



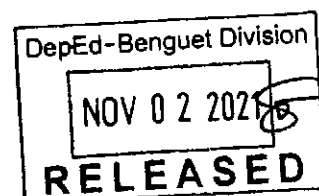
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

October 29, 2021

DIVISION MEMORANDUM

No. 429, S2021

TO: School Governance and Operations Division
Curriculum Implementation Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
To All Others Concerned



SUBJECT: TRAINING OF TRAINERS AND ENHANCEMENT OF FACILITATING SKILLS FOR CURRICULUM, GOVERNANCE, AND OPERATIONS PROGRAMS, ACTIVITIES, AND PROJECTS (CYCLE 1)

1. The Curriculum Implementation Division together with the School Governance and Operations Division through the Human Resource Development Section will be conducting a training of trainers and enhancement of facilitating skills for curriculum, governance, and operations PPAs Cycle 1 on November 3 to December 8, 2021 in separate batches and venues.
2. The training of trainers aims to:
 - a. capacitate potential trainers and facilitators in the districts to help in empowering all employees from the schools and districts;
 - b. introduce adult facilitating skills to identified trainers and facilitators in the schools and district in order to promote quality knowledge transfer during the conduct of meetings, orientations, trainings and webinars; and
 - c. address identified priority professional development need identified by teachers in the survey conducted by the Division specifically on content and knowledge in the teaching professional standards.
3. Curriculum Implementation Division Participants will be having two separate trainings. Courseware/LMS/PPT training will be conducted through Face to Face modality (Enclosure 1), while Facilitating Skills will be conducted through Zoom Platform (Enclosure 2).



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4. School Governance and Operations Division participants will be having their face to face training on Facilitating Skills in separate dates (Enclosure 3).
5. Participants must take note of the following

Facilitating Skills Webinar (CID pax)	Face to Face (SGOD Facilitating Skills and CID Courseware/LMS/PPT)
Stable internet connection	Laptop
Working or functional video, audio, and microphone	Extension cord
	Contextualized learning material (e-copies)
	Personal hygiene kit especially face mask and sanitizer / alcohol

6. Final list of participants shall be directly contacted by their identified Chairman / co-chairman for confirmation of attendance and additional information or updates.

Team / Group	Chairman	Co-Chairman
Planning and Research	Stephen Bulalin	Rebeca Visaya
Human Resource Development Section	Xylene Grail D. Kinomis	Elvernice Fanged
School Management, Monitoring, and Evaluation	Corazon Quipot	Joven Agtani
Youth Formation	Kenneth Kelcho	Cliftone Bangse-il
School Monitoring and Networking	Arvin Doman	Lorna Yaco
DRRM	Nerissa Barbosa	Genevieve Yog-a
Curriculum Implementation Division	Rizalyn Guznian	All Learning Area EPS
LMS Team	Eric Wanson	Jinsen Paul Martin
Courseware Team	Sonia Dupagan	Antionette Sacyang
	Mark Anthony Mamalong (Buguias)	Arvin Guaki (Tuba)

7. All participants, resource speakers, and facilitators are encouraged to undergo Antigen swab test to ensure health safety. Those with **FLU LIKE SYMPTOMS** are **STRONGLY DISCOURAGED** to join the activity and must inform their team leaders as soon as possible for earlier identification of replacement.





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8. Service Credit or Compensatory Overtime Credit shall be issued to participants, resource speakers, and facilitators who are involved in the training or webinar activities that falls on a weekend. Please refer to enclosures for more information.
9. Virtual facilitating skills participants shall make use of their communication load and / or communication package issued to them by DepEd. Specific participants for this webinar will be included in a separate memorandum.
10. Transportation and board and lodging of face to face training participants, facilitators, and resource speakers shall be chargeable against Division HRD Funds, while transportation of participants to and from the venue shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
11. For immediate and widest dissemination

GLORIA B. BUYA-AO
Schools Division Superintendent

SGOD/LBA/hrds/xdk



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Enclosure 1: Training of Trainers for Courseware/LMS/PPT (Face to Face @ Tuba and Buguias)

Health Team: two (2) Assigned nurses from the School Health and Nutrition Section

GROUP 1

SCHEDULE	NUMBER OF RS / FACI / COORDINATORS	NUMBER OF PARTICIPANTS	TOTAL	VENUE
Day 0 – November 8 (START PM SNACK) 2 P.M. Check-in Day 1 – November 9 Day 2 – November 10 Day 3 – November 11 12 noon Checkout	13	95	108	Pooten Hot Spring Tuba Benguet

Participants

BATCH A (Grade 2 and Grade 3)

Date: November 8-11, 2021

Venue: Pooten Hot Spring Tuba

No.	Name	District	Learning Area	Grade Level	Role
1	Erlinda Quinuan	SDO-CID	EsP/Kinder		Chair
2	Lasib Lupos	Tuba	EsP	1, 2, 3	Technical Evaluator/ Illustrator
3	Eugene Espiritu	La Trinidad	EsP	2,3	Technical Evaluator, RS and Faci
4	RACHELL L. ARUD	La Trinidad	EsP	2	Developer
5	Febelyn D. Quilang	Tuba	EsP	2	Developer
6	Mea Madayag	Sablan	EsP	3	Content Evaluator
7	Almera Kigangan	Kabayan	EsP	3	Developer
8	Julie Felipe	Tublay	EsP	3	Developer
9	Judilyn Abad	Bakun	EsP	1,2,3	Illustrator
10	Macarthy Malanes	SDO-CID	Araling Panlipunan		Chair
11	ALVIN GUAKI	La Trinidad	Araling Panlipunan	2,3	Technical Evaluator, RS and Faci
12	Fritzie Napa-eg	Itogon II	Araling Panlipunan	2	Developer
13	Esther Rizaldo	La Trinidad	Araling Panlipunan	3	Content Evaluator



