



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY



DIVISION MEMORANDUM
No. 1029, S. 2019

November 14, 2019

FACILITATION SKILLS TRAINING

TO: BEVERLY S. DAUGDAUG, EdD **CHIEF ES, CID**
SOLLIE B. OLIVER, JD, MATE **CHIEF ES, SGOD**

1. Pursuant to the unnumbered Regional Memorandum dated November 11, 2019, the following Division and School personnel are directed to attend the Facilitation Skills Training scheduled on November 18-20, 2019 at Big 8 Corporate Hotel, Tagum City:
 - a) PARTICIPANTS:
 - a1) Aimee Amor C. Porto - School Head, Matti NHS
 - a2) Cherry Anne B. Bohol - School Head, Bagumbuhay ES
 - a3) Mishel C. Cadungog - School Head, Kibanban ES
 - a4) Zandria M. Sy - School Head, Badiang ES
 - b) RESOURCE SPEAKER:
 - b1) Ida I. Juezan - PSDS
2. The activity aims to capacitate the Regional and Schools Division Office (SDO) Personnel to conduct Learning and Development Programs.
3. Each participant is advised to bring his/her laptop, extension wire, and corporate attire.
4. Food and accommodation shall be charged to the ROP Funds, while transportation and other incidental expenses, to local funds subject to the usual accounting and auditing rules and regulations. The first meal to be served is dinner on November 17, 2019, and the last meal is the afternoon snack on November 20, 2019.
5. For immediate dissemination and compliance.

CRISTY C. EPE, CESE

Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RECEIVED
46530

DATE: **NOV 15 2019** TIME: 3:20 PM

BY: _____

Encl: As stated
References: none

To be indicated in the Perpetual Index under the following subjects:
CUY-HRD-SGOD: November 14, 2019: Facilitation Skills Training

SGOD

HRD

FACILITATION SKILLS TRAINING



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Davao City



Address: F. Torres St., Davao City (8000)
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
 Website: www.depedroxi.ph

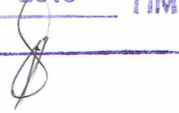
MEMORANDUM

To : Schools Division Superintendents
 RO XI Chiefs of
 (FTAD, PPRD, BFD and HRDD)

Subject: FACILITATION SKILLS TRAINING

Date : November 11, 2019

DepEd Schools Division of Digos City
 RECORDS SECTION

RECEIVED 46530
 DATE: NOV 13 2019 TIME: 1:24 PM
 BY: 

This Office announces the conduct of the Facilitation Skills Training to be held on November 18-20, 2019 at Big 8 Corporate Hotel, Tagum City. This activity aims to capacitate the Regional and Schools Division Office (SDO) Personnel to conduct Learning and Development Programs.


The list of participants, facilitators, Program Management Team Members (PMT), and the training matrix in this training are attached for your reference and information. Each participant is advised to bring laptop, extension wire and corporate attire to be used during the training activities. First meal to be served is dinner, November 17, 2019 and last meal to be served is afternoon snacks, November 20, 2019.

Food and accommodation of the participants, facilitators and PMT Members will be charged to ROP Funds while transportation expenses will be charged to local funds subject to usual accounting and auditing rules and regulations.

For queries and other concerns, please coordinate with Dr. Danilo M. Canda or Agnes A. Sagsagat through email address hrddneap11@gmail.com or telephone number (082) 222-2653.

Wide and immediate dissemination of this Memorandum is earnestly enjoined.

DEPARTMENT OF EDUCATION ROXI
 RECORDS SECTION
RELEASED
 By: _____
 Date: _____


EVELYN R. FETALVERO, CESO IV
 Assistant Regional Director
 Officer-In-Charge
 Office of the Regional Director

Enclosed: As Stated.
 ROH/aas

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 4

Document Number : ROXI-114
 Version Number : 2.0
 Revision Number : 0
 Date of Effectivity : July 15, 2019





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



Address: F. Torres St., Davao City (8000)
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
 Website: www.depedroxi.ph

