



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2025-0014

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID  
Chief, Education Program Supervisor, SGOD  
Public Schools District Supervisors  
All others concerned

Subject: **PARTICIPATION TO THE REGIONAL TRAINING OF DIVISION CORE TEAM TRAINERS ON DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD) PROGRAMS**

Date: January 10, 2025

1. Relative to Regional Memorandum HRDD-2025-005 on the Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-Based Professional Development (PD) Programs, the following personnel are hereby advised to attend the said training scheduled on **January 15-19, 2025**, at **Sunny Point Hotel, Maa Road, Davao City**.

Name	Position	Office/School
Janette G. Veloso, CESO VI	ASDS	OSDS
Eduard C. Amoguis	Chief ES	CID
Ernie L. Caas	PSDS	CID
Ernie M. Aguan	EPS	CID
Medos O. Jala	EPS	CID
Noli T. De Felipe	PSDS	CID
Romela T. Pangandoyon	SEPS	SGOD
Arnel F. Labasan	SEPS	SGOD
Grace A. Desonia	PIV	Maniki CESSC
Ener M. Judit	PIII	Kinamayan IS
Grace Santa T. Daclan	EPS	CID

2. The participants are directed to register via <https://tinyurl.com/3cwjdc4h> on or before January 10, 2025. They are advised to check in on January 14, 2025, 4:00pm and check out on January 19, 2025, 12:00nn.
3. The following pre-work requirements shall be submitted through <https://tinyurl.com/5n8hp2vs>.
  - a. Training designs or SDO and School-based PD Outputs focusing on English, Science, and Math; and
  - b. Results of PD Needs Assessment conducted across governance levels.
4. The travel and other expenses incurred in the conduct of this activity shall be charged against Division Maintenance and Other Operating Expenses (MOOE) funds for Division Participants and School MOOE for participants from schools, subject to the usual accounting and auditing rules and regulations.



5. The teaching personnel involved in this activity are entitled to service credits for the services rendered during the weekends and holidays as stipulated in DepEd Order No. 53, s. 2003. On the other hand, non-teaching personnel shall be provided Compensatory Overtime Credit (COC) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004.
6. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
7. Immediate dissemination of this memorandum is desired.

  
**REYNALDO B. MELLORIDA, CESO V**  
School Division Superintendent

Enclosure: As stated.  
SGOD/jam







Republic of the Philippines  
**Department of Education**  
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January 9, 2025

REGIONAL MEMORANDUM  
HRDD-2025-005

REGIONAL TRAINING OF DIVISION CORE TEAM TRAINERS ON DESIGN,  
DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED  
PROFESSIONAL DEVELOPMENT (PD) PROGRAMS

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OUHROD-2024-1765 titled Conduct of Regional Office-Led Workshops on the Design, Development, and Quality Assurance of School-Based Professional Development Programs and RM-HRDD-2024-236 or Participants for the Regional Training of Division Core Team Trainers on Design, Development, and Quality Assurance of School-Based Professional Development Programs, be informed that the activity is scheduled on January 13-17, 2025 at Sunny Point Hotel, Maa Road, Davao City. The list of participants, program of activity, and other relevant details are found in the enclosures.
2. The participants are directed to register via <https://tinyurl.com/3cwjdc4h> on or before January 10, 2025. They are advised to check in on January 12, 2025 (Sunday), 4:00PM and check out on January 17, 2025, 12:00NN. The first meal is dinner on January 12, 2025 and last meal is afternoon snacks on January 17, 2025.
3. The following **pre-work requirements** shall be submitted through <https://tinyurl.com/5n8hp2vs> on or before January 10, 2025:
  - a. Training designs or SDO and School-based PD outputs focusing in English, Science, and Math; and
  - b. Results of PD Needs Assessment conducted across governance levels.
4. Travel expenses and board and lodging of the participants from Regional Office shall be charged against the HRD support funds or from NEAP and other local funds contingent upon its availability, while the participants from the Schools Division Offices and schools, expenses incurred shall be charged against the HRD support funds or local funds, subject to the usual accounting, budgeting, and auditing rules and regulations.
5. Along this vein, the Resource Speakers, Process Observers, HRD-SEPS, and EPS II are advised to attend a virtual meeting with the Program Management Team on January 9, 2025 from 9:00AM-11:00AM via <https://bit.ly/3PoyCec>.
6. Further, the members of the Program Management Team are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers,



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specifically on January 12, 2025, in checking and preparing the materials of the training.

