



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



DIVISION MEMORANDUM
No. 761, s.2019

September 13, 2019

**SEMINAR-WORKSHOP ON FACILITATION SKILLS AND SESSION GUIDE WRITING FOR
THE POOL OF LEARNING FACILITATORS**

To: Division Chiefs
Public Schools District Supervisors
Public Elementary School Heads
Public Junior/Senior High School Heads
All Others Concerned

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) Central Office and Regional Office had successfully concluded the pilot runs of the 2017 Assessment and Certification of Learning Facilitators per Memorandum dated September 29, 2016. In relation to this, this Office shall conduct **Seminar-Workshop on Facilitation and Session Guide Writing for the Pool of Learning Facilitators**. This will be conducted on November 4-6, 2019 at Megan's Function Hall located at Bataan St., Digos City.
2. The activity aims to install adequate pool of highly qualified trainers who will be partners in providing continuing professional development of DepEd personnel across governance levels; to formally certify the LFs who satisfactorily meet the certification; and to orient on the salient points of their roles and functions as learning facilitators in the training initiatives of the Department.
3. Attached are the list of participants and the indicative program of activities for your reference.
4. Meals and snacks of the participants shall be charged to HRTD Funds while travelling and other incidental expenses of the said activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of this Memorandum is earnestly desired.


WINNIE E. BATON, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
41582
DATE: 16 SEP 2019 TIME: 1:15 PM
BY: 

ronald dedace: September 13, 2019 Seminar-Workshop on Facilitation and Session Guide Writing for the Pool of Learning Facilitators.

Indicative Program of Activities
November 4-6, 2019
Megan's Function Hall, Digos City

Day 1 Time	Activity	Expected Output	In-Charge
7:00-7:45	Registration		HRD
8:00-8:30	Preliminaries		HRD
8:30-10:30	Mechanics in Session Guide Writing	Session Guide	Tito Endrina
10:30-12:00	Parts of Session Guide	Session Guide	Ronald Dedace
12:00-1:00	Lunchtime		
1:00-3:00	Workshop-Session Guide Writing	Session Guide	TWG
3:00-5:00	Critiquing	Session Guide	TWG
Day 2 Time			
7:00-7:45	Registration		HRD
8:00-8:30	Preliminaries		HRD
8:30-10:30	Facilitation Skills		Ida Juezan
10:30-12:00	Simulation	Demonstration	TWG
12:00-1:00	Lunchtime		
1:00-5:00	Simulation	Demonstration	TWG
Day 3 Time			
7:00-7:45	Registration		HRD
8:00-8:30	Preliminaries		HRD
8:30-12:00	Interview		TWG
12:00-1:00	Lunchtime		
1:00-5:00	Interview		TWG

Participants:

1. Ida I. Juezan
2. Neil D. Bongcayao
3. Cherry Rossette E. Oliva
4. Ferna Renira T. Alde
5. Tito M. Endrina
6. Ronald B. Dedace
7. Peter-Jason C. Senarillos
8. Xavier S. Fuentes
9. Cecile C. Uy
10. Eleser D. Mateo
11. Julie Anne N. Posadas
12. Myleen C. Robiños
13. Aimee Amor C. Porto

5 teachers per District regardless of positions

8 teachers from Digos City NHS (1 teacher/department) regardless of positions

Note for the Teachers:

1. Documents to be submitted are the following: Updated PDS and Certificates of training attended and facilitated.
2. Not more than 50 years old.
3. Basic ICT literate (Word, Excel and PPT).
4. Can communicate effectively/language facility.