**LIST OF PARTICIPANTS, FACILITATORS
 AND PROGRAM MANAGEMENT TEAM (PMT) MEMBERS**

No.	Name	Division
1.	Robert R. Real	Compostela Valley
2.	Emmanuel B. Clarion	
3.	Kristian Anhara L. Martesio	
4.	Charmain Jay A. Refuerzo	
5.	Norman G. Jandog	
6.	Leah C. Saavedra	Davao City
7.	Nilda L. Ebate	
8.	Roberto R. Binag	
9.	Aida P. Placencia	
10.	Riza P. Lobitos	Davao del Norte
11.	Romela T. Pangandoyon	
12.	Maricel A. Angeles	
13.	Edgar L. Manaran	
14.	Apollos M. Beltran	
15.	Evelyn P. Lucas	Davao del Sur
16.	Elyn L. Suprente	
17.	Hazel V. Luna	
18.	Elwin Intervencion	
19.	Elexis B. Eleccion	Davao Occidental
20.	Elenita L. Bernales	
21.	Lani G. Remolino	
22.	Norberto O. Pore Jr.	
23.	Jefrey B. Bagongon	
24.	Charyl B. Joseph	Davao Oriental
25.	Resadel B. De Los Santos	
26.	Mark Dave L. dela Salde	
27.	Fe J. Batao	
28.	Darlene F. Pacatang	
29.	Malanie B. Gagama	Digos City
30.	Cecile C. Uy	
31.	Aimee Amor C. Porto	
32.	Cherrie Anne B. Bohol	
33.	Mishel C. Cadungog	IGACOS
34.	Zandria M. Sy	
35.	Ma. Riva R. Contreras	
36.	Noel P. Mamac	
37.	Joan M. Benoya	

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 2 of 4

Document Number : ROXI-114
 Version Number : 2.0
 Revision Number : 0
 Date of Effectivity : July 15, 2019





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Davao City



Address: F. Torres St., Davao City (8000)
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
 Website: www.depedroxi.ph

38.	Graciela A. Robles	IGACOS
39.	Bernie S. Coronas	
40.	Ronilyn U. Luchavez	Mati City
41.	Ramil G. Awa-ao	
42.	Girlie T. Manalo	
43.	Francis C. Busilaoco	
44.	Jonelita P. Patis	
45.	Lilannie L. Somoso	Panabo City
46.	Irbyn P. Abela	
47.	Jemima R. Deiparine	
48.	Mylene S. Castillo	
49.	Carolyn N. Rubino	
50.	Eduard Mark A. Bautista	Tagum City
51.	Maria Elena C. Ferido	
52.	Francisca R. Padlan	
53.	Charlyn Y. Emata	
54.	Amelie A. Ihalas	
55.	Nelmalyn Barnija	FTAD
56.	Ma. Cristina B. Dionisio	PPRD
57.	Fretzel Mae Padua	BFD
	Facilitators and Program Management Team	
58.	Mary Jeanne B. Aldeguer, EdD	FTAD-ROXI
59.	Flor Ann B. Cosare	Davao del Sur
60.	Ida I. Juezan	Digos City
61.	Almer T. Davis	Davao Occidental
62.	Danilo M. Canda	HRDD-ROXI
63.	Agnes A. Sagsagat	HRDD-ROXI
64.	Mariane T. Bitacura	HRDD-ROXI
65.	Lorna F. Mapinogos	HRDD-ROXI

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 3 of 4

Document Number : ROXI-114
 Version Number : 2.0
 Revision Number : 0





Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
 Davao City



Address: F. Torres St., Davao City (8000)
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph
 Website: www.depedroxi.ph

MATRIX OF ACTIVITIES
FACILITATION SKILLS TRAINING
 November 18-20, 2019
 Big 8 Corporate Hotel

Day	Time	Topic	Resource /Focal Person
1	8:00 – 8:30	Registration	Mariane T. Bitacura
	8:30 – 9:00	Opening Program	Agnes A. Sagsagat
	9:00 – 9:45	Overview of the Activity	Danilo M. Canda, EdD
	9:45 – 12:00	Session 1: Defining Facilitator Roles of a Facilitator	Ida I. Juezan
	12:00 – 1:00	Lunch Break	
	1:00 – 3:00	Session 2: Effective Communication Skills	Danilo M. Canda
	3:00 – 5:00	Session 3: Training vs Facilitation	Mary Jeanne B. Aldeguer
2	8:00 – 8:30	MOL	Officer of the Day
	8:30 – 10:00	Session 4: Body Language and Facilitation	Almer T. Davis
	10:00 – 12:00	Session 5: Handling Difficult Team Members	Danilo M. Canda
	12:00 – 1:00	Lunch Break	
	1:00 – 3:00	Session 6: Personal Attributes of the Cultural Diversity Facilitator	Flor Ann B. Cosare
	3:00 – 5:00	Preparation for Simulation	
3	8:00 – 8:30	MOL	
	8:30 – 12:00	Simulation	Ida I. Juezan Mary Jeanne B. Aldeguer Almer T. Davis Hazel V. Luna Nelma Lyn Barnija
	12:00 – 1:00	Lunch Break	
	1:00 – 3:00	Continuation of Simulation	
	3:00 – 4:00	Writing of Re-entry Plan per Division	Agnes A. Sagsagat
	4:00 – 4:30	Presentation of Re-entry Plans	Mariane T. Bitacura
	4:30 – 5:00	Closing Program	

Empowerment Adaptability Goal-oriented Leadership Excellence

Page 4 of 4

Document Number : ROXI-114
 Version Number : 2.0
 Revision Number : 0
 Date of Effectivity : July 15, 2019



Certificate Number: AJA19-0297