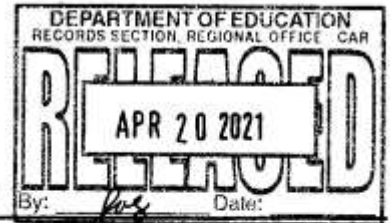




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



By: *[Signature]* Date: April 20, 2021

**REGIONAL MEMORANDUM**

NO. 165-2021

**CONDUCT OF LEADING WITH HOPE (HOLISTIC OPPORTUNITIES FOR PROFESSIONAL ENHANCEMENT) COURSE FOR DEPED CAR NON-TEACHING PERSONNEL**

To: OIC-Assistant Regional Director  
All Schools Division Superintendents  
All Regional Functional Division Chiefs  
All Others Concerned

1. This Office shall conduct the **Leading with HOPE Course for Non-Teaching Personnel** to address the shifts in government operations, systems, and processes to ensure unhampered provision of DepED quality service such as the implementation of the Basic Education-Learning Continuity Plan (BE-LCP).

2. This course shall be composed of fifteen (15) days with the series objectives enumerated in the attached Training Matrix (Annex A) covering staggered dates from **April 26 to September 22, 2021**, viz:

- a. Series 1: Mental Health
  - i. Batch 1 RO-April 26 to 28, 2021
  - ii. Batch 2 RO and SDO-May 10-12, 2021
- b. Series 2: Crisis Management
  - i. Batch 1 RO-May 19-21, 2021
  - ii. Batch 2 RO and SDO-May 24 to 26
- c. Series 3: Communicating (L1) and Facilitating (L2) for Digital Teams
  - i. Batch 1 RO-June 16 to 18, 2021
  - ii. Batch 2 RO-June 21 to 23, 2021
  - iii. Batch 3 RO and SDO-July 12 to 14, 2021
- d. Series 4: Digital Team Management and Productivity Tools
  - i. Batch 1 RO-July 26 to 28, 2021
  - ii. Batch 2 RO and SDO-Aug 9 to 11, 2021
- e. Series 5: Intensive Values Education Training
  - i. Batch 1 RO-August 17 to 19, 2021
  - ii. Batch 2 RO-August 23 to 25, 2021
  - iii. Batch 3 RO and SDO-September 20 to 22, 2021

3. The course shall be participated by both Regional Office (RO) and Schools Division Office (SDO) Non-Teaching personnel, defined as all other positions except the following school leaders: RD, ARD, SDS, ASDS, CES, School Principals and EPS.

4. Anent, identified Regional Office (RO) participants (Annex B) shall be provided lunch, AM and PM snacks and are requested to confirm their attendance to the National Educators Academy of the Philippines (NEAP)-CAR before April 21, 2021.
5. Furthermore, the limited face-to-face participants from SDOs Baguio City and Benguet who shall be provided full board and lodging are requested to confirm their participation in coordination with the SDO HRD who shall in turn send the list to [rneap.depedcar@gmail.com](mailto:rneap.depedcar@gmail.com), taking into consideration the maximum number as specified in the Number of Participants per Series per Batch (Annex C) before April 21, 2021.
6. Meals and lodging expenses of limited face-to-face participants shall be charged to the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund downloaded to the Regional Office.
7. In addition, the course shall be **open to ALL Non-Teaching Personnel for online participation**, however, issuance of Certificates of Completion shall be subject to strict compliance and submission of course requirements to be announced during the activity, else, Certificate of Attendance shall only be issued reflecting inclusive hours attended.
8. Moreover, online participants are advised to utilize the existing internet bandwidth in their respective offices, however, for non-usable/ unreliable connections, it shall be charged to available local funds.
9. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.
10. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/ Regional Director

4/21/21

## Annex A. Training Matrix

### **Leading with HOPE (Holistic Opportunities for Professional Enhancement):** A Learning and Development course for DepED CAR NT personnel

