



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

August 31, 2022

**REGIONAL MEMORANDUM**

No. **964**, s. 2022

**RESOURCE PACKAGE DEVELOPMENT FOR THE TRAINING ON CAREER GOAL SETTING  
FOR REGIONAL OFFICE PERSONNEL**

To: Schools Division Superintendents  
All Others Concerned

1. This office, through the Human Resource Development Division, shall conduct a workshop on the Development of Resource Package for the Training on Career Goal Setting for Regional Office Personnel on **September 20-23, 2022** at **Milka Hotel, Tacloban City**.
2. The objectives of this activity are to develop a resource package which will be utilized for the conduct of the training on Career Goal Setting for Regional Office Personnel; and to enhance the knowledge, skills, and attitudes (KSAs) of Resource Package Developers in formulating session guides with respective slide deck presentations.
3. Attached are the list of participants and the activity matrix. All participants must accomplish the online registration through the link <https://bit.ly/RPDCareer2022> on or before September 16, 2022.
4. First meal to be served shall be dinner on Day 0 (September 20) and last meal shall be lunch on Day 3 (September 23). Participants are required to strictly observe the IATF health and safety protocols within the duration of their stay at the venue.
5. Incurred expenses during the conduct of this activity such as training materials and board and lodging shall be charged to HRD Funds while travel expenses of the participants shall be charged against their respective local funds/MOOE, subject to usual accounting and auditing rules and procedures.
6. Immediate dissemination of and appropriate action on this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO V**  
Regional Director  
DEPARTMENT OF EDUCATION  
REGIONAL SECTION, REGIONAL OFFICE NO. 8  
**RELEASED**  
964  
By:  Date: 9/1/22

Enclosure: As stated  
References: 2022 HRDD AIP  
To be indicated in the Perpetual Index under the following subjects:

CAREER GOAL SETTING      NON-TEACHING

RESOURCE PACKAGE DEVELOPMENT

HRDD-CDPA



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**ISO 9001:2015 Certified**

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**LIST OF PARTICIPANTS**

| No | Name                    | Division        |
|----|-------------------------|-----------------|
| 1  | Suyom, Marck Anthony    | Baybay City     |
| 2  | Altivo, Fedirico        |                 |
| 3  | Godoy, Shirley          |                 |
| 4  | Sucalip, Albert         | Biliran         |
| 5  | Meracap, Cristy Lyn     |                 |
| 6  | Quiñones, Rovelyn       |                 |
| 7  | Afable, Sonia           | Borongan City   |
| 8  | Ballena, Jenifer        |                 |
| 9  | Senolos, Marita         | Calbayog City   |
| 10 | Orquin, Blesildo        |                 |
| 11 | Oyo-a Milaner           |                 |
| 12 | Radomes, Michael        | Catbalogan City |
| 13 | Tibre, Darrel           |                 |
| 14 | Lascano, Irene P.       | Eastern Samar   |
| 15 | Cuesta, Venus           |                 |
| 16 | Macawile, Alma D.       |                 |
| 17 | Villasin, Jennie        | Leyte           |
| 18 | Botana, Rowena          |                 |
| 19 | De Lira, Erlinda        |                 |
| 20 | Ordaviza, Petronio A.   | Maasin City     |
| 21 | Delizo, Donna           |                 |
| 22 | Cawaling, Jeffrey M.    |                 |
| 23 | Bobeles, Peter          | Northern Samar  |
| 24 | Avila, Villa Jean       |                 |
| 25 | Delorino, John          |                 |
| 26 | Cabudlay, Pablo I.      | Ormoc City      |
| 27 | Sulla, Gwendolyn        |                 |
| 28 | Palacio, Annabelle      |                 |
| 29 | Cajes, Reldin           | Samar           |
| 30 | Magpatac, Gelma         |                 |
| 31 | Tabaguca, Zaldy         |                 |
| 32 | Amac, Jovena            | Southern Leyte  |
| 33 | Lagumbay, Ma. Lury      |                 |
| 34 | Mantilla, Elsie Jane    |                 |
| 35 | Gualdrapa, Meriam       | Tacloban City   |
| 36 | Eval, Emma              |                 |
| 37 | De los Santos, Delailah |                 |
| 38 | Ticoy, Rogelio Jr. O.   | Regional Office |
| 39 | Labita, Rasheil R.      |                 |

Prepared by:

  
**CLARK DAVE P. ARANTE**  
 Education Program Specialist II

Noted by:

  
**ALEJANDRA B. LAGUMBAY PhD**  
 HRDD Chief

Enclosure 2 of RM 944, s 2022

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE TRAINING ON  
CAREER GOAL SETTING FOR REGIONAL OFFICE PERSONNEL**

September 20-23, 2022

**Activity Matrix**

| <b>Time/Day</b>    | <b>Day 0</b><br>September 20  | <b>Day 1</b><br>September 21  | <b>Day 2</b><br>September 22   | <b>Day 3</b><br>September 23                   |
|--------------------|---|---|--|--|
| 9:00AM-9:30AM      |   | Opening Program   | Process Check  | Process Check                                  |
| 9:30AM-10:00AM     |   | Essentials of Career Goal Setting<br><br><b>Ms. Maya Lyn H. Bañez</b><br><i>Education Specialist<br/>SERG Project</i> | Presentation of Developed Session Guides   | Presentation of the Developed Resource Package |
| 10:00AM-11:00AM    |   |   |  |  |
| 11:00AM-12:00AM    |   | Workshop 1:<br>Development of Session Guides based on Andragogical and Constructive Principles                        | Workshop 2:<br>Development of Slide Deck Presentations of the Developed Session Guides                 | Finalization and Submission of Outputs         |
| 12:00AM-1:00PM     | Lunch Break   |   |  |  |
| 1:00PM-2:00PM      | Arrival of Participants and Preliminaries   | Continuation of Workshop 1:<br>Development of Session Guides based on Andragogical and Constructive Principles        | Continuation of Workshop 2:<br>Development of Slide Deck Presentations of the Developed Session Guides | Closing Program                                |
| 2:00PM-5:00PM      | Resource Package Development: The Standards and Guiding Principles<br><br><b>Mr. Clark Dave P. Arante</b><br><i>HRDD EPS II</i> |   |  | Home Bound                                     |
| Officer of the Day | <i>Rasheil R. Labita</i>  | <i>Rogelio O. Ticoy, Jr.</i>  | <i>Rogelio O. Ticoy, Jr.</i>   | <i>Rasheil R. Labita</i>                       |

Prepared by:

Noted by:

  
**CLARK DAVE P. ARANTE**  
Education Program Specialist II

  
**ALEJANDRA B. LAGUMBAY PhD**  
HRDD Chief