



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



March 21, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013,  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
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**UPDATED ACTIVITY MATRIX FOR THE REGIONAL  
TRAINING ON FACILITATION SKILLS AND LEARNING  
MANAGEMENT FOR SCHOOL LEADERS**

Relative to Regional Memorandum Nos. 130 & 200, s. 2025 on the conduct of *Regional Training on Facilitation Skills and Learning Management for School Leaders* on March 24-28, 2025 at Red Hotel, Cubao, Quezon City, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP R), informs the Schools Division Offices and the identified learning facilitators of the updated activity matrix. Furthermore, **all learning facilitators must be present on Day 5 (March 28, 2025) for the simulation, assessment, and feedback-giving activities.**

06/ROH5/ROH1



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Republic of the Philippines  
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**REGIONAL TRAINING ON FACILITATION SKILLS AND LEARNING MANAGEMENT FOR SCHOOL LEADERS**

March 24-28, 2025  
Red Hotel, Cubao, Quezon City

**Program Matrix**

**Day 1 (March 24, 2025)**

Time	Activity/Session	In-charge
7:00 am – 9:00 am	Registration	PMT (Secretariat)
9:01 am – 10:00 am	Opening Program	PMT
10:01 am – 10:15 am	AM Break*	
10:16 am – 10:30 am	Pre-test	Learning Manager
10:31 am – 12:00 n.n	<ul style="list-style-type: none"><li>• Getting to Know You</li><li>• Leveling of Expectations</li></ul>	Learning Manager
12:01 pm – 1:00 pm	Lunch	
1:01 pm – 1:15 pm	Energizer	Learning Manager
1:16 pm – 3:00 pm	Session 1: <i>WHY ME? Wisdom and Heart Yearning to Mastery and Ethics as an Effective Learning Facilitator</i>	<b>Marigen N. Leosala</b> <b>Shiela B. Penano</b>
3:01 pm – 3:15 pm	PM Break	
3:16 pm – 4:45 pm	Continuation of Session 1	<b>Marigen N. Leosala</b> <b>Shiela B. Penano</b>
4:46 pm – 5:00 pm	<ul style="list-style-type: none"><li>• Reminders</li><li>• End-of-the-Day Evaluation</li></ul>	Learning Manager

\* Participants proceed to their respective breakout rooms.

**Day 2 (March 25, 2025)**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 am – 8:15 am	Management of Learning <ul style="list-style-type: none"><li>• Nationalistic Song</li><li>• Prayer</li><li>• Energizer</li><li>• Checking of Attendance</li><li>• Recap/Sharing of Insights</li><li>• Clearing House</li></ul>	Assigned Group
8:16 am – 10:00 am	Session 2: <i>Unlocking Potentials: Exploring Perspectives and Recognizing Importance of Facilitation</i>	<b>Gayle J. Malibiran</b> <b>Evelyn P. Navia</b>
10:01 am – 10:15 am	AM Break	
10:16 am – 12:00 nn	Continuation of Session 2	<b>Gayle J. Malibiran</b> <b>Evelyn P. Navia</b>
12:01 pm – 1:00 pm	Lunch	
1:01 pm – 1:15 pm	Energizer	Assigned Group
1:16 pm – 3:00 pm	Session 3: <i>Leading the Learning Journey: Roles and Responsibilities of an Effective Facilitator</i>	<b>Christian Mespher Hernandez</b> <b>Marlon Marquez</b>
3:01 pm – 3:15 pm	PM Break	
3:16 pm – 4:45 pm	Continuation of Session 3	<b>Christian Mespher Hernandez</b> <b>Marlon Marquez</b>
4:46 pm – 5:00 pm	<ul style="list-style-type: none"><li>• Reminders</li><li>• End-of-the-Day Evaluation</li></ul>	Learning Manager