<b>SERIES 1: MENTAL HEALTH (Batch 1 - April 26-28, 2021; Batch 2 – May 10-12, 2021)</b>				
<b>Competencies:</b> Self-Management; Result Focus; Service Orientation; Crisis Management				
<b>DAY 1: April 26, 2021 (B1); May 10, 2021 (B2)</b>				
8:30 – 9:00 AM Opening Program	Preliminaries-AVP Acknowledgment of Participants Opening Remarks	c/o NEAP CAR Laureen B. Likigan Florante E. Vergara	Welcome Message Statement of Purpose Levelling of Expectations, Facilitator for the day	RD Estela L. Cariño Jennifer P. Ande Dexter B. Andres
DATE / TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT	
9:00 – 10:30 AM	<b>Resilience in the Workplace</b> to increase job satisfaction and increase productivity.	<b>Florante E. Vergara</b> OIC, ARD (B1&B2)	To develop resilience-boosting attitudes and to understand how their personal resilience can be applied to the workplace. At the end of the session, participants should be able to: <ul style="list-style-type: none"> <li>✓ Define resilience in the workplace and its impact to job satisfaction and productivity.</li> <li>✓ Recognize strategies in developing resilience for personal and professional development.</li> <li>✓ Craft a resilience plan as a government employee and as a member of the Regional Office.</li> </ul>	
10:30 – 10:45 AM	Health Break			
10:45 – 12:00 NN	Continuation of Topic 1			
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:30 PM	<b>Workshop for Topic 1</b>			
2:30 – 2:45 PM	Health Break			
2:45 – 3:15 PM	Presentation of 2-3 Outputs, Critiquing/			
3:15 – 5:00 PM	Comments/ Suggestions	<b>Facilitator: Nover Kiethley S. Mente, EPS-HRDD (Batch 1 and 2);</b>		
<b>DAY 2: April 27, 2021 (B1); May 11, 2021 (B2)</b>				
8:30 – 9:00 AM	Preliminaries Facilitator	c/o HRDD Laureen B. Likigan		
9:00 – 10:30 AM	<b>Self-care</b> to work positively under pressure	<b>Gloria B. Buya-ao</b> SDS-Benguet (B1)  <b>Jerry C. Ymson</b> OIC ASDS-Kalinga (B2)	To reduce the potential for secondary stress reactions amongst personnel and equip themselves with the tools needed to ensure mental health and wellbeing. At the end of the session, participants should be able to: <ul style="list-style-type: none"> <li>✓ Enhance self- awareness of possible secondary stress responses to work proactively and productively;</li> <li>✓ Increase and apply knowledge of self-care skills/activities, such as but not limited to: Rest and Work Break; Managing Fatigue; Importance of Sleep; Sleep Improvement; Coping with Isolation and Confinement</li> </ul>	
10:30 – 10:45 AM	Health Break			
10:45 – 12:00 NN	Continuation of Topic 2			
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:30 PM	<b>Workshop for Topic 2</b>			
2:30 – 2:45 PM	Health Break			
2:45 – 3:15 PM	Presentation of 2-3 Outputs Critiquing/ Comments/ Suggestions			
3:15 – 5:00 PM		<b>Facilitators: EPS-PPRD (Batch 1); EPS-CLMD (Batch 1)</b>		
<b>DAY 3: April 28, 2021 (B1); May 12, 2021 (B2)</b>				
8:30 – 9:00 AM	Preliminaries Facilitator	c/o NEAPCAR Nover Keithley S. Mente		
9:00 – 10:30 AM	<b>Addressing Workplace Bullying</b>	<b>PMHA/ BSU</b>	The topic highlights the individual responsibilities of personnel to deal with bullying in a timely, and effective way, as well as the options available to them to address these behaviours. At the end of the session, participants should be able to: <ul style="list-style-type: none"> <li>✓ Determine the best responses in dealing with workplace bullying.</li> <li>✓ Classify the levels of bullying behaviours in the workplace and its mental and emotional effect to the person.</li> <li>✓ Establish connection of workplace bullying with existing rules on Ethical Standards for Government Officials prescribed by Civil Service Commission and its other relevant issuances pertinent to the topic.</li> <li>✓ Increase sensitivity to feelings of every personnel with due respect, politeness and professionalism.</li> </ul>	
10:30 – 10:45 AM	Health Break			
10:45 – 12:00 NN	Continuation of Topic 3			
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:30 PM	<b>Workshop for Topic 3</b>			
2:30 – 2:45 PM	Health Break			
2:45 – 4:15 PM	Presentation of 2-3 Outputs Critiquing/ Comments/ Suggestions			
4:15 – 5:00 PM		<b>Facilitators: EPS-QAD (Batch 1); EPS-FTAD (Batch 1)</b>		

