



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

December 20, 2021

**REGIONAL MEMORANDUM**

No. **00885**, s. 2021

**CAPABILITY BUILDING PROGRAM ON THE PRESENTATION AND FACILITATION SKILLS  
OF THE NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES – REGION VIII  
(NEAP-RVIII) LEARNING FACILITATORS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a **Capability Building Program on the Presentation and Facilitation Skills of the National Educators Academy of the Philippines – Region VIII (NEAP-RVIII) Learning Facilitators** on **December 27-29, 2021** via online platform.
2. The activity aims to enhance the knowledge, skills, and attitudes of the NEAP-RVIII Learning Facilitators in facilitating and presenting during the conduct of professional learning and development programs.
3. Participants are the qualifiers during the Screening for the NEAP-RVIII Pool of Learning Facilitators stipulated in RM 754, series of 2021.
4. In order to participate in the activities seamlessly, the participants are encouraged to use laptop or desktop and secure stable internet connection. They are likewise requested to register through the link <https://bit.ly/NEAPCBLFsReg> not later than December 26, 2021.
5. Attached are the program management team and activity matrix.
6. Immediate dissemination of and compliance with this Memorandum are desired.

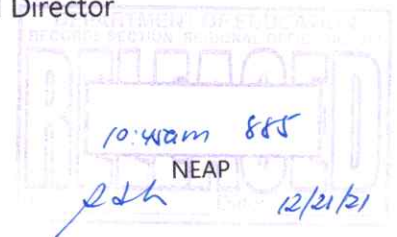
  
**EVELYN R. FETALVERO, CESO IV**

Regional Director

Enclosures: As stated  
References: 2021 HRDD AIP  
To be indicated in the Perpetual Index under the following subjects:

CAPABILITY BUILDING PROGRAM  
HRDD-CDPA

LEARNING FACILITATORS



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**ISO 9001:2015 Certified**

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Enclosure No. 1 of RM 885, s2021**PROGRAM MANAGEMENT TEAM**

<b>NAME</b>	<b>DESIGNATION</b>
<b>Evelyn R. Fetalvero, CESO IV</b> Regional Director	Activity Manager
<b>Bebiano I. Sentillas, CESO V</b> SDS, OIC-Assistant Regional Director	Co- Activity Manager
<b>Mercedes D. Sarmiento</b> Chief, HRDD	Training Manager
<b>Alma B. Suyom</b> Chief, FD	Finance Manager
<b>Rosemarie M. Guino</b> OIC-Chief, QAD	QAME Manager
<b>Clark Dave P. Arante</b> EPS II, HRDD	Onsite Training Manager
<b>Alejandra B. Lagumbay, EPS</b>	HRDD Staff
<b>Rowena T. Vacal, EPS</b>	
<b>Rodel V. Rosales, EPS</b>	
<b>Dina S. Superable, SEPS</b>	
<b>Michael C. Parado, EPS II</b>	
<b>May Ann B. Ladrera, ADAS III</b>	
<b>Rasheil R. Labita, ADAS I</b>	

Enclosure No. 2 of RM 885, s2021

**CAPABILITY BUILDING PROGRAM ON THE PRESENTATION AND FACILITATION SKILLS  
OF THE NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES – REGION VIII  
(NEAP-RVIII) LEARNING FACILITATORS**  
December 27-29, 2021 via online platform

**ACTIVITY MATRIX**

Time/Day	Day 1 (December 27)	Day 2 (December 28)	Day 3 (December 29)
8:30AM-9:00AM	Opening Program	Management of Learning	Management of Learning
9:00AM-12:00PM	<i>Leveling of Expectations and Program Overview</i>  <b>CLARK DAVE P. ARANTE</b> Resource Speaker	<i>Presentation Skills</i>  <b>JOHN L. DELORINO</b> Resource Speaker	<i>Useful Tools for Conducting Seminars/Webinars</i>  <b>MICHAEL C. PARADO</b> Resource Speaker
12:00PM-1:00PM	Lunch Break		
1:00PM-4:00PM	<i>Adult Learning and Group Process Management</i>  <b>ALEJANDRA B. LAGUMBAY</b> Resource Speaker	<i>Facilitation Skills</i>  <b>DINA S. SUPERABLE</b> Resource Speaker	<i>Public Speaking: Effective Comms and Cybergogy</i>  <b>ARIEM V. CIÑCO</b> Resource Speaker
4:00PM-4:30PM	Closing Prayer	Closing Prayer	Closing Program

Prepared by:

  
**CLARK DAVE P. ARANTE**  
EPS II

Noted by:

  
**MERCEDES D. SARMIENTO**  
HRDD Chief