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14	Cynthia Cawayan	Itoyon II	Araling Panlipunan	3	Developer
15	Caroline Pagnas	La Trinidad	Araling Panlipunan	1,2,3	Illustrator
16	Richard Curiano	La Trinidad	Araling Panlipunan		Illustrator
17	Francis F. Peckley	CID-SDO	English		Chair
18	Marcela Bayas	La Trinidad	English	2	Content Evaluator
19	Jim Alberto	Itoyon	English	2,3	Technical Evaluator, RS and Faci
20	Felicidad P. Gama	Itoyon I	English	2	Developer
21	Mercy Grace B. Pis-oy	Itoyon II	English	2	Developer
22	Joyce Coilan	La Trinidad	English	2	Developer
23	Claire Felipe	Tublay	English	3	Content Evaluator
24	Norma a. Degawan	La Trinidad	English	3	Developer
25	Joy Panos	Kapangan	English	3	Developer
26	Keisha Kaye Lesoc	La Trinidad	English	3	Developer
27	Mary Grace Alsaen	La Trinidad	English	2,3	Illustrator
28	Reymark Lyndon Ranay	Mankayan	English	2,3	Illustrator
29	Merlyn Conchita O. de Guzman	SDO-CID	Science	3	Chair
30	Nancy Rosado	La Trinidad	Science	3	Content Evaluator
31	Flora Tubal	La Trinidad	Science	3	Content Evaluator
32	Junwin Inga-an	Mankayan	Science	3	Technical Evaluator
33	Monalisa V. Quilino	La Trinidad	Science	3	Developer
34	Jennifer Balinggan	La Trinidad	Science	3	Developer
35	Richard Manuguid	Tuba	Science	3	Illustrator
36	Benieve Laquiao	La Trinidad	Science		Illustrator
37	Wilfred Bagsao	SDO-CID	Mathematics		Chair
38	Elmerine Panagan	La Trinidad	Mathematics	2	Content Evaluator
39	Janice Cayat	La Trinidad	Mathematics	2	Developer
40	Glory Ba-a	La Trinidad	Mathematics	2	Developer
41	Eleuterio Tegan	Mankayan	Mathematics	3	Content Evaluator
42	Bernadette Panggalisa	La Trinidad	Mathematics	3	Developer



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43	Loriza Elwas	La Trinidad	Mathematics	3	Developer
44	Michelle Ngala	Mankayan	Mathematics	2,3	Technical Evaluator, RS and Faci
45	Raponsel Pacsi	Mankayan	Mathematics	1,2,3	Illustrator
46	Warden Baltazar	SDO-CID	MAPEH		Chair
47	Jennie Taluyo	La Trinidad	Music	2	Content Evaluator
48	Simonette Soria	Tuba	Music	2	Developer
49	Jocelyn R. Bumanghat	Tuba	Music	2	Developer
50	Cecilia Marquez	Tuba	Music	2	Developer
51	Rosana Lucas	La Trinidad	Music	3	Content Evaluator
52	Jefferson Kisim	La Trinidad	Music	2,3	Technical Evaluator, RS and Faci
53	Melanie Ibasco	Tuba	Music	3	Developer
54	Veronica Patinglad	La Trinidad	Music	3	Developer
55	Maria Yolanda Siadto	La Trinidad	Arts	2	Content Evaluator
56	Marites Bugtong	La Trinidad	Arts	2	Content Evaluator
57	Ariel Narito	La Trinidad	Arts	2,3	Technical Evaluator
58	Jhamella S. Tuga-ac	Tuba	Arts	2	Developer
59	Marlene Naboye	La Trinidad	Arts	3	Content Evaluator
60	Liezel Mat-an	Tuba	Arts	3	Developer
61	Jorenz Belleza	Tublay	Arts	3	Developer
62	Gysebel Gemino	Itogon II	Music and Arts	1,2,3	Illustrator
63	Mariline Zarate	Tuba	Physical Education	2	Content Evaluator
64	Denver Dokey	La Trinidad	Physical Education	2,3	Technical Evaluator, RS and Faci
65	Mariel Calatero	Tublay	Physical Education	2	Developer
66	Edgar Vicente	La Trinidad	Physical Education	3	Content Evaluator
67	Mariel Piloa	Tublay	Physical Education	3	Developer
68	Ryan Jay Salamat	Kapangan	Physical Education	3	Developer
69	Vernie Pucay	La Trinidad	Health	2,3	Technical Evaluator
70	Thelma Lapniten	La Trinidad	Health	2	Content Evaluator
71	Doralyn Damaso	Tublay	Health	2	Developer
72	Jersica T. Lucas	Tublay	Health	2	Developer



