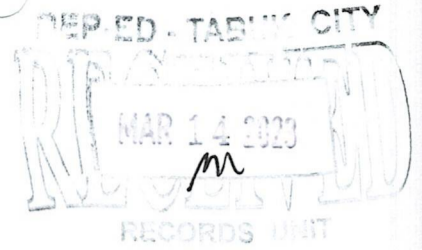




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

March 14, 2023,

OFFICE MEMORANDUM
No. 12,s.2023

CONDUCT OF POST-EVALUATION ON HUMAN RESOURCE TRAINING AND DEVELOPMENT ACTIVITIES CUM REVISITING THE HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG)

TO : Program Holders and Personnel Development Committee
All Others Concerned

1. This is to announce the Conduct of Post-Evaluation on HRTD Cum Revisiting the Harmonized Gender and Development Guidelines (HGDG) to be held on March 20-21, 2023 at Kingsquare Davidson, Hotel and Restaurant, Bulanao Norte Tabuk City.
2. Participants to this learning and development are the following:

Target Participants	Participants	No
Personnel Development Committee	Irene S. Angway PhD, CESOV, SDS Jan Nowel E. Peña, OIC-ASDS Sally P. Feken, SGOD CES Ramonchito A. Soriano, CID CES	4
Education Program Supervisor-CID	Maribel M. Bravo Josefina B. Balisong Marionette S. Dooma Thelma B. Galicia Cresencia M. Na-oy Helen B. Orap Nicasio C. Sumarita Jr. Emmanuel C. Ubuan Adelaida C. Ignacio Feliciano L. Agsaoay Jr Federico C. Flores	11
Public Schools District Supervisor	Karen W. Tabanganay Cornelia D. Peralta Emily B. Langkit	3
Education Program Supervisor-SGOD	Doddie Marie L. Duclan	1
Finance	Sixto Lang-ay Jr.	1
Disaster Risk Reduction Management	Menchie Palope	1
SEPS-Human Resource Development	Maria Medea C. Vallejo	1
SEPS-SMME	Kenneth A. Atiwag	1



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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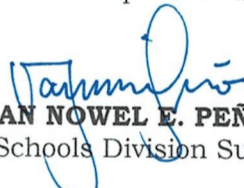

Office of the Schools Division Superintendent

Planning and Research	Deewaii B. Bagayao Efren Danag	2
SEPS-SocMob	Ana Marie B. Bucahan	1
Planning Officer	Efren Y. Danag	1
Physical Facilities	Engr. Paul N. Palliso	1
Medical Officer	Dra. Guia Grace Dagadag	1
Division Information Technology Officer	Allan S. Dumalsin	1
Division Legal Officer	Atty. Ringgo G. Sumedca	1
HRMO/AO IV	Catherine M. Badong	1

3. Immediate dissemination and strict compliance to this Memorandum of all concerned is required.

IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent

For the authority of the Schools Division Superintendent:


JAN NOWEL E. PEÑA 
OIC- Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
DIVISION OF TABUK CITY
 Purok 2, Bulanao Norte, Tabuk City, Kalinga



TRAINING MATRIX
Conduct of Post Evaluation on HRTD Activities
March 20-21, 2023

Day 1		
Time	Activities	Person Responsible
7:30-8:00 am	Arrival, Triage and Attendance	L & D Secretariat and Health and Nutrition Personnel
8:01-8:30 am	Opening Program ✚ National Anthem ✚ Invocation ✚ DepEd Quality Policy Statement ✚ Roll Call ✚ Opening Remarks ✚ Statement of Purpose & Flow of Activities	Through Audio Visual Presentation c/o Learning Facilitators IRENE S. ANGWAY PhD, CESO V Schools Division Superintendent SALLY P. FEKEN CES SGOD
8:31-9:00 am	Reconstitution of Learning and Development Personnel Development Committee (PDC)	MARIA MEDEA C. VALLEJO OIC-SEPS HRTD
9:01-10:00 am	Presentation of the PRIME HRM Learning and Development Checklist on Level III	
10:01-10:15 am	Snack	
10:16-12:00 am	Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders	EMILY B. LANGKIT PSDS ETD III
12:01-1:00 pm	Lunch	
1:01-3:00 pm	NEAP Professional Development Forms, Tools, and Templates	DEEWAI B. BAGAYAO Planning And Research SEPS
3:01-3:15 pm	Snack	
3:16-4:30 pm	Presentation of sample output using the NEAP DO 1 Checklist	EMMANUEL UBUAN Education Program Supervisor
4:31-5:00 pm	PMT Debriefing	
Day 2		
8:00-8:15 am	Management of Learning (MOL)	Learning Facilitators
8:15-10:00 am	Reconstitution of the Division Gender and Development (GAD) Focal Point System (GFPS) / Duties and Responsibilities	NICASIO C. SUMARITA JR Education Program Supervisor/GAD Focal
10:01-10:15 am	Snack	

10:16-12:00nn	Revisiting the Harmonized Gender and Development Guidelines (HGDG) Box 7/Box 16/17 Proposals	NICASIO C. SUMARITA JR Education Program Supervisor/GAD Focal
12:01-1:00 pm	Lunch	
1:01- 3:00 pm	Review of the 2023 Project Proposals for attribution	
3:01-3:15 pm	Snacks	
3:15-4:00	Learning and Development End of Evaluation Process Observation	HARRIET L. BUSLIG SMME-EPS II AGUSTINA N. LOMENG Public Schools District Supervisor
4:31-5:00 pm	Closing Remarks	JAN NOWEL E. PEÑA OIC-ASDS
	Debriefing	PROGRAM MANAGEMENT TEAM

Learning Facilitators: HRTD Personnel
 Documenter: Daisy Bucao
 Secretariat: Frances Gacuya
 Monitoring and Evaluation: SMME Personnel