



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 15, 2024

DIVISION MEMORANDUM

No. 593-2024

CONDUCT OF DIVISION TRAINING ON FACILITATION SKILLS FOR AO's and PDO's

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Others Concerned

1. This Office, through the Human Resource Development Section (HRDS), School Governance and Operations Division (SGOD), announces the conduct of the Division Training on Facilitation Skills for School Based Administrative Officers and Project Development Officers on **October 28-30, 2024, Cozy Place Resort, Rosales, Pangasinan.**
2. The activity aims to:
 - A. Equip participants with the skills, knowledge, and confidence to effectively lead and guide group discussions, meetings, and workshops.
 - B. Develop essential facilitation skills in listening, observing, questioning, attending, and integrating.
 - C. Enhance their leadership abilities that fosters leadership qualities such as empathy, collaboration, and the ability to motivate others.
3. Expenses relative to the conduct of this training shall be charged against the downloaded funds, subject to the usual government accounting and auditing rules and regulations.
4. Participants who fail to complete attendance to this training shall be required to pay the cost of expenses incurred per person.
5. The first meal to be served is AM snacks of October 28, 2024, while the last meal will be lunch of October 30, 2024.
6. This memorandum serves as the **Authority to Travel** of the participants. Attached are the following enclosures for reference:
 - Enclosure 1: Composition of Program Management Team
 - Enclosure 2: List of Participants
 - Enclosure 3: Training Matrix



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8. For the travel time, please be guided with the following:

Assembly	Departure	Travel time back to Baguio
7:30-8:00 AM October 28, 2024 PFVR Parking Lot	8:00 PM	12:00 noon October 30, 2024

8. For any related concerns, please call Sam at Telephone numbers **074-7819/074-446-1488**.

9. Immediate dissemination and strict compliance with this Memorandum is required.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

sfb/sgod-hrds/10/15/24



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Enclosure 1: PROGRAM MANAGEMENT TEAM

	NAMES	POSITION	DESIGNATION/ROLE
1	Niño M. Tibangay	CES-SGOD	Consultant/Program Manager
2	Roger Sinot	Medical Officer	Welfare Officer/Inspectorate
3	Jocelyn Coldeg	EPS-II	M and E / Documenter
4	Rey Gapasin	PSDS	Resource Speaker/ Facilitator
5	Samuel F. Bab-anga	EPS-II	Logistics Officer & Secretariat
6	Santiago L. Bugtong	PSDS	Resource Speaker/ Facilitator
7	Jerry C. Ymson	EPS	Resource Speaker/Facilitator
8	Sonny Paday-os	Adm	Inspectorate/IT/Registration
9	Frederick Arciaga	Adm	Registration/Documenter



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Enclosure 2: LISTS OF PARTICIPANTS

Name	Gender	School Name
1.ALMONTE, CLOUDETH L.	Female	Baguio Central School,
		Aguinaldo ES
		Josefa Carino ES
2.ONGNGAD, AIRA MAE L.	Female	Kias ES
		Fort Del Pilar NHS
		Fort Del Pilar ES
3.ALO, REYMART A.	Male	Doña Aurora H. Bueno ES
		Bakakeng NHS
		Bakakeng ES
4.OLATIC, RODALYN B.	Female	Dona Nicasia Puyat ES
		Don Mariano Marcos ES
		Dona Aurora es
5.PEDRALVEZ, LOUISA W.	Female	Loakan ES
		Hillside NHS
		Baguio SPED Center
6.SEBASTIAN, SARAH JOY F.	Female	Quirino Hill NHS
		Quezon Hill ES
		San Carlos ES
7.SAPALONG, FERDINAND S.	Male	Adiwang ES
		Dontogan ES
		Sto. Tomas ES
8.CALABIAS, LEAH MARIE E.	Female	Pinget NHS
		Pinget ES
		Alfonso Tabora ES
9.MAYAO, SHERIELYN B.	Female	Pinsao NHS
		Pinsao ES
		Fairview ES
10.Laureano, Lea Marie	Female	Loakan ES
11.Alban, Aiza B.	Female	Bonifacio ES
12.Alban, Robert B.	Male	Aguinaldo ES
13.Alingbas, Mel W.	Male	Lucban ES
14.Atimpao, Charlie P.	Male	Pacday Quinio ES
15.Ayyang, Delfin	Male	Fort del Pilar ES
16.Badol, Marie Liza T.	Female	Dontogan ES
17.Bantic, Gina S.	Female	Magsaysay ES
18.Bartolome, Jamie Lou D.	Female	Dominican-Mirador ES
		Dominican-Mirador NHS
19.Bautista, Eleonor Grace V.	Female	San Carlos Heights ES
20.Bohol, Randy	Male	Pinsao ES
21.Busaing, Beverly S.	Female	Quirino Hill ES
		Pinget NHS
22.Cachero, Marife	Female	Adiwang ES