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73	Laarni Demot	La Trinidad	Health	3	Content Evaluator
74	Rosevelle Satur	Buguias	Health	3	Developer
75	Haydee Paleng	Itogon CS	Health	3	Developer
76	Harley Bastian	La Trinidad	PE and Health	1,2,3	Illustrator
77	Norbert Lartec	SDO-CID	Filipino and MTB		Chair
78	Lorelyn Ortiza	Buguias	Filipino	2,3	Technical Evaluator, RS and Faci
79	Luzviminda Faed	La Trinidad	Filipino	2	Content Evaluator
80	Ginna S. Wasi	La Trinidad	Filipino	2	Developer
81	Marjorie O. Castres	La Trinidad	Filipino	2	Developer
82	Anselma B. Balag	La Trinidad	Filipino	2	Developer
83	Gabriel Ganzawed	Kibungan	Filipino	3	Content Evaluator
84	Beverly Calawa	La Trinidad	Filipino	3	Developer
85	Jonah T. Laoyang	La Trinidad	Filipino	3	Developer
86	Jovelyn P. Tomilas	Tuba	Filipino	3	Developer
87	Edwin Pagoy	Kibungan	Filipino	1,2,3	Illustrator
88	Jassel Osting	Bakun	Filipino	1,2,3	Illustrator
89	Cristina Fongafong	Bakun	MTB-Kankanaey	2	Content Evaluator
90	Ivy Jill Balas	Bakun	MTB-Kankanaey	2	Developer
91	Erlinda Tamaken	Mankayan	MTB-Kankanaey	3	Content Evaluator
92	Eldy Awacan	Tublay	MTB-Kankanaey	3	Developer
93	JULIET KAREN MAE A. GUERRERO	Mankayan	MTB-Kankanaey	2,3	Technical Evaluator, RS and Faci
94	Elvira G. Tubal	Itogon 1	MTB-Ibaloy	2	Content Evaluator
95	Marivic t. Batil	Tublay	MTB-Ibaloy	2	Developer
96	Grace Calatan	La Trinidad	MTB-Ibaloy	3	Content Evaluator
97	JOMAR B. PALILENG	Buguias	MTB-Ibaloy	2,3	Technical Evaluator, RS and Faci
98	MARK ANTHONY E. MAMOLANG	Buguias	MTB-Kalanguya	2,3	Technical Evaluator, RS and Faci
99	JUVY DALE POLITCHAY	Buguias	MTB-Karao	2,3	Technical Evaluator
100	Sonia Dupagan	SDO-CID	ALL Areas	ALL Areas	Evaluator
101	Antionette D. Sacyang	SDO-CID	ALL Areas	ALL Areas	Evaluator



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TRAINING MATRIX

Day 0-November 8, 2021 (First Meal- PM Snack)		
Time	Activity	Person Incharge
1:00 PM-3:00 PM	Arrival, Registration, Check-in	HRD
3:00 PM- 4:00 PM	Preliminaries	HRD
4:00 PM- 5:00 PM	Technical Specifications, Templates	Antionette D. Sacyang, PDO II (SDO-CID)
5:00 PM- 6:00 PM	Research Presentation on Courseware	Denver P. Dokey, TIII (CRSHS)
7:00 pm	Dinner	
Day 1 to Day 3-November 9-10, 2021 (Break-away)		
7:00 AM-8:00 AM	Breakfast	
8:00 AM-8:15 AM	MOL	HRD
8:16 AM-Onwards	Training Proper and Workshops	MARK ANTHONY E. MAMOLANG JOMAR B. PALILENG JULIET KAREN MAE A. GUERRERO JUVY DALE POLITCHAY LORELYN ORTIZA JEFFERSON KISIM DENVER DOKEY JENNIFER BALINGGAN MICHELLE NGALA JIM ALBERTO ALVIN GUAKI EUGENE ESPIRITU
10:00 AM-10:15 AM	AM Snack	
3:00 PM- 3:15 PM	PM Snack	
7:00 pm	Dinner	
Day 4- November 11, 2021 (Last Meal- AM Snack)		
7:00 AM-8:00 AM	Breakfast	
8:00 AM-8:15 AM	MOL	HRD
8:16 AM- 11:00 AM	Evaluation and Finalization and Submission of Output	Course Team
11:00 AM- 11:30 AM	Closing	HRD
11:31 AM onwards	Check out	HRD



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GROUP 2

SCHEDULE	NUMBER OF RS / FACI / COORDINATORS	NUMBER OF PARTICIPANTS	TOTAL	VENUE
Day 0 - November 15 (START PM SNACK) 2 P.M. Check-in Day 1 – November 16 Day 2 – November 17 Day 3 – November 18 12 noon Checkout	13	94	107	Pooten Hot Spring Tuba Benguet

Participants

BATCH B (Kindergarten, Grade 1 and LMS)