7. Immediate dissemination of this Memorandum is directed.

**REBONFAMIL R. BAGUIO**

Director III  
Officer-In-Charge  
Office of the Regional Director

Encl.: As stated  
ROH3/glv

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION  
**RELEASED**

By:  Time: Jan. 09, 2025  
43862





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Enclosure 1

**VIRTUAL MEETING FOR THE CONDUCT OF REGIONAL TRAINING OF  
DIVISION CORE TEAM TRAINERS ON DESIGN, DEVELOPMENT, AND QUALITY  
ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD)  
PROGRAMS**

January 9, 2025  
9:00AM-11:00AM  
via MS Teams

**Program**

8:30PM-9:00AM	Registration	Secretariat
9:00AM-11:00AM	Preliminaries: Prayer National Anthem Regional Hymn DepEd Quality Policy	AVP Presentation
	Acknowledgment of Participants	<b>Isidra B. Despi</b> Education Program Supervisor HRDD
	Rationale of the Activity	<b>Nelma Lyn R. Barnija</b> Chief Education Supervisor HRDD-RNEAP
	Message	<b>Rebonfamil R. Baguio</b> Director III
	<b>Discussion Points:</b> -Activity Matrix -List of Participants -Officers of the Day -Pre-work Requirements -Expected Outputs	<b>Glen L. Villonez</b> Education Program Supervisor HRDD
	Open Forum	Secretariat
	Closing Prayer	AVP Presentation

Host:

**Maureen Ava B. Acuña**  
Education Program Specialist II  
HRDD-RNEAP



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Enclosure 2

**List of Participants/ Division Core Team Trainers**

No.	Name of Participants	Position	Office
1	Maria Luz M. Tan	Chief SGOD	Davao City
2	Alma C. Cifra	Chief CID	Davao City
3	Faye Genevieve P. Pasamonte	CID EPS in Science	Davao City
4	May Ann Jumuad	CID EPS in English	Davao City
5	Antonio A. Apat	CID EPS in Math	Davao City
6	Danilo Canda	PSDS	Davao City
7	Jasmine G. Camilotes	HRD SEPS	Davao City
8	Ma. Flora Arcenal	SEPS SMME	Davao City
9	Brian Banzon	School Head	Davao City
10	Edgar Allan Bantigue	School Head	Davao City
11	Wilfredo P. Takasan, EdD	EPS	Davao de Oro
12	Arlyn B. Lim, PhD	Chief CID	Davao de Oro
13	Emmanuel B. Clarion	CID EPS in Science	Davao de Oro
14	Hilda A. Opeña	CID EPS in English	Davao de Oro
15	Renato N. Pacpakin, EdD	CID EPS in Math	Davao de Oro
16	Allan R. Guerta, EdD	PSDS	Davao de Oro
17	Dennis C. Alcano	HRD SEPS	Davao de Oro
18	Marnelyjane A. Bernal	SEPS SMME	Davao de Oro
19	Felvic B. Pernito, EdD	School Head	Davao de Oro
20	Sandy G. Yee	School Head	Davao de Oro
21	Christopher P. Felipe	Chief SGOD	Davao del Sur
22	Jessie S. Sajol	Chief CID	Davao del Sur
23	Rosalina V. Bautista	CID EPS in Science	Davao del Sur
24	Ruben F. Asan	CID EPS in English	Davao del Sur
25	Alicia Ayuste	CID EPS in Math	Davao del Sur
26	Flor Ann B. Cosare	PSDS	Davao del Sur
27	Elyn L. Suprente	HRD SEPS	Davao del Sur
28	Boubert G. Dumagan	SEPS SMME	Davao del Sur
29	Charity A. Sayson	School Head	Davao del Sur
30	Edgar Obeso	School Head	Davao del Sur
31	Janette G. Veloso	ASDS/Chief SGOD	Davao del Norte
32	Eduard C. Amoguis	Chief CID	Davao del Norte
33	Ernie L. Caas	EPS	Davao del Norte
34	Ernie M. Aguan	EPS	Davao del Norte
35	Medos O. Jala	CID EPS in Math	Davao del Norte
36	Noli T. De Felipe	PSDS	Davao del Norte
37	Romela T. Pangandoyon	HRD SEPS	Davao del Norte
38	Arnel F. Labasan	SEPS SMME	Davao del Norte
39	Grace A. Desonia	School Head	Davao del Norte
40	Ener M. Judit	School Head	Davao del Norte
41	Jesus Q. Lascuna Jr.	Chief SGOD	Davao Occidental





