



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 29, 2021

**OFFICE MEMORANDUM**

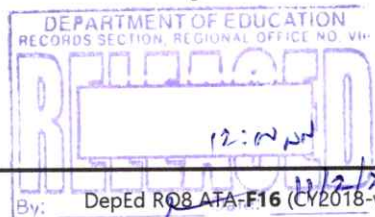
No. **000562**s. 2021

To: Regional Office Division Chiefs  
Section/Unit Heads  
All Others Concerned

**SEMINAR-WORKSHOP ADDRESSING THE PRIORITY LEARNING NEEDS  
OF REGIONAL OFFICE PERSONNEL**

1. This Office, through the Human Resource Development Division, shall conduct a seminar-workshop addressing the priority learning needs of regional office personnel on November 5, 12, and 19, 2021 (Part 1) and November 26, December 3 & 10, 2021 (Part 2), 9:00AM to 4:30PM via online platform.
2. The activity aims to enhance the knowledge, skills and attitudes (KSAs) of the non-teaching personnel that addresses their priority learning needs based on their Individual Development Plan.
3. Enclosures 1 and 2 are the List of Participants and Activity Matrix, respectively.
4. The participants are advised to be at their respective offices during the conduct of this activity to maintain physical distancing throughout the duration of the activity. They are likewise required to register online through the link <https://bit.ly/NTPRO8Training> on or before **November 4, 2021**. They shall be notified with the link to the virtual room upon registration.
5. Provision of snacks and lunch for the participants shall be charged against the Operational and Professional Development for Non-teaching Personnel Fund for FY 2021, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director



HRDD-CDPA



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**ISO 9001:2015 Certified**

By: DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 3



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**LIST OF PARTICIPANTS**

<b>Functional Division/ Unit/ Section</b>	<b>Number of Participants</b>
Administrative Division- Cash Section	2
Administrative Division- General Service Section	2
Administrative Division- Personnel Section	3
Administrative Division- Records Section	3
Curriculum Learning and Management Division	3
Finance Division	3
Field Technical Assistance Division	1
Human Resource Development Division	4
Quality Assurance Division	2
Office of the Regional Director- Proper	2
Office of the Assistant Regional Director	1
Office of the Regional Director Public Affairs Unit	1
Office of the Regional Director ICT Unit	1
Policy, Planning and Research Division	2
<b>Total</b>	<b>30</b>

000562  
 Enclosure 2 of OM no \_\_\_\_\_ s 2021

**SEMINAR-WORKSHOP ADDRESSING THE PRIORITY LEARNING NEEDS  
 OF REGIONAL OFFICE PERSONNEL  
 Activity Matrix**

Every Friday from November 5 to December 10, 2021  
 Via online platform

Time/Day	Part 1			Part 2		
	Day 1 November 5	Day 2 November 12	Day 3 November 19	Day 4 November 26	Day 5 December 3	Day 6 December 10
<b>8:30AM-9:00AM</b>	Opening Program	Preliminaries	Preliminaries	Opening Program	Preliminaries	Preliminaries
<b>9:00AM-12:00PM</b>	Establishing Effective Communication in the Workplace	The Importance of the L&D Needs Assessment (LDNA) as basis for the conduct of L&D Intervention	Translating Creative Thinking into Tangible Changes and Solutions	Building an Inclusive Workplace	Creating a Flexible and Adaptable Support System	Appropriate and Updated Technology to Enhance Productivity and Professional Practice
<b>12:00PM - 1:00PM</b>	<b>LUNCH BREAK</b>					
<b>1:00PM - 4:00PM</b>	Work-Life Balance amidst the Pandemic	Employee Empowerment in the Workplace	Stress Management & Emotional Resiliency	Performance Management in the New Normal	The Different Written Business Communication Formats used in DepEd	Initiating Activities that Promote Advocacy for Men and Women Empowerment
<b>4:00PM - 4:30PM</b>	Closing Prayer	Closing Prayer	Closing Program	Closing Prayer	Closing Prayer	Closing Program