**SERIES 2: CRISIS MANAGEMENT (Batch 1 – May 19-21, 2021; Batch 2 – May 24-26, 2021)**

**Competencies:** Self-Management; Result Focus; Service Orientation; Crisis Management

**DAY 4: May 19, 2021 (B1); May 24, 2021 (B2)**

DATE / TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o NEAP CAR Dexter B. Andres	
9:00 – 10:30 AM	<b>Crisis Management Essentials</b> for Emergencies	OCD CAR:	To discover strategies on how to manage your capability as a leader during crisis. At the end of the session, participants should be able to: ✓ Acquire knowledge in leading beyond formal authority or position and make effective decisions in times of crisis or any similar cases of emergency. ✓ Develop methods that enhance organizational resilience while withstanding pressure as a result of crisis. ✓ Demonstrate knowledge of the Dos and Don'ts in crisis management through a simulation.
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 4		
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 4</b>		
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs		
3:15 – 5:00 PM	Critiquing/ Comments/ Suggestions	<b>Facilitator: Evangeline P. Malag, PDO II-ESSD</b>	

**DAY 5: May 20, 2021 (B1); May 25, 2021 (B2)**

8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o HRDD Nover Keithley S. Mente	
9:00 – 10:30 AM	Policies and institutional arrangements on Procurement of resources and other equipment for disaster risk management and emergencies	<b>Atty. Sebastian T. Tayaban CAO, Finance (B1)</b>	The topic shall cover policies in the acquisition of resources for disaster risk management and related emergencies. At the end of the session, participants should be able to: ✓ Become acquainted on the existing rules and policies on procurement process in times of crisis or emergencies. ✓ Become familiar on the budget and accounting policies in line with crisis operations. ✓ Show understanding and appreciation on the roles of other governing agencies in resource acquisition in the DepEd – CAR.
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 5	<b>Atty. Vanessa B. Flora Legal Officer, RO (B2)</b>	
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 5</b>		
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs		
3:15 – 5:00 PM	Critiquing/ Comments/ Suggestions	<b>Facilitators: (B1) Finance; (B2) Legal</b>	

**DAY 6: May 21, 2021 (B1); May 26, 2021 (B2)**

8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o NEAPCAR Laureen B. Likigan	
9:00 – 10:30 AM	<b>Communication Strategies</b> in Crisis Management	<b>Georaly I. Palao-ay AOV, PAU (B1&amp;2)</b>	To learn the critical communication skills adhering to protocols necessary to manage multiple stakeholders during a crisis. At the end of the session, participants should be able to: ✓ Become familiar with the DepED Crisis Communications Management Team and their corresponding roles and responsibilities. ✓ Identify basic stakeholder's regulations, policies and procedures for compliance and action in utilizing crisis communication approach
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 6		
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 6</b>		
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs		
3:15 – 5:00 PM	Critiquing/ Comments/ Suggestions	<b>Facilitators: Cyrille Gaye Miranda, PDO II-PAU (B1); Kaye Shyra Dizon (B2)</b>	

**SERIES 3: COMMUNICATING AND FACILITATING SKILLS TRAINING (Batch 1 – June 16-18, 2021; Batch 2 – June 21-23, 2021 Batch 3- July 12-14, 2021)**