Date: November 15-18, 2021

Venue: Pooten Hot Spring Tuba

No.	Name	District	Learning Area	Grade Level	Role
1	Erlinda Quinuan	SDO-CID	Kinder		Chair
2	Christine Puguon	Itogon I	Kinder	Filipino	Content Evaluator
3	Genevieve Keyaten	La Trinidad	Kinder	Filipino	Developer
4	Lenlen P. Guiniawan	Itogon	Kinder	Filipino	Developer
5	Emerita Conini	La Trinidad	Kinder	Filipino	Developer
6	Delina T. Akit	Itogon I	Kinder	Filipino	Developer
7	Ediza Pagat	Itogon I	Kinder	Filipino	Developer
8	Ligaya Salvador	Itogon I	Kinder	Filipino	Developer
9	Marylin Tolbe	Itogon II	Kinder	Kankanaey	Content Evaluator
10	Oliver Ngiwas	Bakun	Kinder	Kankanaey	Developer
11	Sajalyn S. Labinio	Bakun	Kinder	Kankanaey	Developer
12	Junesa P. Dela Cruz	Buguias	Kinder	Kankanaey	Developer
13	June Winver D. Joaquin	Bakun	Kinder	Kankanaey	Developer
14	Fe B. Jimenez	Bakun	Kinder	Kankanaey	Developer
15	Lavi Pistula	Sablan	Kinder	Ibaloy	Content Evaluator
16	Joan Tello	Tublay	Kinder	Ibaloy	Developer
17	Juralin I. Ogues	Kapangan	Kinder	Ibaloy	Developer
18	Robelyn A. Padsungay	Sablan	Kinder	Ibaloy	Developer
19	Vena Luz Paydoan	Itogon	Kinder	Ibaloy	Developer
20	Arlhet Bistoyong	Itogon II	Kinder		Illustrator
21	Joan Calagan	La Trinidad	Kinder	Kankanaey/Ibaloy	Technical Evaluator
22	Jennelyn Alfredo	La Trinidad	Kinder	Kinder	Technical Evaluator
23	Ellyn Begawen	Kapangan	Kinder	Kinder	Technical Evaluator
24	Agnes Malinias	La Trinidad	EsP	1	Content Evaluator
25	Genevieve Yog-a	SDO	EsP	1	Technical Evaluator



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26	Lasib Lupos	Tuba	EsP	1, 2, 3	Technical Evaluator/ Illustrator
27	Jeralyn B. Dango	La Trinidad	EsP	1	Developer
28	Graziella Argate	Sablan	EsP	1	Developer
29	Anabelle M. Gacay	Sablan	EsP	1	Developer
30	Lorna L. Garoy	Sablan	EsP	1	Developer
31	Macarthy Malanes	SDO-CID	Araling Panlipunan		Chair
32	Regina Sarmiento	La Trinidad	Araling Panlipunan	1	Content Evaluator
33	Racquel Cirilo	La Trinidad	Araling Panlipunan	1	Technical Evaluator
34	Lorna Samson	Tublay	Araling Panlipunan	1	Developer
35	Jovelyn Sari	La Trinidad	Araling Panlipunan	1	Developer
36	Joan Baldino	La Trinidad	Araling Panlipunan	1,2,3	Illustrator
37	Wilfred Bagsao	SDO-CID	Mathematics		Chair
38	Sheila Wakit	Itogon I	Mathematics	1	Content Evaluator
39	Joemar Soriano	La Trinidad	Mathematics	1	Technical Evaluator
40	Gemalyn Pinas	Kapangan	Mathematics	1	Developer
41	Glendale B. Osting	Buguias	Mathematics	1	Developer
42	Mark Devag	Tublay	Mathematics	1,2,3	Illustrator
43	Warden Baltazar	SDO-CID	MAPEH		Chair
44	Divina Alida	La Trinidad	Music	1	Content Evaluator
45	Mercy Rose Pangesfan	La Trinidad	Music and Arts	1	Technical Evaluator
46	Eloisa L. Lamyongen	Buguias	Music	1	Developer
47	Henry Tinaza	Tuba	Arts	1	Content Evaluator
48	Karen Ngittit	Tuba	Arts	1	Developer
49	Gysebel Gemino	Itogon II	Music and Arts	1,2,3	Illustrator
50	Jay Leon	Sablan	Music and Arts	1,2,3	Illustrator
51	Samel Dales	Tublay	Physical Education	1	Content Evaluator
52			Physical Education and Health		Technical Evaluator
	Alphalyn Taqued	Tuba		1	
53	Brenda P. Bugtong	Bakun	Physical Education	1	Developer
54	Suela Vencio	Kibungan	Health	1	Content Evaluator
55	Medina Aggang	Sablan	Health	1	Developer
56	Mary Wasian	Kapangan	Health	1	Developer
57	Harley Bastian	La Trinidad	PE and Health	1,2,3	Illustrator
58	Josephine Sab-it	Sablan	PE and Health	1,2,3	Illustrator