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No.	Name of Participants	Position	Office
42	Felix I. Antecristo	Chief CID	Davao Occidental
43	Irine C. Mahinay	CID EPS in Science	Davao Occidental
44	Raymond S. Aquino	CID EPS in English	Davao Occidental
45	Romeo M. Parreno	CID EPS in Math	Davao Occidental
46	Almer T. Davis	PSDS	Davao Occidental
47	Jonathan C. Araneta	EPS	Davao Occidental
48	Hazel M. Desabille	SEPS SMME	Davao Occidental
49	Charyl B. Joseph	School Head	Davao Occidental
50	Hilda P. Renoblas	School Head	Davao Occidental
51	Angelo Rey V. Susosco	Chief SGOD	Davao Oriental
52	Ar Jay Niño M. Bautista	Chief CID	Davao Oriental
53	Alvin C. Anliban	CID EPS in Science	Davao Oriental
54	Cherry Ann M. Verana-Quibo	CID EPS in English	Davao Oriental
55	Dr. Boyshin B. Rebalde	CID EPS in Math	Davao Oriental
56	Vanessa T. Duot	PSDS	Davao Oriental
57	Mary Grace Y. Mercado	HRD SEPS	Davao Oriental
58	Alan D. Limbadan	SEPS SMME	Davao Oriental
59	Dary Dawn R. Quibo	School Head	Davao Oriental
60	Jhango Maynagcot	School Head	Davao Oriental
61	Sollie B. Oliver	Chief SGOD	Digos City
62	Beverly S. Daugdaug	Chief CID	Digos City
63	Ivy F. Solano	CID EPS in Science	Digos City
64	Rowena Magdayao	CID EPS in English	Digos City
65	Jem Boy Cabrella	CID EPS in Math	Digos City
66	Mary Joy B. Fortun	PSDS	Digos City
67	Ronald B. Dedace	HRD SEPS	Digos City
68	Reyzen O. Monserate	SEPS SMME	Digos City
69	Eduardo Paller Jr.	School Head	Digos City
70	Noba J. Rubion	School Head	Digos City
71	Jay C. Nang	Chief SGOD	IGACOS
72	Allan D. Balisbis, EdD	Chief CID	IGACOS
73	Eric A. Bordios, EdD	CID EPS in Science	IGACOS
74	Charizma L. Ambrona	CID EPS in English	IGACOS
75	Atty. Darwin Z. Polido, PhD	CID EPS in Math	IGACOS
76	Edilberto C. Lapaya, Jr.	PSDS	IGACOS
77	Helen Jane A. Go	HRD EPS II	IGACOS
78	Arlene M. Lubrano	SEPS SMME	IGACOS
79	Ma. Riva R. Contreras	School Head	IGACOS
80	Joann M. Benoya	School Head	IGACOS
81	Jorlie S. Uy	Chief SGOD	Mati City
82	Maria Gina F. Flores	Chief CID	Mati City
83	Gina G. Silvestre, PhD	CID EPS in English	Mati City
84	Jeremias C. Ceniza	CID EPS in Math	Mati City
85	Jo Ann B. Mantog	PSDS	Mati City
86	Jaycel P. Labrador, PhD	HRD SEPS	Mati City
87	Lendy Ann O. Dispo	HRD EPS II	Mati City





