
	<b>GENERAL QUALITY FORM</b>		Document Code:
	<b>DIVISION MEMORANDUM</b>		Revision: 00 Effectivity date: 8-20-18
			DIVISION OFFICE BAGUIO CITY JAN 08 2020 <b>RELEASED</b>
			Name of Office: <b>SGOD-HRD Section</b>

Office of the Superintendent  
 Division Memorandum Number 17 s. 2020

**CONDUCT OF DIVISION TRAINING ON FACILITATION AND PLANNING SKILLS FOR SELECTED SDO-PERSONNEL**

To: CID Chief, SGOD –Chief (OIC)  
 PSDSs  
 Public Elementary and Secondary School Heads  
 All Other Concerned

1. This office in coordination with the SGOD- Human Resource Development Section will conduct a Division Rollout Facilitation and Planning Skills Training on **January 15-17, 2020 at Newtown Plaza Hotel, Leonard Wood Road, No. 42 Claro M. Recto St, Baguio City.**
2. The activity aims to:
  1. Discuss various participatory learning approaches and how they can be used in facilitating dialogues and other community learning sessions;
  2. Describe the differences between teaching and facilitating
  3. Explain and also apply different solutions to deal with the challenges that one can face while facilitating a session
  4. Describe and know when or which non formal methods to use while facilitating specific sessions.
3. Participants are (see attached for complete list):
 

	35 School Heads
	35 Teachers (HTs and MTs)
	15 staff (5 from OSDS and 5 from SGOD)
	5 Speakers/Facilitators/Staff
Total	90 pax
4. Meals, snacks, rental of the function hall and other incidental expenses relative to the conduct of the activity shall be charged against HRTD Funds subject to the usual auditing rules and regulations.
5. Participants are advised to bring own notebooks and ball pens.
6. Immediate dissemination and compliance to this memorandum is desired.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent



**LIST OF PARTICIPANTS TO THE DIVISION TRAINING ON FACILITATION AND PLANNING SKILLS**

1	ACONG	CLAYDEE	51	LAPLANA	MARISSA
2	ADIWANG	AUGUSTINO	52	LARANANG	RENITA
3	ADOLFO	JANE	53	LASDACAN	DELFIN
4	ALINDAYO	VIRGINIA	54	LOMAS-E	AGNES
5	ALLAGA	ERWIN	55	LUOANG	LETECIA
6	ANNAYO	ROY	56	MABALOT	LILY
7	ATIPEN	PATRICIA	57	MACALO	BEATRIZ
8	ATIPEN	PATRICIA	58	MARIACOS	PABLO
9	AWAS	DIONY	59	MASIDONG	ALICE
10	BAB-ANGA	SAMUEL	60	NARON	AIRAH
11	BADOL	MARIE LIZA	61	NGOLAB	JANE MARIE
12	BALANTIN	GILBERT	62	OLIVEROS	JOSEPH
13	BALLUTO	LILIBETH	63	OLSIM	VIVIAN
14	BANDONG	ELVIRA	64	OPPOD	WALTER
15	BASALI	ADELINE	65	PAAS	DARWIN
16	BAUTISTA	ELEONOR GRACE	66	PALSI	MARIA
17	BERAY	CONCEPCION	67	PASCADEN	JASON
18	BILIGAN	JASON	68	PASCUA	JANET
19	BILLY	BERSON	69	PASKING	REMEDIOS
20	BUYUCAN	MERILYN	70	PEDRO	OCTAVIA
21	CAMPAY	ARLENE	71	PENAFLO	FRANCISCO
22	CARINO	SHYRAGAIL	72	PIGGANGAY	TEOFILO
23	CASIM	LUCIA	73	POLLED	LIZA
24	CATIYAN	GLORIA	74	PUCDIHON	HYDEE
25	COLDEG	JOCELYN	75	PUNASEN	PAULINE
26	COLINGAN	PAUL	76	REPALDA	ANNA MELISSA
27	COPSIYAN	SOLEDAD	77	SABELO	JUNA
28	DACPANO	MARISA	78	SAMIDAN	MAYLYN
29	DAGUIO	RICHARD	79	SARMIENTO	EDNA
30	DANIWIS	DENNIS	80	SIMANGAN	CHRISTOREY
31	DAISA	VERONICA	81	SOTELO	VICTOR
32	DELA CRUZ	RUFINA GRACIA	82	TAMIRAY	ARACELI
33	DELOS SANTOS	LILIBETH	83	TONGYOFEN	LESLIE
34	DIGUEL	JUNAR	84	TOTAAN	AGNES
35	DOMINGO	GRACE	85	ULATAN	VIRGINIA
36	EMILIANO	TONY	86	VALDEZ	ESTELITA
37	ESPINOSA	ELIZABETH	87	WALSIYEN	JERRY
38	ESTABILLO	HILDO	88	WAYAN	MARISSA
39	EVASCO	CILDO	89	YADAO	JESUSA
40	FERRER	MARILOU	90	ZAMBRANO	LEONARDO
41	GAM-AD	JOCELYN			
42	GAM-AD	NICODEMUS			
43	GAPASIN	REY			
44	GARCIA	RUBIELYN			
45	GOMEZ	OLIVIA			
46	GRAVIDEZ	DOMINGA			
47	GUINUMTAD	GEOFERINO			
48	GUMIYAO	GENEVIEVE			
49	KIDIAN	JOHNNY			
50	LAMIING	MARCIAL			