**Day 3 (March 26, 2025)**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 am – 8:15 am	Management of Learning <ul style="list-style-type: none"><li>• Nationalistic Song</li><li>• Prayer</li><li>• Energizer</li><li>• Checking of Attendance</li><li>• Recap/Sharing of Insights</li><li>• Clearing House</li></ul>	Assigned Group
8:16 am – 10:00 am	Session 4: <i>Mastering Facilitation: Skills for Effective Learning Management</i>	<b>Vanessa Barcarse</b> <b>Nida Santos</b>
10:01 am – 10:15 am	AM Break	
10:16 am – 12:00 nn	Continuation of Session 4	<b>Vanessa Barcarse</b> <b>Nida Santos</b>
12:01 pm – 1:00 pm	Lunch	
1:01 pm – 1:15 pm	Energizer	Assigned Group
1:16 pm – 3:00 pm	Continuation of Session	<b>Vanessa Barcarse</b> <b>Nida Santos</b>
3:01 pm – 3:15 pm	PM Break	
3:16 pm – 4:45 pm	Continuation of Session 4	<b>Vanessa Barcarse</b> <b>Nida Santos</b>
4:46 pm – 5:00 pm	<ul style="list-style-type: none"><li>• Reminders</li><li>• End-of-the-Day Evaluation</li></ul>	Learning Manager

**Day 4 (March 27, 2025)**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
7:45 am – 8:00 am	Management of Learning <ul style="list-style-type: none"><li>• Nationalistic Song</li><li>• Prayer</li><li>• Energizer</li><li>• Checking of Attendance</li><li>• Recap/Sharing of Insights</li><li>• Clearing House</li></ul>	Assigned Group
8:00 am – 10:00 am	Session 5: <i>Elevate Your Skills: The Adult Learning Revolution</i>	<b>Christian Balino</b> <b>Mark Anthony Malonzo</b>
10:01 am – 10:15 am	AM Break	
10:16 am – 12:15 pm	Session 6: <i>Rise Above Storm: Effective Management of Challenging Facilitation Scenarios</i>	<b>Christian Mespher Hernandez</b> <b>Gayle J. Malibiran</b>
12:16 pm – 1:15 pm	Lunch	
1:16 pm – 1:30 pm	Energizer	Assigned Group
1:31 pm – 3:00 pm	Session 7: <i>Give and Take!</i> <i>The Power of Giving and Receiving Feedback</i>	<b>Gina Dulce</b> <b>Jeanne Elaine Sangalang</b>
3:01 pm – 3:15 pm	PM Break	
3:16 pm – 4:00 pm	Continuation of Session 7	<b>Gina Dulce</b> <b>Jeanne Elaine Sangalang</b>
4:01 pm – 4:30 pm	<ul style="list-style-type: none"><li>• Reminders</li><li>• End-of-the-Day Evaluation</li></ul>	Learning Manager

**Day 5 (March 28, 2025)**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 am – 8:15 am	Management of Learning <ul style="list-style-type: none"><li>• Nationalistic Song</li><li>• Prayer</li><li>• Energizer</li><li>• Checking of Attendance</li><li>• Recap/Sharing of Insights</li><li>• Clearing House</li></ul>	Assigned Group
8:16 am – 10:00 am	Session 8: <i>Think Quality: Looking into the Standards for PD Designing and Learning Resource Material Development</i>	<b>Evelyn P. Navia</b> <b>Mark Anthony Malonzo</b>
10:01 am – 10:15 am	AM Break	
10:16 am – 12:00 nn	Simulations	<b>All Learning Facilitators</b>
12:01 pm – 1:00 pm	Lunch	
1:01 pm – 1:15 pm	Energizer	Assigned Group
1:16 pm – 2:00 pm	Feedbacking	<b>All Learning Facilitators</b>
2:01 pm – 2:15 pm	Post-test	Learning Manager
2:16 pm – 2:30 pm	Next Steps/Way Forward	Learning Manager
2:31 pm – 3:15 pm	Closing Program	PMT