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No.	Name of Participants	Position	Office
88	Leorisyl D. Siarot, PhD	SEPS SMME	Mati City
89	Joselito T. Gayta, Jr., EdD	School Head	Mati City
90	Jezza Mae B. Donggalo	School Head	Mati City
91	Ailene B. Anonuevo, PhD	Chief SGOD	Panabo City
92	Janwarrio E. Yamota	Chief CID	Panabo City
93	Maria Nenita G. Tuazon	PSDS	Panabo City
94	Maria Perpetua Angelita G. Suelto	CID EPS in English	Panabo City
95	Carolyn M. Arado	CID EPS in Math	Panabo City
96	Ylcy B. Manguilimotan	CID EPS in Science	Panabo City
97	Lilannie L. Somoso	HRD EPS II	Panabo City
98	Leah Jane M. Isleta	EPS II SMME	Panabo City
99	Johanna P. Linterna	School Head	Panabo City
100	Jeanne S. Bajao	School Head	Panabo City
101	Josefina B. Palaca, EdD	Chief SGOD	Tagum City
102	Christine C. Bagacay, EdD	Chief CID	Tagum City
103	Honey Lynne A. Boyles, EdD	CID EPS in Science	Tagum City
104	Harley B. Aglosolos	CID EPS in English	Tagum City
105	Maria Fe D. Sibuan, EdD	CID EPS in Math	Tagum City
106	Maria Elena C. Ferido, EdD	PSDS	Tagum City
107	Eduard Mark A. Bautista	HRD SEPS	Tagum City
108	Rollan P. Inis	SEPS SMME	Tagum City
109	Sheila Grace A. Barbaso	School Head	Tagum City
110	Jasmin M. Nesperos, EdD	School Head	Tagum City





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**List of Trainers/Speakers**

No.	Name of Participants	Position	Office
1	Nelma Lyn R. Barnija	Chief Education Supervisor	RO XI-HRDD-NEAP
2	Glen L. Villonez	Education Program Supervisor	RO XI-HRDD
3	Jeoffrey L. Bernabe	Senior Education Program Specialist	RO XI-HRDD-NEAP
4	Grace Santa T. Daclan	Education Program Supervisor	Davao del Norte
5	Elfleda C. Dionio	Education Program Supervisor	Mati City
6	Jay Ar Ronda	Principal I	Davao del Sur
7	Jean M. Del Valle	Principal II	Davao Oriental
8	Kenneth S. Deligencia	HRD-SEPS	Panabo City
9	Evangeline C. Bongcac	HRD-SEPS	IGACOS

**List of Process Observers**

No.	Name of Participants	Position	Office
1	Cristy C. Epe	Schools Division Superintendent	RO XI-CLMD
2	Mary Jeanne B. Aldeguer	Chief Education Supervisor	RO XI-CLMD
3	Maria Liza I. Berandoy	Education Program Supervisor- Science	RO XI-CLMD
4	Herminia A. Bantiding	Education Program Supervisor- Math	RO XI-CLMD
5	Joeisa M. Presbitero	Education Program Supervisor- English	RO XI-CLMD
6	Emmanuel Alpha D. Sicam	Planning Officer III	RO XI-PPRD

