



**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**  
*Sayre Highway, Purok 6, Brgy. Casisang, City of Malaybalay*



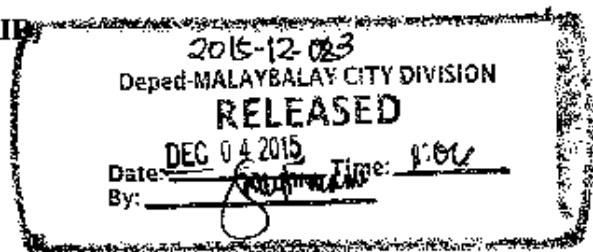
December 04, 2015

**DIVISION MEMORANDUM**

No. 521 s. 2015

**3 DAY ECHO SEMINAR-WORKSHOP ON STANDARD SETTING OF TRAINING AND DEVELOPMENT SYSTEM FOR TEACHING AND NON-TEACHING RELATED PERSONNEL, ELEMENTARY AND SECONDARY SCHOOL HEADS IN THE DIVISION OF MALAYBALAY CITY**

**TO: Chief Education Supervisors, SGOD and CIP;  
Education Program Supervisors  
Senior Education Program Specialists  
Education Program Specialists  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section/Unit Heads  
This Division**



1. You are hereby directed to attend the 3-Day Echo Seminar –Workshop on Standard setting of Training and development for teaching and Non-Teaching Personnel, Elementary and Secondary School Heads on December 8-10, 2015 at Loiza's Pavillon , Casisang, Malaybalay City.
2. The following are the objectives of the seminar-workshop:
  1. Aware the participants on the Standard Setting on Training and Development System;
  2. Provide the participants with information on the process of crafting the training Designs, Matrix and other documents in providing trainings;
  3. Design session guide based on the sample training design crafted;
  4. Ensure knowledge on the roles and responsibilities of a trainer;
  5. Aware the participants on the Skills Requirements of an Effective trainer; and,
  6. Manage the Quality Assurance and Monitoring and Evaluation of Trainings conducted.
3. The seminar-workshop matrix and list of participants are reflected in Enclosure 1 and 2.

4. The participants are expected to be in the venue on December 8, 2015 at 7:30 in the morning and shall bring 1 pentelpen, 1 manila paper, netbook or Laptop and pocket WiFi.
5. Meals and Snacks shall be charged against Division HRTD funds while travel expenses shall be charged to school MOOE/Local funds subject to the usual accounting and auditing policies, rules and regulations
6. For compliance.



**EDILBERTO L. OPLENARIA, CESOVI**  
OIC-Schools Division Superintendent

Enclosure as stated

Copy furnished:

Records Unit

SEPS-HRD- F.V. Mortera



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Purok 6, Casisang, Malaybalay City

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**OFFICIAL LIST OF PARTICIPANTS TO THE 3 DAY ECHO SEMINAR –WORKSHOP ON  
STANDARD SETTING OF TRAINING AND DEVELOPMENT SYSTEM FOR TEACHING AND  
NON-TEACHING RELATED PERSONNEL, ELEMENTARY AND SECONDARY SCHOOL  
HEADS IN THE DIVISION OF MALAYBALAY CITY**

