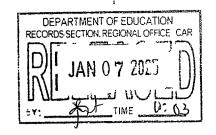


Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION



06 January 2025

REGIONAL MEMORANDUM NO. <u>0 1 1 . 2 0</u> 2 5

CONDUCT OF SUPERVISORY DEVELOPMENT COURSE

To: Assistant Regional Director

All Schools Division Superintendents

All Regional Functional Division Chiefs

All Others Concerned

- 1. In relation to RM No. 707, s. 2024 (Professional Development Activities for Non-Teaching Personnel), this Office, in partnership with the Civil Service Commission-CAR shall conduct the Supervisory Development Course at the NEAP Hall, DepEd CAR, Wangal, La Trinidad, Benguet on January 14-17, 2025.
- 2. The activity aims to empower participants with the skills and mindset needed to excel in supervisory roles. To ensure the effectiveness and success of this training, participants must meet the following qualifications:
 - a. currently occupy a Non-Teaching position heading a unit or section or have the potential to lead a unit/ section or serve as a focal person of DepEd PPAs; and
 - b. possess experience in leading the conduct of programs/ projects that contribute to the goals and objectives of respective division/unit/ section as identified by their immediate supervisor.
- 2. Attached are the following enclosures for reference and guidance:

Enclosure 1: Activity Matrix

Enclosure 2: Allocation of Participants and Names of RO TWG

Enclosure 3: Nomination Form for SDO Participants

- 3. All SDO SDSs and RO FD Chiefs are required to submit the names of participants using the template in Enclosure 3. Furthermore, the details shall be encoded via https://tinyurl.com/ confHRDD before January 10, 2025. Signed copies of the nominations shall be sent via email address car.hrdd@deped.gov.ph.
- 4. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
- 5. Immediate dissemination of and strict compliance with this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

HRDD/RCA/RM - Conduct of Professional Activities for Non Teaching Personnel January 6, 2025

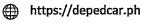




Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318 Email Address: car@deped.gov.ph







Indicative Activity Matrix

SCHEDULE OF ACTIVITIES

SUPERVISORY DEVELOPMENT COURSE TRACK 1

"Making a Difference"
14-17 January 2025



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		Management of Learning Introduction of the SME	©:	0			
*	8:10 AM-10:30 AM	Module I. Personal Effectiveness for Supervisors • Coping with Stress	Subject Matter Expert Civil Service Commission	n CAR	0 0 0 0		
Paral - no elemento	10:31AM-12:00 NN	Module II. Supervision: A Challenge and a Commitment		0 0 0	0 0 0		
	- 1546 - 4-2 4-10	• Changes and Transitions	To the control of the	٥	р С		
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	1:00 PM- 5:00 PM	Module II. Supervision: A Challenge and a	Subject Matter Expert	, , , , ,			
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-		Questionnaire Personal Reflection Log My Common Stressors	*	000	0 0 0		
age of the same of	e	 How Burnout Are You? Endings_Beginnings 		0 0			
1	5:00 PM-5:15 PM	Caselettes Post L&D Activities	CSC Co-Fadilitator	0 0 a			

SUPERVISORY DEVELOPMENT COURSE TRACK 1

"Making a Difference" 14-17 January 2025

again on anyon	~ 14-17 Jaliuary 20	25	
Date/vlime	lelboold Session Topics		Subject Matter Expert/ Co-Freditator N
	Day	y 3	35
7:00 AM-8:00 AM	Registration/ Attendance	CSC C	-Facilitator continue a noministrative negion

Registration/ Attendance 7:00 AM-8:00 AM

8:00 AM = 8:10 AM Preliminaries

OAM -8:10 AM Preliminaries
Management of Learning
Introduction of SME...

