



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



DIVISION MEMORANDUM
No. 920, S. 2019

October 18, 2019

SESSION GUIDE WRITESHOP

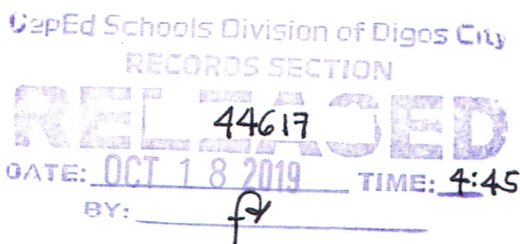
TO: SOLLIE B. OLIVER, JD, MATE **CHIEF ES, SGOD**
BEVERLY S. DAUGDAUG, EdD **CHIEF ES, CID**

1. This has reference to the unnumbered Regional Memorandum dated Oct 15, 2019, regarding the conduct of a Session Guide Writeshop scheduled on October 21-23, 2019 at Hotel de Crisbelle, Digos City.
2. This activity aims to capacitate the Regional and Schools Division Office (SDO) Personnel to conduct Training and Development Programs.
3. The participants to the above-mentioned activity include:
 - a) **Aimee Amor C. Porto**
 - b) **Cherry Anne B. Bohol**
 - c) **Mishel C. Cadungog**
 - d) **Zandria M. Sy** (vice Aldin Barsalote)
 - e) **Cecile C. Uy**
4. In addition, Ms. **Ida I. Juezan, EdD** has been named as one of the resource speakers, and member of the Program Management Team (PMT).
5. The participants are advised to bring their laptops and extension wires. These will come handy during the writeshop.
6. Food and accommodation shall be charged to the ROP Funds, while transportation and other incidental expenses, to local funds subject to the usual accounting and auditing rules and regulations. The first meal to be served is dinner on October 20, 2019, while the last meal is afternoon snacks on October 23, 2019.
7. For immediate dissemination and compliance.

WINNIE E. BATON, EdD.

Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:



FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Encl: As stated
References: none

To be indicated in the Perpetual Index under the following subjects:
CUY-HRD-SGOD: October 18, 2019: Session Guide Writeshop

SGOD HRD SESSION GUIDE WRITESHOP

ms. *for appropriate action*
for appropriate action
for appropriate action
GIC 10-18

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DATE: OCT 18 2019 TIME: 10:34 AM

BY: _____



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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Website: www.depedroxi.ph

MEMORANDUM

To : Schools Division Superintendents

RO XI Chiefs of
(FTAD, PPRD, BFD and HRDD)

Subject: SESSION GUIDE WRITESHOP

Date : October 15, 2019

This Office announces the conduct of the Session Guide Writeshop to be held on October 21-23, 2019 at Hotel de Crisbelle, Digos City. This aims to capacitate the Regional and Schools Division Office (SDO) Personnel to conduct Training and Development Programs.

The list of participants, facilitators, Program Management Team Members (PMT), and the training matrix in this writeshop are attached for your reference and information. Each participant is advised to bring laptop and extension wire to be used during the writeshop activities. First meal to be served is dinner, October 20, 2019 and last meal to be served is afternoon snacks, October 23, 2019.

Food and accommodation of the participants, facilitators and PMT Members will be charged to ROP Funds while transportation expenses will be charged to local funds subject to usual accounting and auditing rules and regulations.

For queries and other concerns, please coordinate with Dr. Danilo M. Canda or Agnes A. Sagsagat through email address hrddneap11@gmail.com or telephone number (082) 222-2653.

Wide and immediate dissemination of this Memorandum is earnestly enjoined.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: _____

Date: 10-17-19 Time: 10:29

Enclosed: As Stated.
ROH/aas

[Signature]
EVELYN R. FETALVERO, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Empowerment Adaptability Goal-oriented Leadership Excellence

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**LIST OF PARTICIPANTS, FACILITATORS
AND PROGRAM MANAGEMENT TEAM (PMT) MEMBERS**

No.	Name	Division
1.	Dennis C. Alcano	Compostela Valley
2.	Emmanuel B. Clarion	
3.	Kristian Anhara L. Martesio	
4.	Maria Bella R. Alvarez	
5.	Norman Jandog	
6.	Jasmine Camilotes	Davao City
7.	Leah Saavedra	
8.	Robert Binag	
9.	Aida Placencia	
10.	Riza Lobitos	
11.	Romela Pangandoyon	Davao del Norte
12.	Maricel Angeles	
13.	Edgar Manaran	
14.	Apollos Beltran	
15.	Evelyn Lucas	
16.	Elyn Suprente	Davao del Sur
17.	Lemuel C. Madulin	
18.	Hazel Luna	
19.	Elwin Intervencion	
20.	Elexis Eleccion	
21.	Winnie P. Malanas	Davao Occidental
22.	Lani G. Remolino	
23.	Norberto Pore Jr.	
24.	Jefrey B. Bagongon	
25.	Charyl B. Joseph	
26.	Resadel De Los Santos	Davao Oriental
27.	Mary Grace Yray	
28.	Fe Jardeliza Batao	
29.	Darlene F. Pacatang	
30.	Malanie Gagama	
31.	Cecille Uy	Digos City
32.	Aimee Amor C. Porto	
33.	Cherrie Anne B. Baguio	
34.	Mischel Cadungog	
35.	Aldin Barsalote	
36.	Ma. Riva Contreras	IGACOS
37.	Noel Mamac	
38.	Joan Benoya	

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MATRIX OF ACTIVITIES

Date	Time	Activity	Resource Person
Day 1 Oct. 21	8:00-8:30	Registration	Darryl Remolleno
	8:30-9:00	Opening Program	Agnes A. Sagsagat
	9:00-10:00	Overview of the Activity	Danilo M. Canda
	10:00-12:00	Setting the tone and self-assessment	Agnes A. Sagsagat
	12:00-1:00	Lunch	
	1:00-2:00	Session 1: Introduction to Session Guide Writing and Parts and Elements of a Session Guide	Ida I. Juezan
	2:00-3:00	Session 2: Session Guide Objectives	
	3:00 – 4:00	Workshop 1 <i>Writing Session Guide Objectives</i>	
	4:00 – 5:00	Presentation of Output and Feedback Giving	
	5:00 - onwards	Online Evaluation	
Day 2 Oct. 22	8:00 – 8:30	Management of Learning	Officers of the Day
	8:30 – 10:00	Session 3: Writing the Key Learning Points/ Content	Almer T. Davis
	10:00 – 12:00	Session 4: Learning Methodologies/ Activities and their Underpinning Principles anchored on Adult Learning	
	12:00 – 1:00	Lunch Break	
	1:00 – 3:00	Continuation of Session 4 - Learning Methodologies/ Activities and their Underpinning Principles anchored on Adult Learning <i>Assigning Time Allotment for every activity</i>	Mary Jeanne B. Aldeguer
	3:00 – 5:00	Workshop 2: Session Guide Writing	Agnes A. Sagsagat
	5:00 - onwards	Online Evaluation	
Day 3 Oct. 23	8:00 – 8:30	Management of Learning	Officers of the Day
	8:30 – 10:00	Workshop 2 Continuation: Session Guide Writing	Mary Jeanne B. Aldeguer/Ida I. Juezan
	10:00 – 12:00	Presentation and Evaluation of Output	Almer T. Davis
	12:00 – 1:00	Lunch Break	
	1:00 – 4:00	Action Planning per SDO	Agnes A. Sagsagat
	4:00 – 4:30	Closing Program	Officers of the Day
	4:30 – 5:00	Online Evaluation	

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