NAME	SCHOOL	NAME	SCHOOL
Jovy G. Molina	District I	Noel A. Tan Nery	District VII
Benjamin M. Buhawe	Kalasangay CS	Narita T. Padua	Bangcud CS
Mary Fe C. Gumayao	New Ilocos ES	Amparo Bautista	Bangcud NHS
Anastacio M. Ma	Dalwangan ES	Servillano B. Balicanta	Simaya ES
Zelda T. Arceno	Paipat ES	Armand Anthony S. Valde	Dapulan ES
Wilfredo Balmocena	Kalasangay NHS	Ricky S. Barcena	Macote ES
Jesus V. Muring EdD	District II	Carlos C. Rara	District VIII
Alberto V. Berondo	Sumpong CS	Gemma Maramba	MNHS-Lalawan
Sonny M. Rojas	Can-Ayan IS	Teofilo L. Ontoy Jr.	Linabo CS
Marylan G. Tanddog	Candiisan/Tintinaan	Noralyn Ronol	Lalawan ES
Berna Baterisa	Manalog ES	Renato Reyes	Sawaga ES
Paulina Miñao	Kilap-agan ES	Daniel Delos Santos	Malaggap ES
Romil T. Jabonero, EdD	District III & IV	Naomi Francisco	SanMartin ES
Susan S. Olana, PhD	BNSHS Main	John P. Raroga	SMAHS
Roel Tilanduca	BNHS-Annex Dalwangan	Onipa Rosabella	SMAHS-Macote
Flavio Alas	BNHS-Annex Imbayao	Virgilin R. Pizarro	Dist. IX/Managok CS
Juan B. Bacang	Imbayao ES	Marites Melendez	MNHS-Miglamín
Liza G. Balintongog	MCCS	Paul O. Orong	MNHS
Abel P. Gaffer	BCT ES	Arimateo B. Halina	Maligaya Es
Maitelle Israel	Casisang NHS	Rosalinda G. Puno	Dumayas ES
Cosjulita Olarte	Brgy. 9 ES	Artemio O. Saliga	Langasihan ES
Coslita K. Muring	Dist.V/Casisang ES	Evelyn E. Salem	Miglamín ES
Jonathan Dagaang	AVES	Abba Q. Allaba, PhD	Distric X
Severina A. Gamot	Natid-asan ES	Amor Celeste P. Rojas	Indalasa ES
Bernie M. Abugan	San Jose ES	Demie J. Pabillaran	Silae ES
Victor F. Maestrado	Mabuhay ES	Rogelio M. Miñosa	Silae NHS
Ria Alcuisar	MCNHS	Raquel S. Ombayan	Mapulo ES
Ma. Antonietta S. Reburiano	District VI	Manny B. Pimentel, EdD	Zamboanguita CS
Leny G. Ama	Aglayan CS	Evernold C. erial	Busdi IS
Dinahflor L. Raagas	MCSNHS	Neri Pancho	SNHS-St. Peter
Genevieve P. Perino	Cabangahan ES	Ralph T. Quirog	Division Office
Sharon Mae A. Bongocan	Magsaysay ES	Purísima J. Yap	DO
Cynthia T. Berial	Bendolan ES	Gretchen V. Catane	DO
Ma. Ella S. Rabino	Laguitas ES	Ethel Jane B. Lussier	DO
Manuel Dinlayan	DO	Ellen N. Delante, EdD	DO
Kervi Don A. Abendaño	DO	Marsifith M. Mamawag	DO
Jasmin J. Adriatico	DO	Jimdandy S. Lucine	DO

Dhairyl Fajardo	MNHS	Ferdinand V. Mortera	DO
Imelda S. Bentillo	DO	Analy L. Ocier	DO
Rachel R. Valde	DO	Ediberto L. Oplenaria, CESO VI	DO
Luis S. Alajar	DO	Jahn Ryan Cardente	San Roque ES
Lou An J. Cultura	DO	Rosie A. Salupado	DO
Josie D. Zamora	DO	Novilyn G. Palma	DO
Emelyn O. Razo	DO	Ednilyn E. Tagailo	DO
Florabel P. Porras	DO	Gerardo C. Pasia	DO
Jutchel L. Nayra, DPA	DO		
Sybil L. Maputi	DO		
Rhysa Cyle P. Rosalejos	DO		
Paul John P. Arias	DO		
Guia Ma. G. Gamutin	DO		
Lucilyn M. Cahucom	DO		
Jade Grace C. Cabañez	DO		
Lorenzo O. Capacio, EdD	DO		

Prepared by:

  
 FERDINAND V. MORTERA  
 SEPS-HRD



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**MATRIX**

**3 DAY ECHO SEMINAR -WORKSHOP ON STANDARD SETTING OF TRAINING AND DEVELOPMENT SYSTEM FOR TEACHING AND NON-TEACHING RELATED PERSONNEL, ELEMENTARY AND SECONDARY SCHOOL HEADS IN THE DIVISION OF MALAYBALAY CITY**

**Day 1:**

Time	Activity/Topic	In-Charge / Facilitators
7:30 AM-8:00 AM	Registration of participants	Lucilyn Cahucom
8:00 AM-9:00 AM	Opening Program	Program Committee
	Invocation	
	National Anthem	
	Kanak Ha Banuwa	
	Division Hymn	Lorenzo O. Capacio, Ed.D. Chief ES, SGOD
	Welcome Remarks	
	Acknowledgement of Participants and Statement of Objectives	
Message	Edilberto L. Oplenaria, CESO VI Schools Division Superintendent	
Energizer	Program Committee	
9:00 AM-9:30 N	Leveling Standard	F. V. Mortera, SEPS-HRD
9:20 AM-12:00 N	Overview of the Training and Development (T&D) System Framework	R. T. Quirog, Chief ES, SGOD
12:00 N-12:45 N	NOON BREAK	
12:45 N-1:00 PM	MOL	Group In-charge
1:00 PM-3:00 PM	The Program Design and Resource Development (PDRD) System	L. O. Capacio, Chief ES, SGOD
3:00PM-5:00 PM	The Program Designing Critical Processes & Resource Development Critical Processes	J. P. Rarogal, ESP I

**Day 2:**

Time1	Activity/Topic	In-Charge / Facilitators
8:00 AM-8:30 AM	MOL	GROUP In-Charge

8:30 AM-10:00 AM	Developing Training & Development Program Designs	F. V. Mortera, SEPS-HRD
10:00 AM-12:00 N	Formulation of Session Guide	R. T. Quirog, Chief ES, CID
12:00 N-12:45 N	NOON BREAK	
12:45 N-1:00 PM	MOL	Group In-charge
1:00 PM-2:00 PM	Monitoring & Evaluation Tools for Program Design Designing & Session Guide	L. O. Capacio, Chief ES, SGOD
2:00 PM- 3:00 PM	Budget Proposals/Template	J. P. Rarogal, ESP I
3:00 PM-4:00 PM	Policy on Procurement(Preparatory Phase Prior to Actual Training)	R. R. Valde, EPS English, BAC Secretariat
4:00 PM-5:00 PM	Roles and Responsibilities of Trainer	F. V. Mortera, SEPS-HRD

Day 3:

Time1	Activity/Topic	In-Charge / Facilitators
8:00 AM-8:30 AM	MOL	Group In-charge
8:30 AM-9:30 AM	Task Checklist for T&D Program Manager, M&E Documentation & Support Staff, Standards for the Trainers' Conduct of Formal Session	R. T. Quirog, Chief ES, CID
9:30 AM-10:30 AM	Skills Requirement of an Effective Trainer	L. O. Capacio, Chief ES, SGOD
10:30 AM- 12:00 N	Management of Learning (MOL) & Debriefing Environment	J. P. Rarogal, ESP I
12:00 N-12:45 N	NOON BREAK	
12:45 N-1:00 PM	MOL	Group In-charge
1:00 PM-2:00 PM	Building the Learning Environment	F. V. Mortera, SEPS-HRD
2:00 PM-3:00 PM	Quality Assurance & Monitoring and Evaluation (QUAME) Online & Accomplishment Report	R. T. Quirog, Chief ES, CID
	Opening Remarks	Lorenzo O. Capacio, Ed.D. Chief ES, SGOD
	Awarding of Certificates	Ellen N. Delante, Ed.D. SEPS
	Challenge	Edilberto L. Oplenaria, CESO VI Schools Division Superintendent
	Closing Remarks	Ralph T. Quirog Chief ES, CID

Prepared by:

  
**FERDINAND V. MORTERA**  
 SEPS-HRD