



JAN 11 2007

DepED MEMORANDUM
 No. 20, s. 2007

**WORKING WITH CHANGE: AN ENHANCEMENT PROGRAM
 FOR NON-TEACHING PERSONNEL**

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services/Centers and Heads of Units
 Regional Directors
 Schools Division/City Superintendents

1. Based on the evaluation of the participants to the previous rounds of seminar for non-teaching personnel, the training program is a welcome thrust from the Department. It serves as a relevant reorientation program to government service. In this connection, the Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 4-day training program on "Working with Change: An Enhancement Program for Non-Teaching Personnel".

2. The program addresses the following objectives:

- a. deepen the participants' working knowledge and sense of commitment to government service;
- b. promote office productivity through a stress-free environment;
- c. strengthen the intra- and interpersonal relationship between and among personnel/employees;
- d. provide the participants with situation that will strengthen their sense of values; and
- e. develop one's self-confidence in performing his/her functions effectively.

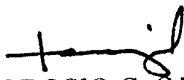
3. Stated below are the dates, venues, level and number of participants:

Regions	Dates	Venue	No. and Level of Participants
I, II and CAR	March 19-23, 2007	GSP, Tagaytay City	35 pax/region for Level 1 and Level II
V, NCR and CO	May 21-24, 2007	Lighthouse Marina Resort, Subic, Olongapo City	35 pax/region for Level 1 and Level II
III, IV-A, and IV-B	June 25-28, 2007	GSP, Tagaytay City	35 pax/region for Level 1 and Level II
VI, VII and VIII	July 16-19, 2007	La Rica Hotel, Tacloban City	35 pax/region for Level 1 and Level II
IX, X and XI	August 13-16, 2007	Astoria Hotel, Zamboanga City	35 pax/region for Level 1 and Level II
XII, CARAGA and ARMM	September 10-13, 2007	Apo View Hotel, Davao City	35 pax/region for Level 1 and Level II

3. Travel expenses and per diem (before and after the training) of participants are chargeable against local funds, while board and lodging of participants and staff/facilitators and travel expenses, per diem (before and after the training), extra duty allowance of the project staff and facilitators and honorarium of external resource speakers and other incidental expenses of the training are chargeable against Special Program Funds subject to the usual accounting and auditing rules and regulations.

4. The names of participants must be submitted to Ms. Ma. Elena B. Deacosta/Ma. Fe C. Moncada of SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City at telefax nos. (02) 633-7237/638-8638.

5. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL
Undersecretary
Officer-in-Charge

Reference: None

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
TRAINING PROGRAMS

Reformatted by: Maricar/Sally - DM-Working with Change
01-05-07