



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
SGOD-2022- 008

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Public School Teachers
All others concerned

Subject : **TRAINING ON MAKING TEAMS WORK: IMPROVING WORKPLACE RELATIONSHIPS**

Date : September 12, 2022

Teamwork is the process of working collaboratively with a group of people to achieve a goal. Teamwork is often a crucial part of a business, as it is often necessary for colleagues to work well together, trying their best in any circumstance.

The results of the Training Needs Analysis (TNA) of the teachers, it shows that Teamwork in Core Behavioral Competencies is the top priority needs. The indicators like, willingly does his/her share responsibility; promotes collaboration and removes barriers to teamwork and goal accomplishment across the organization; applies negotiation principles in arriving at win-win agreements; drives consensus and team ownership of decisions; works constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives. Therefore, this activity on Training on Making Teams Work: Improving Workplace Relationships is conceptualized to address the need of the teachers. This will be conducted on October 8, 15, and 22, 2022 at Crisbelle Crown Center, Digos City.

Meals, snacks, venue, and professional services shall be charged to 2022 PSF HRD Funds subject to the usual accounting and auditing rules and regulations.

Compensatory Overtime Credit (CTO) of 1 day shall be granted for the services rendered beyond regular hours and/or those rendered on Saturdays, Sundays, Holidays, or scheduled days off without the benefit of overtime pay (CSC & DBM Joint Circular No. 2, s 2004 "Non-Monetary Remuneration for Overtime Services Rendered" and DepEd Order Number 53 series 2003 "Updated guidelines on Grant of Vacation Service Credits to Teachers", attendance/participation in DepEd activities which are short-term duration if such are held during summer vacation or during weekends.

Attached are the list of participants and indicative program of activities for ready reference.

For the information and compliance with by all concerned.

DepEd Schools Division of Digos City
RECORDS SECTION

22-90718
RECEIVED
DATE: SEP 13 2022 TIME: 10:32am
BY: _____

CRISTY C. EPE

Schools Division Superintendent

Enclosed: As stated
SGOD/rbd



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SCHEDULE OF ACTIVITIES

| Time | Session Objectives | Activity/ Session | Expected Outputs | Topic/ Content | Methodology | Person Responsible |
|-------------|---|-------------------|---------------------------------|--|-----------------------------|--------------------|
| 7:00-8:00 | To register the participants | Registration | Attendance | None | None | TWG |
| 8:00-8:30 | To set the program | Opening Program | Opening of the Program | None | AVP | TWG |
| 8:30-8:45 | To answer the pre-test to determine the prior knowledge | Pre-Test | Scores in the Pre-Test | Teamwork | Multiple Choice (Pre-Test) | Resource Person |
| 8:45-11:45 | To discuss the teamwork skills and its importance to the organization | Lecture | Self-Reflection Journal Writing | Teamwork Skills: Communication (Active Listening), Responsibility & Collaboration, and Awareness | Lecture | Resource Person |
| 11:45-11:55 | To answer the post-test to determine the prior knowledge | Post-Test | Scores in the Post-Test | Teamwork | Multiple Choice (Post-Test) | Resource Person |
| 11:55-12:00 | | | | | | |
| 12:00-1:00 | | | | | | |
| 1:00-1:30 | To set the program | Opening Program | Opening of the Program | None | AVP | TWG |
| 1:30-1:45 | To answer the pre-test to determine the prior knowledge | Pre-Test | Scores in the Pre-Test | Team work | Multiple Choice (Pre-Test) | Resource Person |
| 1:45-4:45 | To discuss the teamwork skills and its importance to the organization | Lecture | Self-Reflection Journal Writing | Teamwork Skills: Communication (Active Listening), Responsibility & Collaboration, and Awareness | Lecture | Resource Person |
| 4:45-4:55 | To answer the post-test to determine the prior knowledge | Post-Test | Scores in the Post-Test | Teamwork | Multiple Choice (Post-Test) | Resource Person |
| 4:55-5:00 | Closing Program | | | | | |