**List of Program Management Team (PMT)**

No.	Name of Participants	Position	Office
1	Jenielito S. Atillo	Chief Education Supervisor/ QAME	RO XI-QAD
2	Brenda S. Belonio	Education Program Supervisor/ QAME	RO XI-QAD
3	Isidra B. Despi	Education Program Supervisor- Science	RO XI-HRDD
4	Mariane B. Tubo	Education Program Specialist II	RO XI-HRDD
5	Maureen Ava B. Acuña	Education Program Specialist II	RO XI-HRDD- RNEAP
6	Kirstine Fheb B. Yamomo	Administrative Assistant I	RO XI-HRDD
7	Hannah Camille N. Manlod	Administrative Assistant III	RO XI-HRDD- RNEAP
8	Jashua N. Wong	Computer Programmer II	ORD-ICTU
9	Dr. Marra B. Medrano, DMD	Dentist III	RO XI-ESSD



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No.	Name of Participants	Position	Office
10	Jasmin S. Betinol, RN	Nurse II	SDO-Davao City
11	Dr. Ritchelle S. Aresco, MD	Medical Officer III	SDO-Davao City

**Officers of the Day**

Days	Name of the Officers/Personnel	Position/s
1	Glen L. Villonez and Ma. Liza I. Berandoy	Education Program Supervisors
2	Isidra B. Despi and Joeisa M. Presbitero	Education Program Supervisors
3	Jeoffrey L. Bernabe and Herminia A. Bantiding	SEPS and Education Program Supervisor
4	Maureen Ava B. Acuña and Hannah Camille N. Manlod	EPS II and Administrative Asst. III
5	Glen L. Villonez and Isidra B. Despi	Education Program Supervisors





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Enclosure 3

**Regional Training on Division Core Team Trainers on the Design, Development, and Quality Assurance of School-Based Professional Development (PD) Programs**

**Date and Venue:** January 13-17, 2025 at Sunny Point Hotel, Maa, Davao City

**Day 1**

Time	Activity	Person/s Responsible
7:00AM-8:00AM	Registration	Secretariat/PMT
8:00AM-9:00AM	Opening Program  -Preliminaries Acknowledgment of Participants Welcome Remarks Statement of Purpose Director's Message	<b>Jashua N. Wong</b> Computer Programmer II
9:00AM-9:30AM	Pretest	QAME Incharge
9:30AM-10:00AM	Health Break	
10:00AM-11:00AM	Session 1: PD Priorities	<b>Jay Ar P. Ronda</b> Principal I-Davao del Sur
11:00AM-12:00NN	Session 2: NEAP Core Programs	<b>Jean M. Del Valle</b> Principal II-Davao Oriental
12:00NN-1:00PM	Lunch Break	
1:00PM-1:30PM	NEAP Core Programs and Workshop 1A: Inventory of SDO and School-Developed PD Programs	<b>Jean M. Del Valle</b> Principal II-Davao Oriental
1:30PM-2:30PM		<b>Elfleda C. Dionio</b> Education Program Supervisor-Mati City Division
2:30PM-3:30PM	Review of PD Needs Assessments Results and Workshop IB	<b>Evangeline C. Bongcac</b> HRD-SEPS- IGACOS Division
3:30PM-4:00PM	Health Break	



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph





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4:00PM-5:00PM	Session 3: Introduction to PD Planning	<b>Elifleda C. Dionio</b> Education Program Supervisor-Mati City Division
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**Day 2**

Time	Activity	Person/s Responsible
8:00AM-8:30AM	Management of Learning	SDO Tagum City and SDO Davao Occidental
8:30AM-10:00AM	Session 4A: Planning and Designing School-Based INSET	<b>Kenneth S. Deligencia</b> HRD-SEPS-Panabo City
10:00AM-10:30AM	Health Break	<b>Glen L. Villonez</b> HRDD-Education Program Supervisor
10:30AM-12:00NN	Session 4B: M & E Planning	<b>Glen L. Villonez</b> HRDD-Education Program Supervisor
12:00NN-1:00PM	Lunch Break	
1:00PM-2:00PM	Session 5: Fund Utilization	<b>Evangeline C. Bongcac</b> HRD-SEPS- IGACOS Division
2:00PM-3:00PM	Presentation of QA PD Output	<b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte
3:00PM-3:30PM	Health Break	
3:30PM-4:30PM	Continuation of the Presentation	<b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte
4:30PM-5:00PM	Session 6: QA Process and PRC Accreditation	<b>Kenneth S. Deligencia</b> HRD-SEPS-Panabo City

