



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 366

TO : REGIONAL OFFICE CHIEFS
 Education Support Services Division
 Curriculum and Learning Management Division
 Policy, Planning and Research Division
 Administrative Services Division
 Human Resources Development Division
ALL OTHERS CONCERNED

FROM : OFFICE OF THE REGIONAL DIRECTOR

SUBJECT : INVITATION TO ATTEND THE NATIONAL ORIENTATION ON THE NATIONAL TRAINING OF TRAINERS AND REGIONAL MANAGEMENT TEAM PLANNING

DATE : April 15, 2024

1. Pursuant to the attached Memorandum No. DM-OUOPS-2024-11-02604 dated April 1, 2024 of Atty. Revsee A. Escobedo, Undersecretary for Operations, regarding the National Orientation on the National Training of Trainers and Regional Management Team Planning, the conduct of the said event is on May 14-17, 2024 in the National Capital Region.

2. In this connection, the following personnel of the concerned Division are requested to attend the said event :

NAME	DESIGNATION
Dr. Gina Lopez Cruz	Regional Youth Formation Coordinator
Dr. Roland Montes	Regional Edukasyon sa Pagpapakatao Supervisor
Mr. Marco B. Realista	Regional Planning Officer
Ms. Juliet J. Icamen	Chief Administrative Officer
Dr. Arren V. Aduan	Regional NEAP-HRTD Supervisor

Participants are requested to register through this link : <https://tinyurl.com/CGP-RMTPlanning-Registration>.

3. Attention is hereby invited to paragraph five (5) on the data needed for the orientation.



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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4. For further concerns, please coordinate with Mr. Rovin James F. Canja of BLSS-YFD through email at blss.lfd@deped.gov.ph.
5. For immediate dissemination.


JOCELYN DR ANDAYA
Director IV

Enclosed : as stated

ESSD/lfd/glc



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-11-02604

TO : Regional Directors
Regional Youth Formation Coordinators
Regional Edukasyon sa Pagpapakatao Supervisors
Regional Planning Officers
Regional Budget Officers
Regional National Educators Academy of the Philippines
(NEAP)-HRTD Supervisors
All Others Concerned

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : INVITATION TO ATTEND THE NATIONAL ORIENTATION ON
THE NATIONAL TRAINING OF TRAINERS AND REGIONAL
MANAGEMENT TEAM PLANNING

DATE : April 01, 2024

The Operations Strand, through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), in cooperation with Curriculum and Teaching Strand, through the Bureau of Curriculum Development (BCD), and the National Educators Academy of the Philippines (NEAP), will conduct the **Orientation on the National Training of Trainers and Regional Management Team Planning** on **May 14-17, 2024**, in the **National Capital Region (NCR)**.

This activity aims to employ knowledge and skills to regional implementers and focal persons of CGP; provide a structure that classifies focal units, defining authorities, responsibilities, and accountabilities; and provide a foundation for the creation, revision, and finalization of CGP plans, programs, projects, and activities.

Specifically, it aims to:

1. orient participants on CGP activities particularly on the Career Advocates Certification and roll out of trainings in the field;
2. capacitate program focal persons and implementers of CGP; and

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3. develop and finalize CGP comprehensive implementation plan of the regional training and certification roll out.

In light of this, the BLSS-YFD would like to respectfully request **all the regional offices** to allow the following to participate in this event, to wit:

- **One (1) Regional Youth Formation Coordinator**
- **One (1) Regional *Edukasyon sa Pagpapakatao* Supervisor**
- **One (1) Regional Planning Officer**
- **One (1) Regional Budget Officer**
- **One (1) Regional NEAP-HRTD Supervisor**

Furthermore, all regional representatives are requested to prepare and bring the following data during the activity proper:

1. Number of Secondary Schools per Division
2. Approved Work and Financial Plan (WFP)
3. Approved Regional and Division Calendar of Activities

To confirm attendance, the participants may register through this link <https://tinyurl.com/CGP-RMTPlanning-Registration> or **before April 12, 2024, Friday**. For reference, the Indicative Program of Activities is attached in **Annex B**.

All travel and other related expenses incurred shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For more information, questions, or concerns on the above-mentioned subject, kindly contact **Mr. Rovin James F. Canja**, of BLSS-YFD through email at blss.lrd@deped.gov.ph.

For your favorable response and appropriate action.

Annex B.

Indicative Program of Activities

ORIENTATION ON THE NATIONAL TRAINING OF TRAINERS AND REGIONAL MANAGEMENT TEAM PLANNING

May 14-17, 2024 | National Capital Region (NCR)

TIME	April 16, 2024	April 17, 2024	April 18, 2024	April 19, 2024	April 20, 2024	April 21, 2024
8:00 a.m. – 8:30 a.m.	MOL	MOL	MOL	MOL	MOL	MOL
8:30 a.m. – 9:30 a.m.		Orientation on the Career Guidance Program Career Advocates Certification	Workshop: Creation of CGP Comprehensive Implementation Plan of the Regional Training and Career Advocates Certification roll out	Workshop: Creation of CGP Comprehensive Implementation Plan of the Regional Training and Career Advocates Certification roll out	Presentation/ Critiquing of Outputs	Submission of Outputs Closing
9:30 a.m. – 10:30 a.m.		Focus Group Discussion				
10:30a.m. – 10:45 a.m.	HEALTH BREAK					
10:45a.m. – 12:00nn	Arrival of Participants	Focus Group Discussion				
12:00nn – 1:00 p.m.	LUNCH BREAK					
1:00 p.m. – 2:30 p.m.	Preliminaries Overview of the Career Guidance Program	Workshop: Creation of CGP Comprehensive Implementation Plan of the Regional Training and Career Advocates Certification roll out	Workshop: Creation of CGP Comprehensive Implementation Plan of the Regional Training and Career Advocates Certification roll out	Workshop: Creation of CGP Comprehensive Implementation Plan of the Regional Training and Career Advocates Certification roll out	Presentation/ Critiquing of Outputs	
2:30 p.m. – 3:30 p.m.						
3:30 p.m. – 5:00 p.m.						

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