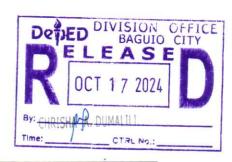


# Department of Education

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









Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph







### Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY

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

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

- For any related concerns, please call Sam at Telephone numbers 074-7819/074-446-1488.
- Immediate dissemination and strict compliance with this Memorandum is required.

Schools Division Superintendent

sfb/sgod-hrds/10/15/24







Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

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Email Address: baguio.city@deped.gov.ph









## Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

#### **Enclosure 1: PROGRAM MANANGEMENT 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









Email Address: baguio.city@deped.gov.ph







# Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY

### **Enclosure 2: LISTS OF PARTICIPANTS**

Name	Gender	School Name	
		Baguio Central School,	
1.ALMONTE, CLOUDETH L.	Female	Aguinaldo ES	
		Josefa Carino ES	
		Kias ES	
2.ONGNGAD, AIRA MAE L.	Female	Fort Del Pilar NHS	
		Fort Del Pilar ES	
	Male	Doña Aurora H. Bueno ES	
3.ALO, REYMART A.		Bakakeng NHS	
		Bakakeng ES	
	Female	Dona Nicasia Puyat ES	
4.OLATIC, RODALYN B.		Don Mariano Marcos ES	
		Dona Aurora es	
		Loakan ES	
5.PEDRALVEZ, LOUISA W.	Female	Hillside NHS	
		Baguio SPED Center	
		Quirino Hill NHS	
6.SEBASTIAN, SARAH JOY F.	Female	Quezon Hill ES	
		San Carlos ES	
		Adiwang ES	
7.SAPALONG, FERDINAND S.	Male	Dontogan ES	
	ABPRODUCE \$250	Sto. Tomas ES	
		Pinget NHS	
8.CALABIAS, LEAH MARIE E.	E E. Female	Pinget ES	
		Alfonso Tabora ES	
	Female	Pinsao NHS	
9.MAYAO, SHERIELYN B.		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	
		Dominican-Mirador ES	
18.Bartolome, Jamie Lou D.	Female	Dominican-Mirador NHS	
19.Bautista, Eleonor Grace V.	Female	San Carlos Heights ES	
20.Bohol, Randy	Male	Pinsao ES	
S 2		Quirino Hill ES	
21.Busaing, Beverly S.	Female	Pinget NHS	
22.Cachero, Marife	Female	Adiwang ES	







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DepEd Tayo Baguio City





Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

23.Cacho, Engelbert A.  24.Carbonel, Belin A.  Female  25.Codley, Isheen Leva B.  Female  26.Cosi, Fevie B.  Female  27.Dacay, Djaizelle P.  Pemale  28.Daniwis, Dennis E.  29.Dumalsin, Paul Ellison  30.Eguia, Phoebe F.  31.Escobar, Nemhel D.  32.Estigoy, Christina L.  33.Fagyan, Bonnaih D.  34.Flordeliza, Rachell C.  35.Fortea, Apple Joy T.  36.Gacutan, Julienne Mae A.  37.Garcia, Rachelle D.  38.Hull, Alma G.  39.Vima Cadungog  40.Lagasca, Maria Suzzette S.  41.Rose Ann Santos  42.Lomasok, Catalina A.  43.Milan, Alice D.  44.Naron, Airah Kaye D.  45.Ngagan, Lester  46.Pasul, Evelyn A.  46.Pasul, Evelyn A.  47.Rabara, Elsa M.  48.Salisa, Elvie  49.Libangen, Lester  50.Tigcangay, Raquel Janelle S.  51.Tolentino, Don Jose  48. Salierie Tuquero  57.MEXL V. Vuynty F.  Female  58. Miguel Quiocho  Male  1Happy Hollow NHS  Quezon Hill ES  Hillside NHS  Laurel ES  BENHS-Fort Del Pilar NHS  Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Annex  BENHS-Fort Del Pilar NHS Benharia S.  Female  Baguio SPED Center  Baguio SPED Center  Baguio SPED Center  Baguio Fort Del Pilar NHS  Brookspoint ES  Do	SCHOOLS DIVISION OF BAGUIO CITY			
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59.Myra Deguzman Female BCHS				
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Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600 Telephone No.: (074) 665-1231 Email Address: baguio.city@deped.gov.ph









# Department of Education Cordillera Administrative Region

SCHOOLS DIVISION OF BAGUIO CITY

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







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# 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)	Continuation- Strategic Planning Santiago Bugtong
		Rey Gapasin	Post Test Closing Program c/o- Program Management Team (PMT)
12:00 AM-1:00 PM			
1:00 PM- 3:00 PM	Attending and Integrating Skills (lecture)  JERRY C. YMSON  EPS-SGOD	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	