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59	Norbert Lartec	SDO-CID	Filipino and MTB		Chair
60	Joseph Miranda	Tuba	Filipino and MTB	1	RS, Technical Evaluator, Facilitator
61	Elma Cadio	Bakun	Filipino	1	Developer
62	Rachell L. Arud	La Trinidad	Filipino	1	Developer
63	Janet C. Abado	Itogon	Filipino	1	Developer
64	Mary Ann Pacio	Buguias	Filipino	1	Content Evaluator
65	Jassel Osting	Bakun	Filipino	1,2,3	Illustrator
66	Delia M. Bandao	Mankayan	MTB-Kankanaey	1	Content Evaluator
67	Elma Cadio	Bakun	MTB-Kankanaey	1	Developer
68	Joan Abella	Itogon II	MTB-Kankanaey	1	Developer
69	Lucila Abance	Tuba	MTB-Ibaloy	1	Content Evaluator
70	Cristobal Dinamling	Sablan	MTB-Ibaloy	1	Content Evaluator
71	Deborah S. Allan	Tublay	MTB-Ibaloy	1	Developer
72	Jay Leon	Sablan	Music and Arts	1,2,3	Illustrator
73	Arlhet Bistoyong	Itogon II	Kinder		Illustrator
74	Melanie Napeek	Itogon I	English	2	Developer-LMS
75	Kezia Bagayao	La Trinidad	English	3	Developer-LMS
76	Mae Cleff Zarate	La Trinidad	English	3	Developer-LMS
77	Jovette Pacuz	Kibungan	Araling Panlipunan	1	Developer-LMS
78	Kristy Venus L. Pacio	Buguias	Araling Panlipunan	2	Developer-LMS
79	Ivey A. Ablaza	Buguias	Araling Panlipunan	2	Developer-LMS
80	Vanessa Antolino	Itogon II	Araling Panlipunan	3	Developer-LMS
81	Leni Grace Betudio,	Tuba	Mathematics	1	Developer-LMS
82	Marielou Logro	La Trinidad	Mathematics	2	Developer-LMS
83	Jhayra Bayacsan	La Trinidad	Mathematics	2	Developer-LMS
84	Noribel Saguid	La Trinidad	Mathematics	3	Developer-LMS
85	Doris Kingat	Itogon I	Filipino	1	Developer-LMS
86	Ike Danio	Kibungan	Filipino	3	Developer-LMS
87	Melba Calixto,	Tublay	Filipino	3	Developer-LMS
88	Gel Dateng	La Trinidad	EsP	1	Developer-LMS
89	Jhamielle Toga-a	Tuba	EsP	2	Developer-LMS
90	Mea Krize Kio-isen	Itogon II	MTB	1	Developer-LMS
91	Vanessa Abellera	La Trinidad	Science	3	Developer-LMS
92	Maribel Sobremonte	La Trinidad		2	Developer-LMS
93	Jennifer Soriano	La Trinidad		3	Developer-LMS
94	Herxilla Mani	La Trinidad		1	Developer-LMS
95	Norwin Pingo	La Trinidad			Developer-LMS



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96	Eric Wanson	SDO-OSDS			Resource Speaker, Facilitator
97	Jinsen Paul Martin	SDO-OSDS			Resource Speaker, Facilitator
98	Sonia Dupagan	SDO-CID			Facilitator/Evaluator
99	Antionette D. Sacyang	SDO-CID			Facilitator/Evaluator

TRAINING MATRIX

Day 0-November 15, 2021 (First Meal- PM Snack)		
Time	Activity	Person Incharge
1:00 PM-3:00 PM	Arrival, Registration, Check-in	HRD
3:00 PM- 4:00 PM	Preliminaries	HRD
4:00 PM- 6:00 PM	Technical Specifications, Templates	Antionette D. Sacyang, PDO II (SDO-CID)
7:00 pm	Dinner	
Day 1 to Day 3-November 16-17, 2021 (Break-away)		
7:00 AM-8:00 AM	Breakfast	
8:00 AM-8:15 AM	MOL	
8:16 AM-Onwards	Training Proper and Workshops	Joseph Miranda, Tuba (Powerpoint) Jinsen Paul Martin (LMS) Eric Wanson (LMS)
10:00 AM-10:15 AM	AM Snack	
3:00 PM- 3:15 PM	PM Snack	
7:00 pm	Dinner	
Day 4- November 18, 2021 (Last Meal- AM Snack)		
7:00 AM-8:00 AM	Breakfast	
8:00 AM-8:15 AM	MOL	HRD
8:16 AM- 11:00 AM	Evaluation and Finalization and Submission of Output	Course Team
11:00 AM- 11:30 AM	Closing	HRD
11:31 AM onwards	Check out	HRD





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GROUP 3

SCHEDULE	NUMBER OF RS / FOCI / COORDINATORS	NUMBER OF PARTICIPANTS	TOTAL	VENUE
Day 0 – November 21 (Dinner) check-in 5 P.M. Day 1 – November 22 Day 2 – November 23 Day 3 – November 24 (PM snack) 4 P.M. Checkout	12	34	46	Garden Breeze Hotel and Restaurant, Buguias