**Competencies: Written and Oral Communication**

**DAY 7: June 16, 2021 (B1); June 21, 2021 (B2); July 12, 2021 (B3)**

DATE / TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o NEAP CAR Dexter B. Andres	
9:00 – 10:30 AM	<b>DepED Manual of Style (DMOS) for Written Communication</b>	<b>Georaloy I. Palao-ay AOV, PAU (B1)</b>	This topic aims to improve the ability of participants in written formal communication following the prescribed format in the DepEd Manual of Style. At the end of the session, participants should be able to: ✓ Write narrative/descriptive reports and related writing assignments based on readily available information ✓ Prepare a correspondence employing the elements of technical writing.
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 7	<b>Nover Keithley S. Mente</b>	
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 7</b>	<b>EPS, HRDD (B2)</b>	
2:30 – 2:45 PM	Health Break		
		<b>Patricio T. Dawaton</b>	
		<b>EPS, CLMD (B3)</b>	
2:45 – 3:15 PM	Presentation of 2-3 Outputs		
3:15 – 5:00 PM	Critiquing/ Comments/ Suggestions	<b>B1: Cyrille Gaye Miranda, PDO II-PAU (B1); Kaye Shyra Dizon (B2); Emmanuela Gabol (B3)</b>	

**DAY 8: June 17, 2021 (B1); June 22, 2021 (B2); July 13, 2021 (B3)**

8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o HRDD Nover Keithley S. Mente	
9:00 – 10:30 AM	<b>Enhancing Skills on Attention to Detail for Written Issuances</b>	<b>Maksim A. Botilas OIC CES, QAD (B1)</b>	This topic aims to enhance the ability of participants to report accurate information and spot errors in documents and other forms of written communication in a timely manner prior to publication or submission to concerned office. At the end of the session, participants should be able to: ✓ Design a checklist and a personalized calendar to ensure that small details are not overlooked. ✓ Gain skills in providing immediate feedback to team members on reports and written communication requiring revision or entailing improvement. ✓ Practice efficiency in completing work based on procedures and standards
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 8		
12:00 – 1:00 PM	Lunch Break	<b>Francis Peckley (B2)</b>	
1:00 – 2:30 PM	<b>Workshop for Topic 8</b>	<b>SDO Benguet</b>	
2:30 – 2:45 PM	Health Break		
2:45 – 4:15 PM	Presentation of 2-3 Outputs		
4:15 – 5:00 PM	Critiquing/ Comments/ Suggestions	<b>Facilitator: Janelle S. Dogao, Special Investigator III-Legal Unit</b>	

**DAY 9: June 18, 2021 (B1); June 23, 2021 (B2); July 14, 2021 (B3)**

8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o NEAPCAR Laureen B. Likigan	
9:00 – 10:30 AM	<b>Essential Facilitating Skills (Online and Onsite)</b>	<b>Dolores T. Commom HT, BCNHS</b>	This topic shall enhance the ability of participants to guide the exchange of information and ideas in an interactive session designed to meet defined objectives. At the end of the session, participants should be able to: ✓ Employ effective facilitation techniques and training methodologies according to the context of the activity. ✓ Demonstrate acquisition of knowledge in eliciting ideas/opinions from participants through a simulation. ✓ Gain understanding on the principles behind Andragogy or adult learning.
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 9		
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 9</b>		
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs		
3:15 – 5:00 PM	Critiquing/ Comments/ Suggestions	<b>Facilitators: Dumas D. Aban, AO II -Admin (Batch 1); Leticia Ramos (Batch 2); _____ (Batch 3)</b>	

