



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

January 9, 2026

REGIONAL MEMORANDUM

No. 34 s. 2026

**FACILITATION GUIDE WRITING -CUM-FINALIZATION
OF THE NEWLY DEVELOPED COURSEBOOK FOR
NON-TEACHING INDUCTION PROGRAM**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), announces the Facilitation Guide Writing-cum-Finalization of the Newly Developed Coursebook for Non-Teaching Induction Program on March 9-13, 2026 at a venue to be announced in a separate issuance.

2. This activity aims to:
- review and refine the newly developed coursebook for the Non-Teaching Induction Program;
 - finalize a standardized facilitation, ensure alignment with DepEd policies and standards; and
 - prepare materials for effective and consistent implementation.

3. Attached are the list of the identified participants and schedule of meal provisions.

Date	Breakfast	Am Snacks	Lunch	PM snacks	Dinner
Day 0 -March 9, 2026					✓
Day 1 -March 10, 2026	✓	✓	✓	✓	✓
Day 2- March 11, 2026	✓	✓	✓	✓	✓
Day 3-March 12, 2026	✓	✓	✓	✓	✓
Day 4-March 13, 2026	✓	✓	✓	✓	

4. Expenses incurred during the conduct of this activity such as training materials, kits, and board and lodging for the participants shall be charged to HRDD MOOE. While, transportation, per diem and other incidental expenses shall be charged against their respective MOOE/local funds, subject to the usual accounting and auditing rules and regulation.

5. Immediate dissemination of and compliance with this Memorandum are desired.

RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

COURSEBOOK

FICILITATION GUIDE

NON-TEACHING INDUCTION PROGRAM

HRDD-MGT



**FACILITATION GUIDE WRITING-CUM-FINALIZATION OF THE NEWLY
DEVELOPED COURSEBOOK FOR NON-TEACHING INDUCTION PROGRAM**

LIST OF PARTICIPANTS

SDO	NAME OF PARTICIPANTS
BAYBAY	LENIE C. LANTACA JHOANA MARI L. PENETRADO MENERVA T. REYES Layout Artist: _____
BILIRAN	LIEZEL M. AVILA ELAINE JOY S. MEJIA LERMAFLOR G. NAPOLES ROVELYN T. QUIÑONES Layout Artist: _____
BORONGAN	SONIA T. AFABLE ANANIAS C. LARA JR. RUBY L. CATUDIO ALBERTO D. AZUL, JR JANET B. BULA JOY JOSEPHINE P. AGUS Layout Artist: _____
CALBAYOG	JENNIFER M. CAMPILLO ROSARIA M. RIVERA SHARON D. BALZA DAVE MARK S. CELUM BLESILDO A. ORQUIN Layout Artist: _____
CATBALOGAN	MICHAEL P. RADOMES MAXIMIANO M. CASIÑO MA. RENALYN L. BOQUIA DARREL C. TIBRE Layout Artist: _____
EASTERN SAMAR	MARISHTTEL A. DALOSA EUNICE G. CADALIAN PAULINA D. DURAN JULITA T. HERMOSO Layout Artist: _____
LEYTE	TESSA T. MACABACYAO JENNIE D. VILLASIN ERNESTO A. DIMAKILING TIMOTHY JOHN Q. PERMEJO Layout Artist: _____

MAASIN CITY	RIZI MAE J. CODAL EVENAFLO D. TALAVERO KAREN JANE B. ESPINA JEANWIL A. CARSULA JENNIER C. SARRA JUNAZ S. EMPOY Layout Artist: _____
NORTHERN SAMAR	PETER R. BOBILES VINANCIO G. ALBASIN JR. MELCA V. PERU JAY FRANCIS M. CAHUSAY Layout Artist: Samuel Nueva
ORMOC CITY	MARIA RHEANA A. CAPAROSO MAHALIA M. LAURON JOY A. VERANO AGNES M. DE LA PEÑA PAUL AARON M. MATUGUINA Layout Artist: _____
SAMAR	MA. THERESA NACIONALES MARISOL C. MARGATE BART JAYFERSON C. PACOMA ROMEO T. CABUELLO JR. ONRIQUE A. RULONA Layout Artist: _____
SOUTHERN LEYTE	JULIE ANN C. DAYOLA-AUSTRIA LIEZLE P. CAÑON REYNALDO R. BADILLA MARICEL E. CABALHIN Layout Artist: _____
TACLOBAN CITY	MERIAM M. GUALDRAPA EMMA A. EVAL NAISY M. BROSAS HAROLD M. NAPUTO SONIA N. CABALONA AILEEN R. APOSTOL OLIT M. DE GUZMAN EILEEN J. CINCO Layout Artist: _____
RESOURCE PERSONS/CONSULTANTS	ARIEM V. CINCO CLARK DAVE ARANTE
PROGRAM MANAGER	DR. HARVIE D. VILLAMOR
PROGRAM MANAGEMENT TEAM	MARILYN G. TRINIDAD RALP ALBERT GODES DEEMS EVAN T. MENGULLO
PROOFREADERS	FRED CARLO MADEJA ARIEL ALVARADO
QAD	2
CLMD	2