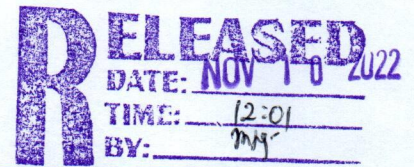




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY




November 8, 2022

Division Memorandum
Number: 461, s. 2022

NON-TEACHING TRAINING AND DEVELOPMENT PROGRAM (PHASE IV)
Theme: "SAMA-SAMANG BABANGON MULA SA HAMON NG PANDEMYA"

To: Chief Education Supervisors
PSDS/EPS
School Principals/School Heads
All Section/Unit Heads
All Others Concerned

1. The Field is hereby informed of the identified resource speakers and technical working group (*please see attached*) for the Non-Teaching Training and Development Program Phase IV, which will be conducted on **November 24-26, 2022**, at the PFVR Gymnasium.
2. Objectives of the activity are as follows:
 - a. Foster camaraderie.
 - b. Strengthen social relations in the workplace.
 - c. Promote engagement, commitment, respect, and dignity for all regardless of status influence and advocacy.
3. All immediate heads are requested to excuse their non-teaching personnel from office duties on the day/time specified for them to focus on the training and workshop.
4. Immediate dissemination of this Office Memorandum is desired.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

bsjf/ conduct of NTIP 2022 Phase IV 11/24-25/22



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CRM RD-19-2560-026
Issued on 12/27/2019



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“SAMA-SAMANG BABANGON MULA SA HAMON NG PANDEMYA”
NON-TEACHING TRAINING AND DEVELOPMENT PROGRAM PHASE IV
NOVEMBER 24-25, 2022

DAY 1: November 24, 2022			
TIME	ACTIVITY/ SESSION	METHODOLOGY	FOCAL PERSON/ SPEAKER
7:00-8:00 AM	Registration		
8:01-8:15 AM	Preliminaries <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Ground Rules 		Marivic M. Gervero, RN <i>BCPSNTEA President</i>
8:16-8:25 AM	Opening Remarks		Christopher C. Benigno, PhD., CESO VI <i>Assistant Schools Division Superintendent</i>
8:26-8:35 AM	Statement of Purpose		Jovelyn Petra T. Balantin, PhD <i>Senior Education Program Specialist, HRDS</i>
8:36-8:45 AM	Inspirational Message		Federico P. Martin, EdD., CEEd., CESO V <i>Schools Division Superintendent</i>
8:46-9:45 AM	SDO-Employees as an Educator, Team Builder, and Collaborator	Lecture-Discussion	Atty. Agustin P. Laban III <i>Human Resources Management Officer</i> <i>LGU Baguio City</i>
9:46-10:00 AM	Health break		
10:01-11:00 AM	Employees' Welfare and Benefit	Lecture	Belen R. Tomin <i>Administrative Officer V, Budget Unit</i>
11:01-12:00 NN	Breakout Session: Workshop on Collaboration Topic	Workshop/Group	
12:01-1:00 PM	Lunch break		
1:01-3:00 PM	Presentation of Output	Presentation	
3:01-3:15 PM	Health break		
3:16-5:00 PM	Breakout Session: Workshop on Team Builders Topic	Workshop/Group	

DAY 2: November 25, 2022			
TIME	ACTIVITY/ SESSION	METHODOLOGY	FOCAL PERSON/ SPEAKER
8:00-8:30 AM	Registration/ Attendance		
8:31-10:00 AM	Presentation of Output	Presentation	
10:01-10:15 AM	Health break		
10:16-12:00	Breakout Session:	Workshop/	



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12:01-1:00 PM	Lunch break		
1:01-3:00 PM	Presentation of Output	Presentation	
3:01-3:15 PM	Health break		
3:16-4:15 PM	Financial Management	Lecture-Discussion	BCPSNTEA Officers
4:16-4:40 PM	End of Activity Evaluation <ul style="list-style-type: none"> • Sharing of Insights 		
4:41-4:55 PM	Closing Remarks		Niño M. Tibangay, PhD <i>Chief Education Supervisor, SGOD</i>
4:56-5:00 PM	Closing Prayer		

Samuel Bab-anga
 Mary Ann D. Montemayor
Masters of Ceremony

Annex C. TECHNICAL WORKING COMMITTEE

COMMITTEE	RESPONSIBILITIES
TECHNICAL WORKING COMMITTEE <ul style="list-style-type: none"> • Chairperson: Marivic M. Gervero • Co-chairperson: Jenny Orpiano 	-Ensures all committee concerns shall be addressed -Coordinates with all Committee Chairpersons
PLANNING COMMITTEE <ul style="list-style-type: none"> • Chairperson: Don Jose C. Tolentino • Co-chairperson: Maria Lorena A. Galera 	-Drafts proposal and necessary documents -Ensures procurement shall commence on time
FOOD/ REFRESHMENT COMMITTEE <ul style="list-style-type: none"> • Chairperson: Cynthia Cadawan/Don Tolentino • Co-chairperson: Eddah Grace de Vera 	-Ensures food is delivered according to menu -Oversees distribution of food among all participants
INVITATION AND REGISTRATION COMMITTEE <ul style="list-style-type: none"> • Chairperson: Jocelyn Fetiza • Co-chairpersons: Rodelia Balanon, Maribel Belgica 	-In charge of the registration, printing, and distribution of program invitation
PROGRAM FACILITATOR COMMITTEE <ul style="list-style-type: none"> • Chairperson: Christorey C. Simangan • Co-chairpersons: Lester K. Libangen, Jesse Lance S. Dawaton, Edward Oliver Aspuria, Mark Ronald Cabatic, Jericko Bauer Laroco, Omar Olba 	-Ensures active involvement and engagement of participants -Oversees the participants during breakout sessions
SET-UP AND ELECTRICAL COMMITTEE <ul style="list-style-type: none"> • Chairperson: Harris G. Dizon, Jr. • Co-chairperson: Josef Eric P. Oliveros 	-Ensures sound system is audible -Set-up projector screens
DOCUMENT CONTROLLER COMMITTEE <ul style="list-style-type: none"> • Chairperson: Belen R. Tomin • Co-chairperson: Elaine B. Cabuag 	-Ensures the completeness of documents before submitting to the City Accounting for liquidation and disbursement.
MAINTENANCE AND UPKEEP COMMITTEE <ul style="list-style-type: none"> • Chairperson: Arnold T. de Vera • Co-chairpersons: Rey Dulnuan, Basilio Talco, Lynne Cabinian 	-Ensures the PFVR is cleaned and free from clutter every after session -Oversees cleanliness of all facilities (hallways, perimeter, and restrooms)



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