SERIES 4: DIGITAL TEAM MANAGEMENT AND PRODUCTIVITY TOOLS (Batch 1: July 26-28, 2021      Batch 2: August 9 to 11, 2021)			
Competencies: Computer/ ICT Skills; Functional Competencies			
DAY 10: July 26, 2021 (B1); August 9, 2021 (B2)			
DATE / TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o NEAP CAR Dexter B. Andres	
9:00 – 10:30 AM	<b>User Accounts and Customer Support</b>	<b>Jumar B. Yago-an</b> ITO, RO (B1)	<p>This topic aims to increase the proficiency of participant on the ability to provide services, assistance, and technical support to help users implement and solve problems related to information technology.</p> <p>At the end of the session, the participants are able to:</p> <ul style="list-style-type: none"> <li>✓ Provide assistance to clients by understanding different user groups and their perspectives, concerns, and technology use.</li> <li>✓ Provide customer service and support to moderate software/ hardware issues</li> <li>✓ Implement contingency measures applicable to user problems</li> </ul>
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 10		
12:00 – 1:00 PM	Lunch Break	<b>Loida Elaine Tibong</b>	
1:00 – 2:30 PM	<b>Workshop for Topic 10</b>	ITO, MP (B2)	
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs Critiquing/ Comments/ Suggestions		
3:15 – 5:00 PM		<b>Facilitators: Elvira M. Cudli, ADAS I-FTAD (Batch 1); Jeremy Kermit D. Padilla, ADAS II-LRMDS (Batch 2)</b>	
DAY 11: July 27, 2021 (B1); August 10, 2021 (B2)			
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o HRDD Nover Keithley S. Mente	
9:00 – 10:30 AM	<b>Video conferencing application</b>	<b>Vandolph B. Flora</b> Programmer, RO (B1)	<p>This topic aims to enhance the ability of participants in utilizing main functions and additional features of video conferencing applications for maximum use in the workplace.</p> <p>At the end of the session, participants should be able to:</p> <ul style="list-style-type: none"> <li>✓ Choose appropriate application suited for various types of activities</li> <li>✓ Prepare contingency plans in case of technical glitches or issues.</li> <li>✓ Assist virtual participants on technical problems efficiently.</li> </ul>
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 11		
12:00 – 1:00 PM	Lunch Break	<b>Andres Cuyasan</b>	
1:00 – 2:30 PM	<b>Workshop for Topic 11</b>	PDO, Mt. Province	
2:30 – 2:45 PM	Health Break		
2:45 – 4:15 PM	Presentation of 2-3 Outputs Critiquing/ Comments/ Suggestions		
4:15 – 5:00 PM		<b>Facilitators: Manilyn D. Botilas, Statistician-PPRD (Batch 1); Melandro Payang, ADAS I PPRD (Batch 2)</b>	
DAY 12: July 28, 2021 (B1); August 11, 2021 (B2)			
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator	c/o NEAPCAR Laureen B. Likigan	
9:00 – 10:30 AM	<b>Online collaboration tools</b>	<b>Laureen B. Likigan</b> EPS II, RO (B1)	<p>This topic aims to increase the capability of participants to maximize technology to improve productivity and efficiency in the workplace.</p> <p>At the end of the session, participants should be able to:</p> <ul style="list-style-type: none"> <li>✓ Utilize strategies in sending information and reports efficiently.</li> <li>✓ Use technology features in increasing participant engagement towards work.</li> <li>✓ Determine appropriate tools and techniques for monitoring and managing processes.</li> </ul>
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 12		
12:00 – 1:00 PM	Lunch Break	<b>Christopher Oliva</b>	
1:00 – 2:30 PM	<b>Workshop for Topic 12</b>	PDO, Baguio City (B2)	
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs Critiquing/ Comments/ Suggestions		
3:15 – 5:00 PM		<b>Facilitators: Elizabeth T. Calbayan, TAS-LRMDS (Batch 1); Charline Balahyas, ADAS I, HRDD (Batch 2)</b>	