List of Participants

| Number | Schools | Number of Teachers |
|------------------------------------|---------------------------------|--------------------|
| OCTOBER 8, 2022- MORNING | | |
| 1 | Aplaya ES | 32 |
| 2 | Cogon ES | 15 |
| 3 | Dawis ES | 23 |
| 4 | Isaac Abalayan ES | 22 |
| 5 | Kibanban ES | 8 |
| 6 | Pedro Garcia ES | 27 |
| 7 | LUNGAG E/S | 9 |
| 8 | A.MANIAPAO E/S | 10 |
| 9 | BAGUMBUHAY E/S | 10 |
| 10 | C. NONOL E/S | 10 |
| 11 | COLORADO E/S | 11 |
| 12 | D. ABAWAG E/S | 13 |
| 13 | IGPIT E/S | 18 |
| 14 | R. N. SAPLALA E/S | 26 |
| TOTAL | | 234 |
| OCTOBER 8, 2022- AFTERNOON | | |
| 1 | Soong ES | 11 |
| 2 | Binaton ES | 9 |
| 3 | Matti ES | 8 |
| 4 | Rizal Central ES | 38 |
| 5 | Necencio A. Isidro ES | 15 |
| 6 | Marawer ES | 13 |
| 7 | Apolandia ES | 7 |
| 8 | Ranao ES | 2 |
| 9 | Digos City Central ES | 100 |
| 10 | Mahayahay ES | 9 |
| 11 | Pedro Basalan ES | 35 |
| TOTAL | | 247 |
| OCTOBER 15, 2022- MORNING | | |
| 1 | Balabag NHS | 14 |
| 2 | Dawis NHS | 15 |
| 3 | Digos City NHS - APLAYA EXT. HS | 15 |
| 4 | DICNHS-FILIPINO | 34 |
| 5 | DICNHS-TLE/TVL | 44 |
| 6 | DICNHS-VALUES | 25 |
| 7 | DICNHS-MAPEH | 46 |
| 8 | Kapatagan NHS | 44 |
| TOTAL | | 237 |
| OCTOBER 15, 2022- AFTERNOON | | |
| 1 | Matti NHS | 44 |
| 2 | Ruparan NHS | 18 |
| 3 | SENIOR HIGH SCHOOL DC | 45 |
| 4 | DICNHS-MATH | 40 |
| 6 | Balabag ES | 8 |
| 7 | DICNHS-SOCIAL STUDIES | 35 |
| 8 | SAN MIGUEL E/S | 35 |
| 9 | Damñas ES | 8 |
| TOTAL | | 233 |

| OCTOBER 22, 2022-MORNING | | |
|-----------------------------------|----------------------------|-------------|
| 1 | Don Mariano Marcos ES | 79 |
| 2 | Ruparan ES | 19 |
| 3 | Badiang ES | 19 |
| 4 | Federico Alferez ES | 14 |
| 5 | Goma NHS | 14 |
| 6 | Soong NHS | 18 |
| 7 | Igpit NHS | 25 |
| 8 | ALS | 17 |
| 9 | Jolencio Alberca ES | 13 |
| 10 | Dulangan ES | 8 |
| | TOTAL | 226 |
| OCTOBER 22, 2022-AFTERNOON | | |
| 1 | DICNHS-SCIENCE | 48 |
| 2 | DICNHS-ENGLISH | 52 |
| 3 | G. Reusora CES | 21 |
| 4 | Ramon Magsaysay Central ES | 116 |
| | TOTAL | 237 |
| | | |
| | GRAND TOTAL | 1414 |
| | | |

Training Management

1. SDS
2. ASDS
3. SGOD Chief
4. HRD-SEPS
5. Resource Person
6. Resource Person's Company
7. Marieflor Ibañez- Secretariat
8. Eleser Mateo-M&E
9. Nurse on Duty

| | |
|------------------|---|
| October 8, 2022 | Hazel Marie Escabillas & Ireene Dandoy |
| October 15, 2022 | Kristine Marie Bejarin & Frances Millicent Durano |
| October 22, 2022 | Jasmine Asarak & Frances Millicent Durano |