Participants

Date: November 21-24, 2021

Venue: Garden Breeze Hotel and Restaurant, Buguias

No.	Name	District	Learning Area	Grade Level	Role
1	Rosila B. Balat	Bokod	Filipino	2	Developer
2	Nerissa S. Culas	Buguias	Filipino	2	Content Evaluator
3	Biana Pating	Bokod	MTB-Karao	2	Content Evaluator
4	Imee A. Liwaliw	Bokod	MTB-Karao	2	Developer
5	Lorna Beray	Bokod	MTB-Karao	2	Developer
6	Leona Dipas	Bokod	MTB-Karao	2	Developer
7	Maredony Lamsis	Bokod	MTB-Karao	2	Developer
8	Zeny Modi	Bokod	MTB-Karao	2	Developer
9	Flordeliza de Vera	Bokod	MTB-Karao	3	Content Evaluator
10	Requita S. Kiwalan	Bokod	MTB-Karao	3	Developer
11	Maring Ano	Bokod	MTB-Karao	3	Developer
12	Adelaida Also	Bokod	MTB-Karao	3	Developer
13	Welma Socte	Kabayan	MTB-Kalanguya	2	Developer/Evaluator
14	Decenia Bengado	Buguias	MTB-Kalanguya	2	Developer
15	Concepcion Dolo	Buguias	MTB-Kalanguya	3	Content Evaluator
16	Felina Medon	Buguias	MTB-Kalanguya	3	Developer
17	Brenda Ganado	Kabayan	MTB-Kalanguya	3	Developer
18	Cristeta Igualdo	Buguias	EsP	2	Content Evaluator
19	Roxy B. Segundo	Buguias	EsP	3	Developer
20	Emily Mayon	Mankayan	MAPEH	2	Developer
21	Irene Beniahan	Buguias	MAPEH	2	Developer
22	Alicia Anasan	Mankayan	MAPEH	3	Developer
23	Eleonor Goygoyan	Buguias	MAPEH	3	Developer
24	ROSEVELLE C. SATUR	Buguias	Health	3	Developer
25	Arlyn Agustin		Science	3	Developer



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26	Brenda Bacawat		Science	3	Developer
27	Melouwyn Joaquin		Science	3	Developer
28	JUVY DALE POLITCHAY	Buguias	MTB-Karao	2,3	Technical Evaluator, RS and Faci
29	MARK ANTHONY E. MAMOLANG	Buguias	MTB-Kalanguya	2,3	Technical Evaluator, RS and Faci
30	Eugene Espiritu	La Trinidad	EsP	2,3	Technical Evaluator, RS and Faci
31	ALVIN GUAKI	La Trinidad	Araling Panlipunan	2,3	Technical Evaluator, RS and Faci
32	Jim Alberto	Itogon	English	2,3	Technical Evaluator, RS and Faci
33	Junwin Inga-an	Mankayan	Science	3	Technical Evaluator, RS and Faci
34	Michelle Ngala	Mankayan	Mathematics	2,3	Technical Evaluator, RS and Faci
35	Jefferson Kisim	La Trinidad	Music	2,3	Technical Evaluator, RS and Faci
36	Denver Dokey	La Trinidad	Physical Education	2,3	Technical Evaluator, RS and Faci
37	Lorelyn Ortiza	Buguias	Filipino	2,3	Technical Evaluator, RS and Faci
38	JULIET KAREN MAE A. GUERRERO	Mankayan	MTB-Kankanaey	2,3	Technical Evaluator, RS and Faci
39	JOMAR B. PALILENG	Buguias	MTB-Ibaloy	2,3	Technical Evaluator, RS and Faci
40	MARK ANTHONY E. MAMOLANG	Buguias	MTB-Kalanguya	2,3	Technical Evaluator, RS and Faci
41	Sonia Dupagan				Facilitator/Evaluator
42	Antionette Sacyang				Facilitator/Evaluator
43	HRD				Facilitator/Evaluator
43	HRD				Facilitator/Evaluator
43	Nurse				Facilitator/Evaluator
43	Nurse				Facilitator/Evaluator



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TRAINING MATRIX

Day 0-November 21, 2021 (First Meal- Dinner)		
Time	Activity	Person Incharge
3:00 PM-3:30 PM	Arrival, Registration, Check-in	HRD
4:00 PM- 5:00 PM	Technical Specifications, Templates	Antionette D. Sacyang, PDO II (SDO-CID)
5:00 PM- 6:00 PM	Research Presentation on Courseware	Denver P. Dokey, TIII (CRSHS)
7:00 pm	Dinner	
Day 1 to Day 2-November 22-23, 2021		
7:00 AM-8:00 AM	Breakfast	
8:00 AM-8:15 AM	MOL	
8:16 AM-Onwards	Training Proper, Workshops, Presentation of Output	MARK ANTHONY E. MAMOLANG JOMAR B. PALILENG JULIET KAREN MAE A. GUERRERO JUVY DALE POLITCHAY LORELYN ORTIZA JEFFERSON KISIM DENVER DOKEY JENNIFER BALINGGAN MICHELLE NGALA JIM ALBERTO ALVIN GUAKI EUGENE ESPIRITU
10:00 AM-10:15 AM	AM Snack	
3:00 PM- 3:15 PM	PM Snack	
7:00 pm	Dinner	
Day 3- November 24, 2021		
7:00 AM-8:00 AM	Breakfast	HRD
8:00 AM-8:15 AM	MOL	HRD
8:16 AM- 2:00 AM	Training Proper, Workshops, Presentation of Output	Course Team
12:00 noon- 1:00 PM	Lunch	
2:00 PM- 3:00 PM	Closing and Check out	HRD



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GROUP 4

SCHEDULE	NUMBER OF RS / FACI / COORDINATORS	NUMBER OF PARTICIPANTS	TOTAL	VENUE
Day 0- November 28 (Dinner) check-in 5 P.M. Day 1 - November 29 Day 2 - November 30 Day 3 - December 1 (PM Snack) 4 P.M. Checkout	12	34	46	Garden Breeze Hotel and Restaurant, Buguias

