



**February 21, 2013**

**DIVISION MEMORANDUM**

No. 117 s. 2013

**TWO - DAY LIVE - IN CAPABILITY BUILDING FOR NON-TEACHING PERSONNEL  
IN THE IMPLEMENTATION OF THE K TO 12 BASIC EDUCATION PROGRAM**

**To: OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
Section Chiefs  
Division Office Non-Teaching Personnel**

1. This Office announces the conduct of a **Two-Day Live-In Capability Building (CB) for Non-Teaching Personnel in the Implementation of the K to 12 Basic Education Program** in designated venues on the following dates:

Dates	Venues
March 7-8, 2013	Golden Prince Hotel and Suites, Archbishop Reyes Ave., Cebu City
March 12-13, 2013	Golden Valley Hotel , Pelaez St., Cebu City

2. This CB activity aims to:

- explain the concepts, processes, and approaches of the K to 12 Program of the Basic Education Curriculum;
- discuss the focused KSAs that can be developed in the full implementation of the K to 12 Program; and
- promote advocacy to support the implementation of the K to 12 Program concepts and processes.

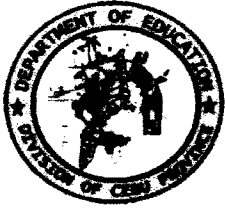
3. Participants to this activity are the Division Office Non-Teaching Personnel. Refer to the attached list of participants.

4. Traveling expenses, registration fee of **Two Thousand One Hundred Pesos (PhP 2, 100.00)** each, inclusive of hotel accommodation and meals and snacks for 1 night and 2 days, and other expenses relative thereto shall be chargeable against **Division Training Funds**, subject to availability and the usual accounting and auditing rules and regulations.

5. This Memorandum serves as Authority to Travel.

6. Immediate dissemination of and compliance with this Memorandum is directed.

**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



## TRAINING DESIGN

### I. TITLE:

Capability Building (CB) for Non-Teaching Personnel in the Implementation of the K to 12 Basic Education Program.

### II. RATIONALE:

In consonance with the full implementation of Grades 1 and 7 Curriculum of the K to 12 Basic Education Program, which has started this School Year 2012 - 2013, the Department of Education finds it indispensable to capacitate all personnel, from Division to Districts to Schools on the K to 12 Program.

Schools Division are advised to conduct a Division – Based Capability Building (CB) for teaching, related teaching and Non-Teaching Personnel (NTP) of the Department in the implementation of the K to 12 Basic Education Program.

The main objective of the the said CB activity is to capacitate all the employees of the Department on the K to 12 Program, its features and approaches.

Specifically, upon completion of the program, the participants will:

1. Explain the concepts, processes, and approaches of the K to 12 Curriculum in conversations inside and outside of the office;
2. Discuss the focused KSAs that can be developed among the rank and file employees in the full implementation of the K to 12 Program;
3. Practice Skills in the cooperation and relationship of the teaching personnel and the NTP of the K to 12 Program, with emphasis on assistance to teachers and school heads;
4. Express commitment to observe and help in monitoring in the implementation of the K to 12 Curriculum concepts and processes in all schools; and
5. Recognize the value of their work as rank and file employees, who are part of the school system, in the holistic development of children as God's gift.

### III. IMPLEMENTATION SCHEME

1. Beneficiaries/ Clientele/Participants  
Non – Teaching Personnel
2. Methods/ Strategies  
Lectures, Workshops, Cooperative Learning, Brainstorming,  
Reportorial Method, Simulation
3. Target Dates and Venues :        March 7-8 and 12-13, 2013  
Venue 1- (First Batch) Golden Prince Hotel & Suites, Cebu City  
Venue 2- (Second Batch) Golden Valley Hotel, Pelaez St., Cebu City

### IV. TRAINING MATRIX/RESPONSIBILITY GUIDE

TIME	Day1	Day 2
	Batch 1: March 7, 2013 Batch 2: March 12, 2013	Batch 1: March 8, 2013 Batch 2: March 13, 2013
7:30 – 8:00 a.m.	Arrival	Breakfast
8:00 – 8:30	Registration -Ms. Lovella Perales-	Attendance Check -Ms. Lovella Perales-
8:30 – 9:30	Opening Program -Mrs. Nenita Jaralve-	MOL: Group In – Charge
9:30 – 10:00	BREAK	
10:00 – 12:00	Policy Guidelines on the Implementation of the K to 12 Curriculum -ASDS Noveras-	Grading System (Elementary & Secondary) -Mrs. Jane Gurrea-
12:00 – 1:00 pm	LUNCH	
1:00 – 2:00	K to 12 Video Clips -Dr. Mary Ann Flores-	TLE (23 Life Skills for Senior High) -Mr. Romeo Mejia-
2:00 – 3:00	Realizing the Vision -Dr. Novie Mangubat-	
3:00 – 3:30	BREAK	
3:30 – 5:00	MTB – MLE -Mrs. Virginia Cayon-	Open Forum <u>Moderator:</u> Mrs. Nenita Jaralve
		Evaluation/Wrap up/Closure -Dr. Pamela Rodemio-
5:00 – 6:00	Office Workload -Mr. Jeremy Denampo-	Home Sweet Home
6:00 – 6:30	Grouping for Session Hosts -Mrs. Nenita Jaralve-	
6:30 – 7:30	Dinner	
7:30 – 8:30	Debriefing/Output Making	
<b>OD</b>	<b>Dr. Pamela Rodemio</b>	<b>Dr. Mary Ann Flores</b>

