



JAN 12 2007

DepED MEMORANDUM  
No. 31, s. 2007

DEVELOPMENT OF FACILITATOR'S MANUAL FOR QUALITY SERVICE  
DEVELOPMENT PROGRAM (QSDP)

To: Regional Directors  
Schools Division/City Superintendents

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) shall conduct Writing Workshops on Quality Service Development Program (QSDP). This will include two (2) Phases: Phase I – Writing Workshop; Phase II – Critiquing, Editing and Finalization.
2. The workshops aim to: a) develop facilitator's training manual in relation to the competencies and work values; b) update the needed readings and reference materials, and; c) determine the sequence of sessions and strategies for the workshop.
3. Stated below are the dates and venues:

Activity	Date	Venue
<b>Phase I</b> Writing Workshop	December 3-7, 2007	Lighthouse Marina Resort, Subic, Olongapo City
<b>Phase II</b> Critiquing, Editing and Finalization	December 10-19, 2007	GSP, Tagaytay City

4. Enclosed is the list of writers and project staff for the workshop. For orientation and other preliminary activities, all writers and projects staff are expected to be in the venue in the afternoon of Day 0.
5. Board and lodging, travel expenses, per diem (before and after the training) of the project staff and writers, extra duty allowance of the project staff, honorarium of writers and other incidental expenses of the training are chargeable against Training and Development Funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

TEODOSIO C. SANGIL, JR.  
Undersecretary  
Officer-in-Charge

Encl.:

As stated

Reference:

None

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

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

TRAINING PROGRAMS

WORKSHOPS

Reformatted by: Maricar/DM-Development Facilitators (QSDP)  
01-10-07

**LIST OF WRITERS FOR QSDP**

Zaida T. Azcueta	-	SDD-HRDS
Nerissa L. Losaria	-	SDD-HRDS
Cleofe V. Ocampo	-	SDD-HRDS
Ariel Dagar	-	SDD-HRDS
Juan Banquicio, Jr.	-	Sr. Vice President for Academic Affairs, CIE, Cebu City
Joseph Noel Titar	-	Vice-President for Trng. And Development, CIE, Cebu City
Rolando Magno	-	ARD, MIMAROPA
Estrellita Evangelista	-	Asst. Director, BSE
Paul Marasigan	-	Division of VALMANA
Shirley Ison	-	SEDIP
Two (2) CSC		

**LIST OF PROJECT STAFF**

Ma. Elena B. Deacosta	-	Administrative Matters/Proofreader
Ma. Fe C. Moncada	-	Resource Manager/Proofreader
Mercelita Maranan	-	Resource Manager/Encoder
Dionne Tumaliuan	-	Special Disbursing Officer/Proofreader
Mercedita Portugal	-	Accounting Representative
Arturo Liwanag	-	Printing (Final Form)
Cynthia Sabando	-	Encoder
Noel Dorado	-	Encoder
Reynier Cruz	-	Encoder
Arturo Liwanag	-	Printing (Final Form)