



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



May 7, 2018

DIVISION MEMORANDUM
No. 382, S. 2018

**ATTENDANCE TO THE THREE DAY CAPACITY BUILDING ON
TRAINING DESIGN AND SESSION GUIDE WRITING**

TO: RONILYN P. NIEVES
Education Program Supervisor

1. This is in reference to Regional Memo No. 93, s. 2018, dated May 2, 2018, entitled "**Three-Day Capacity Building on Training Design and Session Guide Writing**" scheduled on May 9-11, 2018 at Grand Regal Hotel, Davao City.
2. In lieu of Mr. Tito Endrina, EPS, you are hereby directed to attend the said activity.
3. You are advised to bring your laptop, and expected to arrive early in the said venue. First meal to be served is breakfast on Day 1, May 9, 2018, and the last meal will be dinner on May 11, 2018.
4. Board and lodging shall be charged against ROP Funds while transportation expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For your information, guidance and compliance.

FOR AND IN THE ABSENCE OF:

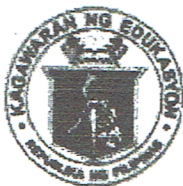
WINNIE E. BATON, Ed.D., CESE
Office-In-Charge
Office of the Schools Division Superintendent

MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

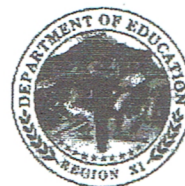
DepEd Schools Division Office, Digos City

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Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



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May 2, 2018

REGIONAL MEMORANDUM
No. 093, s. 2018

**THREE-DAY CAPACITY BUILDING ON TRAINING DESIGN
AND SESSION GUIDE WRITING**

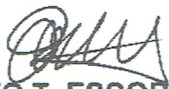
To : Schools Division Superintendents, Region XI

1. The Human Resource Development Division (HRDD) will conduct a Three-Day Capacity Building on Training Design and Session Guide Writing on May 9 -11, 2018 at Grand Regal Hotel, Lanang, Davao City.
2. The objectives of the abovementioned workshop are:
 - a. Orient participants on the mechanics and technicalities of training design and session guide writing
 - b. Capacitate participants on training design and session guide writing through workshops and demonstration
 - c. Craft a training design on a specific training including its session guides in the training.
3. The participants as well as members of the training management team of the abovementioned workshop are stipulated in the table below:

Name	Division
Participants	
1. Lim, Arlyn B. 2. Cruz, Ritchell 3. Comonal, Luz E.	Compostela Valley
4. Abelardo, Arlenor 5. Barnija, Nelma Lyn 6. Camilotes, Jasmine	Davao City
7. Suprente, Elyn 8. Eleccion, Elexis 9. Madulin, Lemuel	Davao del Sur
10. Taguiran, Gay P. 11. Pangandoyon, Romela	Davao del Norte

Name	Division
12. Malanas, Winnie 13. Pore, Zion	Davao Occidental
14. Delos Santos, Ressadel 15. Iray, Mary Grace O.	Davao Oriental
16. Uy, Cecile C. 17. Endrina, Tito	Digos City
18. Labrador, Jaycel P. 19. Dispo, Lendy Ann O.	Mati City
20. Aguilar, Djhoane C. 21. Pueblo Rey	Panabo City
22. Helgason, Teresita E. 23. Bongcac, Evangeline C.	Samal City
24. Palomo, Ivy 25. Ibita, Febby Kirstin	Tagum City
Training Management Team	
1. Mapinogos Lorna F. 2. Victoria, Florence G. 3. Canda, Danilo M. 4. Sagsagat, Agnes A. 5. Bitacura, Mariane T.	Human Resource Development Division
6. Alcano, Dennis	Compostela Valley

4. Participants in this activity are expected to arrive early in the said venue. First meal to be served is breakfast on day 1, May 9, 2018 and last meal will be dinner on May 11, 2018. Further, they are advised to bring laptop.
5. Board and lodging of participants shall be charged against ROP Funds while transportation expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO III
 Regional Director

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