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23.Cacho, Engelbert A.	Male	Happy Hollow ES Happy Hollow NHS
24.Carbonel, Belin A.	Female	Quezon Hill ES
25.Codley, Isheen Leva B.	Female	Hillside NHS Laurel ES
26.Cosi, Fevie B.	Female	Kias ES BCNHS-Fort Del Pilar NHS Annex
27.Dacay, Djaizelle P.	Female	Mabini ES
28.Daniwis, Dennis E.	Male	Doña Aurora ES
29.Dumalsin, Paul Ellison	Male	Joaquin Smith NHS
30.Eguia, Phoebe F.	Female	Josefa Cariño ES
31.Escobar, Nemhel D.	Male	Elpidio Quirino ES
32.Estigoy, Christina L.	Female	Lindawan ES Lindawan NHS
33.Fagyan, Bonnaih D.	Female	San Luis ES
34.Flordeliza, Rachell C.	Female	Baguio SPED Center
35.Fortea, Apple Joy T.	Female	Bakakeng ES
36.Gacutan, Julienne Mae A.	Female	Camp 7 ES
37.Garcia, Rachelle D.	Female	Springhills ES
38.Hull, Alma G.	Female	Pinsao NHS
39.Vima Cadungog	Female	DO
40.Lagasca, Maria Suzzette S.	Female	Tabora ES
41.Rose Ann Santos	Female	Roxas NHS
42.Lomasok, Catalina A.	Female	Sto. Tomas ES Sto. Tomas NHS
43.Milan, Alice D.	Female	San Vicente ES
44.Naron, Airah Kaye D.	Female	Manuel L Quezon ES
45.Ngagan, Lesner A.	Male	DAHBS ES Bakakeng NHS
46.Pasul, Evelyn A.	Female	Crystal Cave ES
47.Rabara, Elsa M.	Female	Don Mariano ES
48.Salisa, Elvie	Female	Fairview ES Quezon Hill NHS
49.Libangen, Lester	Male	Doña Nicasia ES
50.Tigcangay, Raquel Janelle S.	Female	Pinget ES
51.Tolentino, Don Jose	Male	Baguio Central School, Gibraltar ES
52.Torres, Patricia Veronica B.	Female	Rizal NHS
53.Tudias, Benjamin Jr L.	Male	Brookspoint ES Doña Aurora NHS
54.Cister, Jillian	Female	Baguio Country Club ES
55.Olba Omar D.	Male	Holyghost Ext. ES
56.Valerie Tuquero	Female	SDO Baguio
57.MERYL JOY LUQUEY	Female	SDO Baguio
58.Miguel Quiocho	Male	SDO Baguio
59.Myra Deguzman	Female	BCHS



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60.Leslie Tongyofen	Female	Stand Alone
61.Jeahlyn B. Dumag	Female	SDO Baguio
62.Joeferino Guinumtad	Male	PCNHS
63.Bryan Bosaing	Male	DO
64.Christorey Simangan	Male	DO
65.Ezra Fiao-ag	Male	DO
66.Loisa D. Fontanilla	Female	SDO Baguio
67.Judith Pacada	Female	BCHS
68.Clifton Bangse-il	Male	DO



DIVISION TRAINING ON FACILITATION AND PLANNING SKILLS FOR SDO-BAGUIO
October 28-30, 2024, Cozy Place, Rosales Pangasinan

Enclosure 3: TRAINING MATRIX

TIME	DAY 1- October 28 Facilitator: Rey Gapasin	DAY 2- October 29 Facilitator: Santiago Bugtong	DAY 3- October 30 Facilitator: Rodalyn Olatic
7:30 AM- 8:00 AM	Assembly Time	Attendance	Attendance
8:00 AM- 8:30 AM	Travel Time	Management of Learning (MOL)- PDO's	MOL- c/o- AO's
8:30 AM- 9:30 AM		Listening & Observing Skills (Lecture) JERRY C. YMSON	Practicum Santiago Bugtong
9:30-A.M- 9:50	Coffee Break		
9:50- AM- 12:00 A.M.	Opening Program Statement of Purpose Pre-test	Presentation Skills Development (lecture, activity based) Rey Gapasin	Continuation- Strategic Planning Santiago Bugtong
			Post Test Closing Program c/o- Program Management Team (PMT)
12:00 AM-1:00 PM	Lunch Break		
1:00 PM- 3:00 PM	Attending and Integrating Skills (lecture) JERRY C. YMSON <i>EPS-SGOD</i>	Questioning Skills (lecture, activity based) Jerry C. Ymson	Exit Conference- PMT only Travel Back to Baguio
3:00 PM- 3:20 PM	Coffee Break		
3:20 PM- 4:30 PM	Facilitation in Training (lecture) JERRY C. YMSON	Con't- planning workshop	
4:30 PM-5:00 PM	Reflection/Evaluation	Reflection/Evaluation	