Date: November 28-December 1, 2021

Venue: Garden Breeze Hotel and Restaurant, Buguias

No.	Name	District	Learning Area	Grade Level	Role
1	Erlinda Quinuan	SDO-CID	EsP/Kinder	Kinder	Chair
2	Jeanette Bastian	Kabayan	Kinder	Kalanguya	Content Evaluator
3	Claudette Diclas	Kabayan	Kinder	Kalanguya	Developer
4	Loreza Tubal	Kabayan	Kinder	Kalanguya	Developer
5	Jennery Shane Clabson	Kabayan	Kinder	Kalanguya	Developer
6	Cristine Lomecio	Kabayan	Kinder	Kalanguya	Developer
7	Prescilla Medon	Buguias	Kinder	Kalanguya	Developer
8	Lydia Bisaya	Bokod	Kinder	Karao	Content Evaluator
9	Elvira Tamilan	Bokod	Kinder	Karao	Developer
10	Eugenues Tacio	Bokod	Kinder	Karao	Developer
11	Caroline Calion	Bokod	Kinder	Karao	Developer
12	Marietta Mendoza	Buguias	EsP	2	Developer
13	Helen Kimkiman	Buguias	Kinder		Illustrator
14	Liza Bilag	Mankayan	Kinder		Illustrator
15	Angeline Luis	Buguias	Kinder		Illustrator
16	Janicelle B. Tuguin	Buguias	Kinder		Illustrator
17	Frely Tayaban	Buguias	MTB		Illustrator
18	Gemma Palking	Mankayan	MTB		Illustrator
19	Mary Ann Daganos	Mankayan	MTB		Illustrator
20	Lydia Bisaya	Bokod	MTB-Karao	1	Content Evaluator
21	Maudee Beray	Bokod	MTB-Karao	1	Developer
22	Janah Lamsis	Bokod	MTB-Karao	1	Developer
23	Corazon Molitas	Kabayan	MTB-Kalanguya	1	Content Evaluator
24	Freda Paclos	SDO-CID	MTB-Kalanguya	1	Technical Evaluator
25	Wila Rea Foranda-Sally	Kabayan	MTB-Kalanguya	1	Developer
26	Leonor Labitan	Mankayan	MAPEH	1	Developer



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27	Fe Jimenez	Mankayan	MAPEH	1	Developer
28	Jane V. Rivera	Buguias			Developer
29	MARY ANN C. PALACI	buguias			Developer
30	Joyce Balalong	SDO-CID	Kinder	Kankanaey/Ibaloy	Technical Evaluator
31	Melanie D. Balantin	Buguias	English	2	Developer
32	Analyn Frias	Mankayan	Filipino	2	Developer
33	Claire Balasin	Buguias	Filipino	1	Content Evaluator
34	Junesa P. Dela Cruz	Buguias	Kinder	Kankanaey	Developer
35	Glendale B. Osting	Buguias	Mathematics	1	Developer
36	Norbert Lartec	SDO-CID	MTB		Chair
37	Eloisa L. Lamyongen	Buguias	Music	1	Developer
38	Kristy Venus L. Pacio	Buguias	Araling Panlipunan	2	Developer-LMS
39	Ivey A. Ablaza	Buguias	Araling Panlipunan	2	Developer-LMS
40	Oliver Ngiwas	Bakun			Resource Speaker
41	Romeo Gorio	Mankayan			Resource Speaker
42	Sonia Dupagan	SDO-CID			Facilitator
43	Antionette Sacyang	SDO-CID			Facilitator
44	HRD	SDO-OSDS			Facilitator
45	HRD	SDO-OSDS			Facilitator
46	Nurse	SDO-OSDS			



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TRAINING MATRIX

Day 0-November 28, 2021 (First Meal- Dinner)		
Time	Activity	Person Incharge
3:00 PM-3:30 PM	Arrival, Registration, Check-in	HRD
4:00 PM- 5:00 PM	Technical Specifications, Templates	Antionette D. Sacyang, PDO II (SDO-CID)
5:00 PM- 6:00 PM	Research Presentation on Courseware	Denver P. Dokey, TIII (CRSHS)
7:00 pm	Dinner	
Day 1 to Day 2-November 29-30, 2021		
7:00 AM-8:00 AM	Breakfast	
8:00 AM-8:15 AM	MOL	
8:16 AM-Onwards	Training Proper, Workshops, Presentation of Output	Romeo Gorio, Mankayan and Oliver Ngiwas, Bakun
10:00 AM-10:15 AM	AM Snack	
3:00 PM- 3:15 PM	PM Snack	
7:00 pm	Dinner	
Day 3- December 1, 2021		
7:00 AM-8:00 AM	Breakfast	HRD
8:00 AM-8:15 AM	MOL	HRD
8:16 AM- 2:00 AM	Training Proper, Workshops, Presentation of Output	Course Team
12:00 noon- 1:00 PM	Lunch	
2:00 PM- 3:00 PM	Closing and Check out	HRD



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Enclosure 2: Training of Trainers: Enhancing Facilitating Skills (CID WEBINAR)