8:10 AM-10:30 AM Module II. Subject Matter Expert. Supervision: A Challenge and a Subject Matter Expert. Civil Service Commission CAR Supervisor

10:31AM-12:00 NN Delegation: Barriers and Benefits

The Supervisor Transforms

Lunch Break

ame over an agent Subject Matter Expert 🛴 1:00 PM-5:00 PM Module IV. Communication: The Secrets to Organizational Civil Service Commission CAR Effectiveness

Introduction to Communication

Faultlines in Organization
 Communication

5:00 PM - 5:15 PM Post L&D Activities

Day 3 Workshop/Worksheets:

Whip Statements

Rule of Three My Pledge

 Measuring your Communication Effectively

How Well Do You Delegate?/ My Commitments

Day 4

7:00 AM-8:00 AM Registration/Attendance 8:00 AM -8:10 AM Preliminaries Management of Learning

Introduction of SME

8:10 AM-10:30 AM Module IV Communication: The Secrets to Organizational Civil Service Commission CAR

Effectiveness Achieving Purposeful and Productive

Listening 10:31AM-12:00 NN Taking Stock of Listening Benefits

Lunch Break

Module IV. 1:00 PM- 5:00 PM Communication: The Secrets to Organizational Civil Service Commission CAR Effectiveness

Recognizing Bridges and Barriers
 to Listening

Day 4 Workshop/Worksheet:

What do you know about listening?

Personal Action Plan

How well do you Listen? Active Listening

5:00 PM-5:15 PM Post L&D Activities Subject Matter Expert

CSC Co-Facilitator

Subject Matter Expert

CSC Co-Facilitator

Allocation of Participants and List of TWG

A. Participants	Allocation of Participants an Qualification	Number			
from SDOs	Quamication	Number			
Abra	1. currently occupy a Non-	2			
Apayao	Teaching position heading	2			
Baguio City	a unit or section or have the potential to lead; and	2			
Benguet	2. possess experience in	2			
Ifugao	leading the conduct of	2			
Kalinga	programs/ projects that contribute to the goals and objectives of their	2			
Mt. Province		2			
Tabuk City	division/unit/ section as	2			
B. Participants from the RO	identified by their immediate supervisor.	Tentative participants, subject to qualification criteria and endorsement of immediate supervisor, identified based on IPDP:			
Administrative	-	1. Daisy P. Eswat			
Services Division		 Marites A. Calica Randolph Flyn B. Daculog Vandolph B. Flora 			
CLMD		5. Elizabeth C. Kial			
ESSD		 Diane B. Joaquin Dr. Raymond Damoslog Engr. Christopher B. Hadsan Joane S. Bumanghat Mayclaire A. Jimenez 			
HRDD		11. Warly E. Kindiawan 12. Laureen B. Likigan			
ORD		13. Cyrille Gaye B. Miranda 14. Jumar B. Yago-an			
B. Technical Worki	ng Group				
Rosita Agnasi, OIC-HRDD					
Laureen Likigan, SE	PS-HRDD				
Jefferson Villena/ Marvin John Flores, ADAS-HRDD					
CSC Resource Speak	kers				

Enclosure 3 to RM No. 011.2025

Nomination Form

Tile of Training: CSC-Supervisory Development Cource

Date: January 14-17, 2025 Venue: DepEd CAR

DIVISION/ SECTION/ UNIT:			
RECOMMENDED	ENDORSEMENT OF PARTICIPANTS	SIGNATURE OF CONFORMANCE	
PARTICIPANTS	(As observed in the actual performance of duties and responsibilities, additional participants can be	(To be signed by endorsed personnel after consultation	
	noted in the Remarks portion-To be filled up by Functional Division Chiefs and Unit/ Section Heads)	coaching/ mentoring of the immediate supervisor)	
Names of Personnel:	Position/ Designation		
Please return this Form to the HRDD before January 10, 2025	The training mentioned above addresses the needs identified in the Individual Professional Development Plan of the personnel, as well as the needs based on their new designation or committee assignment.	The signature above signifies the personnel's conformance to the following training obligations: 1. Effective task management to allow undivided attention during the online session (This includes	
	Unit/ Section Head or FD Chief	arrangements with the immediate supervisor prior training); 2. Submission of complete output before December 11, 2025; and 3. Application of L&D learning in the workplace	

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