenda E. Dela Torre	F	Education Program Specialist/Logistics Officer
6.	Jonalyn B. Pattalitan	F	Education Program Specialist/Co-Focal/Moderator
7.	Colleen Marhey R. Lacuesta	F	Education Program Specialist/Moderator
8.	Joseph C. Damian	M	Administrative Assistant III/Technical Assistant
9.	-to be determined-		QAD – M&E Officer
10.	-to be determined-		Welfare Officer from SDO Rizal

Resource Persons

No.	Name	Sex	Position
1.	Mark Anthony R. Malonzo	M	Senior Education Program Specialist
2.	Jona M. Malonzo	F	Planning Officer III
3.	Bryan A. Pobe	M	Education Program Supervisor
4.	Gayle Malibiran	F	Education Program Supervisor
5.	Jeanne Elaine Sangalang	F	Senior Education Program Specialist
6.	Marigen N. Leosala	F	Education Program Supervisor
7.	Sheila D. Penano	F	Public Schools District Supervisor
8.	Nadina G. Gatton	F	Education Program Supervisor
9.	Christian S. Balino	M	Principal II
10.	Christian Mespher A. Hernandez	M	Principal I
11.	Celso C. Santiago Jr.	M	Program Director Lecturer Ateneo de Manila University

Attachment 1

Program of Activities

Time	Day 1 September 23, 2024	Day 2 September 24, 2024	Day 3 September 25, 2024	Day 4 September 26, 2024	Day 5 September 27, 2024
6:00 am – 7:30 am	Breakfast				
8:00 am – 8:30 am	Management of Learning				
8:30 am – 10:00 am	Opening Program (GTKY and Expectation Setting Activity)	Session 3 Life as a Public Servant: Staying Passionate and Committed to Public Service	Session 6 Roles and Responsibilities of an Effective Learning Facilitator	Session 9 Think, Connect, Reflect: Integrating Systems Thinking in Professional Development Programs	Preparation for HR Cafe and 1st Batch Presentation
10:00 am – 10:15 am		Healthbreak			
10:15 am – 12:00 pm	Session 1 (Wisdom and Heart Yearning to Mastery and Ethics as an Effective Learning Facilitator)	Session 4 The Brand of Effective Leadership and Setting Healthy Boundaries in the Workplace	Session 7 Principles, Conditions and Methods of Adult Learning	Session 9 Think, Connect, Reflect: Integrating Systems Thinking in Professional Development Programs	2nd and 3rd Batch Presentation
12:00 pm – 1:00 pm	Lunch				
1:00 pm – 1:10 pm	Energizer				
1:10 pm – 3:00 pm	[Continuation of Session 1] (Wisdom and Heart Yearning to Mastery and Ethics as an Effective Learning Facilitator)	Session 5 Learning Facilitation: Perspectives, Value and Goals	1:10 pm – 2:10 pm [Continuation of Session 7] Principles, Conditions and Methods of Adult Learning	Session 10 ET - Emerging Technologies: Integrating Technology in Human Resource Management and Development System	Closing Program



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			2:15 pm – 3:00 pm Session 8 Rise Above the Storm:How to Manage Challenging Situations in Facilitation		
3:00 pm – 3:15 pm	Healthbreak				
3:15 pm – 4:45 pm	Session 2 Mastering Facilitation through Communication	[Continuation of Session 5] Session Learning Facilitation: Perspectives, Value and Goals	[Continuation of Session 8] Rise Above the Storm: How to Manage Challenging Situations in Facilitation	Preparatory Meeting for HR Cafe	
4:45 pm – 4:55pm	Evaluation and Reminders	Evaluation and Reminders		Evaluation and Reminders	
5:15 pm – 5:25 pm			Evaluation and Reminders		