GROUP	DATE/ SCHEDULE	PAX	NO. OF PAX	TOTAL
A	November 11 to 13	Mathematics	35	144
		Science	25	
		English	41	
		ALS	6	
		AP	28	
		EPS	3	
		EPS 2	2	
		\HRD	2	
		Resource Speaker	2	
B	November 15-17	Filipino and other programs	56	146
		MAPEH	56	
		AP	28	
		EPS	2	
		HRD	2	
		RS	2	
C	December 1 to 3	EsP and other programs	112	174
		TLE / TVL	56	
		EPS		
		HRD	2	
		RS	2	
			2	



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Enclosure 3. Training of Trainers: Facilitating Skills (SGOD Face to Face)

GROUP	SCHEDULE	PARTICIPANTS	NUMBER OF PARTICIPANTS	TOTAL	VENUE
A	Day 1 - November 3 (Breakfast at 7 A.M.) Check-in at 6 A.M. to 7 A.M.	HRD SMM&E P&R	20 14 14	58	Pooten Hot Sping, Tuba Benguet
	Day 2 - November 4	HRD	2		
	Day 3 - November 5 (PM snack)	SMM&E	2		
	5 P.M. Checkout	P&R	1		
		RS	5		

Participants

District	HRD Team	SMM&E Team	P&R Team
Atok	ALBINA M. ALUNES	LEO B. IGNACIO	RACHEL BASALONG EFAGENIA PAING KAREN BOSAING ROSE KAYEE PECAY JARDSON ONIO MARK ALJUN VALENCIANO JOMAR PALILENG
Bakun	JOAN HERTIMIA WAGANG JEZREEL BAYUDANG	GLORIA B. CADAP	
Bokod	JASMIN B. RELAY	ROBERT PABLO	
Buguias	VICENTA DANIGOS ROSITA BOSANTOG CLAIRE BALASIN	DIVINA CALUBANDI	
Itogon 1	NANCY COSTINA	ELVIRA G. TUBAL	
Itogon 2	EMELDA AMANCIO	EMELDA AMANCIO	
Kabayan	WILBER GONDALES	JUMAN LESINO ARNOLD MANIO	
Kapangan	BRENDA MATIAS	FRANCISCO CONTERO	
Kibungan	TBI	DANIEL PASCADEN	
La Trinidad	NORWIN PINGO	ROSALINA LAURETA	
Mankayan	MYRICK AO-ASEN	SHARON B. ANGUPA	
Sablan	SHIAIANE T. CABUTEN	NILO OYAM	
Tuba	JOCELYN BUMANGHAT HENRY TINAZA	EMIL JUN RIVAS	
Tublay	JHOY COSENDO LINDA TAMBIC	EDWIN MARINO	

Facilitators and Resource Speakers

Stephen Bulalin
 Joven Agtani
 Cliftone Banse-il and Company

Xylene Grail D. Kinomis
 Corazon Quipot

Elvernice Fanged
 Ma. Lourdes Cialana



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TRAINING MATRIX

DAY 1 8 A.M. to 12 Noon	Module 1 Adult Learning	<ul style="list-style-type: none"> • Introduction to adult learning • 4 Principles of andragogy • 4As of Adult Learning • Core competencies of effective trainers
	Module 2 Designing Training Content	<ul style="list-style-type: none"> • Developing a learning objective • Design trainings using ADDIE Model • Creating a training session plan <p>Note: In this module, the participants will be divided into groups and each group will chose one topic which they will use in the exercises in the succeeding modules</p>
DAY 1 1 P.M. to 6 P.M.	Module 3 Developing the Training	<ul style="list-style-type: none"> • Organizing and structuring the content • Questions for learning validation
	Module 4 Establishing the Trainer's Presence	<ul style="list-style-type: none"> • Tools of effective communication • Elements of effective presentation • Breaking down content to talking points
DAY 2 8 A.M. to 12 Noon	Module 5 Training Engagement	<ul style="list-style-type: none"> • Storytelling to emphasize lessons • Managing and engaging the audience • Handling Q&A • Talk Shop
DAY 2 1 P.M. to 6 P.M.	SMM&E HRD P&R	<ul style="list-style-type: none"> • Introduction to Learning and Development Information System • Team Planning
DAY 3 8 A.M. to 12 Noon	Module 6 Presentation of Output HRD P&R	<ul style="list-style-type: none"> • Each group will be facilitating a training topic of their choice for 45 mins • Another group will give feedback to the facilitating group on how they can further improve their content.
DAY 3 1 P.M. to 6 P.M.		SMM&E





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TRAINING MATRIX

DAY 1 8 A.M. to 6 P.M.	Module 1 Adult Learning	<ul style="list-style-type: none">• Introduction to adult learning• 4 Principles of andragogy• 4As of Adult Learning• Core competencies of effective trainers
	Module 2 Designing Training Content	<ul style="list-style-type: none">• Developing a learning objective• Design trainings using ADDIE Model• Creating a training session plan <p>Note: In this module, the participants will be divided into groups and each group will chose one topic which they will use in the exercises in the succeeding modules</p>
DAY 2 8 A.M. to 12 Noon	Module 3 Developing the Training	<ul style="list-style-type: none">• Organizing and structuring the content• Questions for learning validation
DAY 2 1 P.M. – 6 P.M. DAY 3 8 A.M. to 5:00 P.M.	SMN, YF and DRRM Group Training Concepts	lecture on specific programs, projects and activities with specific resource speakers (BREAK AWAY SESSION)