**Day 3**

Time	Activity	Persons Responsible
8:00AM-8:30AM	Management of Learning	SDO Panabo City and Davao del Sur
8:30AM-10:00AM	Workshop 2: INSET Designing/Development	<b>Glen L. Villonez</b> HRDD-Education Program Supervisor



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		<b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte  <b>Kenneth S. Deligencia</b> HRD-SEPS-Panabo City
10:00AM-10:30AM	Health Break	
10:30AM-12:00NN	Continuation of Workshop 2	<b>Glen L. Villonez</b> HRDD-Education Program Supervisor  <b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte  <b>Kenneth S. Deligencia</b> HRD-SEPS-Panabo City
12:00NN-1:00PM	Lunch Break	
1:00PM-3:00PM	Presentation of Outputs per SDO	<b>Glen L. Villonez</b> HRDD-Education Program Supervisor  <b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte  <b>Kenneth S. Deligencia</b> HRD-SEPS-Panabo City
3:00PM-3:30PM	Health Break	
3:30PM-5:00PM	Continuation of the Presentation of Outputs	<b>Glen L. Villonez</b> HRDD-Education Program Supervisor  <b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte  <b>Kenneth S. Deligencia</b> HRD-SEPS-Panabo City



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**Day 4**

Time	Activity	Persons Responsible
8:00AM-8:30AM	Management of Learning	SDO Davao City and Davao del Norte
8:30AM-10:00AM	Workshop 3: Review and Evaluation of Proposed PD Plan and School-Based	<b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte
10:00AM-10:30AM	Health Break	
10:30AM-12:00NN	Continuation of Workshop 3	<b>Grace Santa T. Daclan</b> CID-Education Program Supervisor-Davao del Norte
12:00NN-1:00PM	Lunch Break	
1:00PM-3:00PM	Workshop 4: Revision of PD Plan and School-based INSET Plan	<b>Evangeline C. Bongcac</b> HRD-SEPS- IGACOS Division
3:00PM-3:30PM	Health Break	
3:30PM-5:00PM	Continuation of Workshop 4	<b>Evangeline C. Bongcac</b> HRD-SEPS- IGACOS Division

**Day 5**

Time	Activity	Persons Responsible
8:00AM-8:30AM	Management of Learning	SDO Davao de Oro and Mati City
8:30AM-9:30AM	Work Application Plan Discussion and Writeshop	<b>Kenneth S. Deligencia</b> HRD-SEPS-Panabo City
9:30AM-10:00AM	Health Break	
10:00AM-12:00NN	Updates on INSET Policy	<b>Evangeline C. Bongcac</b> HRD-SEPS- IGACOS Division
12:00NN-1:00PM	Lunch	
		<b>Jeoffrey L. Bernabe, PhD</b> RO XI-HRDD-RNEAP
		<b>Nelma Lyn R. Barnija, EdD</b> RO XI-HRDD-RNEAP





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1:00PM-2:00PM	Continuation of the Presentation	<b>Jeoffrey L. Bernabe, PhD</b> RO XI-HRDD-RNEAP  <b>Nelma Lyn R. Barnija, EdD</b> RO XI-HRDD-RNEAP <b>QAME Incharge</b>
2:00PM-2:30PM	Posttest Administration	
2:30PM-3:00PM	Health Break	
3:00PM-5:00PM	Closing Program -Awarding of Certificates -Reminders	PMT/Secretariat

Emcee:

**Maureen Ava B. Acuña**  
Education Program Specialist II  
HRDD-RNEAP



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