



Office of the Secretary

APR 10 2008

DepED MEMORANDUM  
No. 184, s. 2008

TRAINING-WORKSHOP ON TRAINING MANAGEMENT AND FACILITATING  
SKILLS FOR ADMINISTRATIVE OFFICERS FOR TRAINING

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 4-day Training-Workshop on Training Management and Facilitating Skills for Administrative Officers for Training on the following dates and venues:

Regions	Dates	Venue
CAR, I, II and III	September 2-5, 2008	NEAP, Teachers Camp, Baguio City
IV-A, IV-B, V and NCR	September 16-19, 2008	Within the area of Tagaytay City
VI, VII, VIII and IX	October 7-10, 2008	RELC, Palo, Leyte
X, XI, XII and CARAGA	October 21-24, 2008	RELC, Davao City

2. The seminar-workshop aims to improve the technical knowledge and skills of administrative officers for training for preparing, managing and facilitating training programs of the regional and division offices.

3. The participants to the training are administrative officers for training of the Department of Education (DepED). They should be responsible for preparing, managing and facilitating training programs of the regions and divisions. Participants should hold permanent appointments. Each region will send twenty (20) participants to ensure that all divisions are represented.


4. List of confirmed participants per region must be submitted through fax one (1) week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City and addressed to Ms. Zaida T. Azcueta, Chief, Staff Development Division, HRDS. For clarifications and questions, please contact Mr. Ariel C. Dagar at tel. nos. (02) 633-7237 and (02) 638-8638.

5. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be dinner of Day 0.

6. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, travel and per diem of facilitators and resource persons, training package cost, supplies, function room rental, extra duty allowance of facilitators and project staff, honoraria of external resource persons

and Development), subject to the usual accounting and auditing rules and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.

  
RAMON C. BACANI  
Undersecretary  
Officer-in-Charge

Reference:  
None

Allotment: 1—(D.O. 50-97)

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

TRAINING PROGRAMS  
WORKSHOPS

Sheila, MPPD-TS, DM Technical Writing  
March 19, 2008