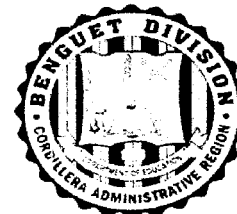


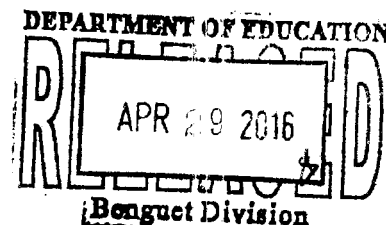


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SCHOOLS DIVISION OF BENGUET
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DIVISION MEMORANDUM
NO. 079, s. 2016

To: The Chiefs, CID and SGOD
Education Program Supervisors
SEPS and EPS II
Public Secondary and Elementary School Heads
Administrative Staff
All Others Concerned



From: **The Office of the Schools Division Superintendent**

Subject: **Advanced Mass Training for Selected, Seldom Trained Personnel**
(Corollary to HR-PRIME)

Date: **April 24, 2016**

1. Corollary to DepEd vision, a portion of which stipulates that: "As a learner –centered Public Institution, the Department of Education continuously improves itself to better serve its stakeholders and DepEd mission, a part of which articulates that: "administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen, and anchored on HR-PRIME, an advanced mass training for the seldom trained personnel shall be conducted at Provincial Capitol, Building II on May 12 – 16, 2016.
2. At the end of the training, the participants should be able to:
 - 2.1. learn, unlearn, re-learn principles to meet the Service Quality Standards viz-a-viz the voice of the customers;
 - 2.2. adhere strongly to the principles learned to initiate and sustain positive and harmonious relationship;
 - 2.3. improve in terms of job competencies and behavioral performance continuously;
 - 2.4. align mental model with the vision and mission of DepEd; and
 - 2.5. understand leadership, management, supervision, conflict management, and the like to make adjustment as necessary for both the heads and subordinates.
3. The participants to the training are indicated on enclosure A while the resource speakers are reflected on the training matrix.
4. Traveling and/or incidental expenses that shall be incurred in attending the training shall be charged to appropriate local funds subject to usual budgeting, accounting, and auditing rules and regulations.
5. As reflected on the APP, only the first two days shall be funded from appropriate Division Fund (INSET) while the immersion/practicum portions shall be done independently for data gathering based on observation or experiences, preparation of outputs, and other activities which shall be explained on the first day of the training.
6. A pre-test and post test shall be administered to the trainees, the result of which shall be subjected to statistical analysis for research purposes and continuous improvement of systems and procedures. LAC sessions and FGDs shall be integrated on the 16th during the flag ceremony and onwards.
7. Attendance of all selected participants is highly desired.


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Schools Division Superintendent

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243	Alex T. Batara	TSHI
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