



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

17 February 2025

Regional Memorandum
No. 108 s. 2025

**DESIGNING AND DEVELOPMENT OF LEARNING RESOURCE
PACKAGE FOR COMPETENCY ENHANCEMENT TRAINING OF
REGIONAL EMPLOYEES (CEnTRE)
LEVELS 1 AND 2**

To: **Assistant Regional Director
Functional Division Chiefs
Regional Office Proper Personnel**

1. In line with the Regional Office Master Plan for Professional Development (RO-MPPD), this Office, through the Human Resource Development Division (HRDD), will conduct a **Designing and Development of Learning Resource Package for Competency Enhancement Training for Regional Employees (CEnTRE) Level 1 and 2**, on March 12 -14, 2025.
2. Primarily, this activity aims to:
 - a. Design training programs for non-teaching personnel of the region based on their competency needs;
 - b. Develop learning resource package (LRP); and
 - c. Finalize the LRP based on the evaluators' comments and suggestions for improvement.
3. The participants of this activity are twenty (20) contributing writers and the program management team from the Regional Office. They are requested to confirm their attendance through this link: **bit.ly/DDLRP-CEnTRE** on or before **February 21, 2025**. Please refer to the attached enclosure for the list of attendees.
4. Expenses relative to the conduct of the activity such as food and accommodation of the participants and travel expenses of the regional office attendees shall be charged against local funds while travel and other relevant expenses of the SDO attendees shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.





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22 93 0085

5. Should there be queries pertaining to details, please get in touch with **Ms. Jisela N. Ulpina and Ms. Donna L. Lago** at the HRDD Office or through email at hrd.calabarzon@deped.gov.ph.
6. For information and guidance of all the concerned personnel.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

06/ROH4/ROH1

Attachment 1

**Participants in the Designing and Development of Learning Resource Package for
Competency Enhancement Training of Regional Employees CE^NTRE (Level 1 & 2)**

Writers

No.	Name	Sex	Position	SDO
1	Ronalyn P. Salazar	F	HRD SEPS	SDO Cavite Province
2	Marlon S. Marquez	M	EPS	SDO Rizal
3	Karina R. Bautista	F	EPS-SGOD	SDO Lucena City
4	Jester C. Nicodemus	M	SEPS	SDO Cavite City
5	Edgar Marshall M. Brinias	M	SEPS HRDS	SDO Tanauan
6	Alvin P. Metrillo	M	SEPS	SDO Batangas
7	Luzviminda E. Saludaes	F	SEPS	SDO Tayabas
8	Maria Lucia Aileen L. Juaneza	F	SEPS-HRD	SDO San Pablo
9	Marian L. Arias	F	EPS-SGOD	SDO Batangas Province

Program Management Team

No.	Name	Sex	FD	Position Title
1	Jisela N. Ulpina	F	HRDD	OIC-Chief HRDD
2	Donna L. Lago	F	HRDD	EPS
3	Nadina G. Gatton	F	HRDD	EPS
4	Mark Anthony R. Malonzo	M	HRDD	SEPS
5	Glenda Dela Torre	F	HRDD	EPS II
6	Joseph C. Damian	M	HRDD	ADAS III