SERIES 5: INTENSIVE VALUES EDUCATION TRAINING (Batch 1: August 17-19, 2021    Batch 2: August 23 to 25    September 20 to 22)			
Competencies: Self-Management, Teamwork, Professionalism and Ethics, Service-Orientation			
DAY 13: August 17, 2021 (B1); August 23, 2021 (B2); September 20, 2021 (B3)			
DATE / TIME	ACTIVITY / TOPIC	SPEAKER	OBJECTIVE / OUTPUT
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator		c/o NEAP CAR Dexter B. Andres
9:00 – 10:30 AM	<b>Ethical Standards of Public Servants/ RA 3019</b>	<b>CSC Atty. Emily Balungay</b>	This topic shall allow the participants to look into the values of public servants and how they, as DepED employees, can be more empowered to their job to professionally serve the public. Specifically, participants shall be able to: <ul style="list-style-type: none"> <li>✓ Internalize Republic Act No. 6713 and its provisions for all government employees.</li> <li>✓ Participate actively through a shared discussion.</li> <li>✓ Write a reflection on the demonstration and/or violation of ethical practices for the last five years and how one can improve for better public service.</li> </ul>
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 13		
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 13</b>		
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs		
3:15 – 5:00 PM	Critiquing/ Comments/ Suggestions		
DAY 14: August 18, 2021 (B1); August 24, 2021 (B2); September 21, 2021 (B3)			
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator		c/o HRDD Nover Keithley S. Mente
9:00 – 10:30 AM	<b>Responsive and quality service to the public amidst pandemic</b>	<b>Christopher C. Benigno</b> OIC-ASDS, Baguio City	This topic engages participants to gain deeper understanding on the lasting impact of quality service to the public and its implication to the governing office (DepEd – Regional Office) as the mother office for all SDOs and schools in the Cordilleras. At the end of the session, participants should be able to: <ul style="list-style-type: none"> <li>✓ Define quality public service amidst pandemic.</li> <li>✓ Show the symbiotic relationship of quality service towards higher achievement in the organizational goals.</li> <li>✓ Draw a collaborative discussion on the Regional Office's processes and innovations in responding to the changing needs of its clients.</li> </ul>
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 14		
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 14</b>		
2:30 – 2:45 PM	Health Break		
2:45 – 4:15 PM	Presentation of 2-3 Outputs		
4:15 – 5:00 PM	Critiquing/ Comments/ Suggestions		
DAY 15: August 19, 2021 (B1); August 24, 2021 (B2); September 22, 2021 (B3)			
8:30 – 9:00 AM	Preliminaries (AVP) Facilitator		c/o NEAPCAR Laureen B. Likigan
9:00 – 10:30 AM	<b>Values Formation and Moral Recovery Sessions</b>	<b>Fr. Mario Tambic</b> Parish Priest San Jose Husband of Mary Parish Church	To strengthen the moral resources of the Filipino' people rooted in Filipino culture, values, and ideals that are pro-God, pro-country, and pro nature. At the end of the session, participants should be able to: <ul style="list-style-type: none"> <li>✓ Demonstrate a daily life guided by the DepEd's moral compass and core values.</li> <li>✓ Reinforce proactive attitudes and support system among the collegial relationship in the DepEd-CAR Regional Office</li> <li>✓ Increase social, spiritual and emotional intelligence for a harmonious relationship among employees.</li> </ul>
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Continuation of Topic 15		
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	<b>Workshop for Topic 15</b>		
2:30 – 2:45 PM	Health Break		
2:45 – 3:15 PM	Presentation of 2-3 Outputs		
3:15 – 5:00 PM	Critiquing/ Comments/ Suggestions		

**Annex C. Number of Participants per Series per Batch**

Topic 1: Mental Health	
Batch 1 RO-April 26 to 28	40
Batch 2 RO-May 10-12	20
Batch 2 SDO Baguio and Benguet Participants	20
Topic 2: Crisis Management	
Batch 1 RO-May 19-21	40
Batch 2 RO-May 24 to 26	20
Batch 2 SDO Baguio and Benguet Participants	20
Topic 3: Communicating (L1) and Facilitating (L2) for Digital Teams	
Batch 1 RO-June 16 to 18	30
Batch 2 RO-June 21 to 23	30
Batch 3 RO-July 12 to 14	20
Batch 3 -SDO Baguio and Benguet Participants	20
Topic 4: Digital Team Management and Productivity Tools	
Batch 1 RO-July 26 to 28	40
Batch 2 RO-Aug 9 to 11	20
Batch 2 -SDO Baguio and Benguet Participants	20
Topic 5: Intensive Values Education Training	
Batch 1 -August 17 to 19	30
Batch 2 -August 23 to 25	30
Batch 3 -September 20 to 22	20
Batch 3-SDO Baguio and Benguet Participants	20