**V. RESOURCE REQUIREMENT:**

**DIVISION FUNDS**

Full meals and Snacks and accommodation for 1 night and 2 days for 10 trainers/support staff and 175 participants @ Php 2,100.00 each	Php 388, 500. 00
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**VI. TRAINING STAFF**

Training Director : SDS Arden D. Monisit  
Asst. Training Director : ASDS Leah P. Noveras  
Training Managers : T & D Team

**Facilitators**

K to 12 Video Clips : Dr. Mary Ann Flores  
Realizing the Vision : Dr. Novie Mangubat  
MTB-MLE : Mrs. Virginia Cayon  
Grading System : Mrs. Jane Gurra  
TLE for Senior High : Mr. Romeo Mejia  
Training Activities : Dr. Pamela Rodemio  
Mrs. Nenita Jaralve

**Secretariat**

Registration/Attendance : Ms. Lovella Perales  
Multi – Media Equipment : Mr. Pablito Catubay

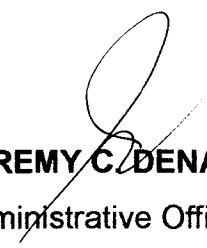
**VII. EXPECTED OUTPUTS**

Work Flow for Processing Field Personnel Documents  
Commitment to contribute to successful implementation of the K to 12 Program

**VIII. MONITORING AND EVALUATION**

An evaluation tool will be distributed, collated and interpreted.

Prepared by:



**JEREMY C. DENAMPO**  
Administrative Officer



**LOVELLA PERALES**  
President, Non-Teaching Org.



**MARY ANN FLORES, Ed. D.**  
EPS I

Recommending Approval:



**GERVASIA F. SANCHEZ**  
Accountant

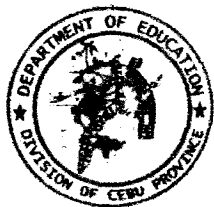


**LEAH P. NOVERAS, Ed. D.**  
OIC- Assistant Schools Division Superintendent

Approved:



**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent



## Capability Building Seminar for Non-Teaching Personnel in the Implementation of the K to 12 Basic Education Program

Batch 1: Golden Prince Hotel & Suites  
Schedule: March 7 - 8, 2013

Batch 2: Golden Valley Hotel  
Schedule: March 12 - 13, 2013

### PROGRAM

8:30-9:00 A.M.

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Philippine National Anthem:	:	Flash Presentation
Doxology	:	Flash Presentation
Welcome Remarks & Rationale	:	Dr. Leah P. Noveras OIC, Assistant Supt.
Presentation of Participants And Facilitators	:	Ms. Lovella Perales President, Non - Teaching Org.
Message	:	Dr. Arden D. Monisit Schools Division Superintendent
Mechanics of the CB	:	Mr. Jeremy C. Denampo Administrative Officer V
House Rules	:	Dr. Novie O. Mangubat EPS I, Filipino
Community Singing	:	"I have a dream"

Mr. Dominic L. Valparaiso  
Master of Ceremonies

**TWO – DAY LIVE – IN CAPABILITY BUILDING FOR NON-TEACHING PERSONNEL  
IN THE IMPLEMENTATION OF THE K TO 12 BASIC EDUCATION PROGRAM**

**LIST OF PARTICIPANTS  
March 7 – 8 , 2013**

<b>No.</b>	<b>Name</b>	<b>Section</b>
1	Janice Tan	SDS
2	Cathy Abella	ASDS
3	Vivina Lavares	ASDS
4	Yoko Povadora	ASDS
5	Rica Marie Versoza	ASDS
6	Graciela Arrabis	Admin
7	Jeremy Denampo	Admin
8	Nimfa Kee	Remittance
9	Genafin Crescencio	Remittance
10	Virgilio Tantuico	Medical
11	Asterterie Bernales	Medical
12	Minerva Perales	Medical
13	Geronica Catiwalaan	Medical
14	Evelia Cole	Medical
15	Florence Tabalin	Medical
16	Illuminada Tero	Medical
17	Ana Reyes	Medical
18	Mary Ann Tamayo	Medical
19	Charity Buenconsejo	Medical
20	Luz Enad	Medical
21	Doquesa Dawat	Medical
22	Reynaldo Payot	Medical
23	Abigail Apple Tumulak	Medical
24	Patricio Gonzaga	Supply
25	Elisa Martinez	Supply
26	Renante Repollo	Supply
27	Rodrigo Lerasan	Supply
28	Gerry Fabillar	Supply
29	Miguel Monares	Supply
30	Allen Gatchalian	Supply
31	Fely Labe	Promotional
32	Wilfred Amaro	Promotional
33	Miraflor Aguilar	Promotional
34	Carmencita Amaya	Dental
35	Carlo Niño Lumapas	Dental
36	Rosana Angelada	Dental
37	Ashrell de Ramos	Dental
38	Marlene Bacus	Dental
39	Alvin Pono	Dental
40	John Michael Despi	Dental
41	Ano Escoba	Dental
42	Maribeth Fernandez	Dental

43	Cesar Almodiel	Dental
44	Glynnna Cristina Fuentes	Dental
45	Noel Nemesio Navarrete	Dental
46	Sheis Gador	Dental
47	Joselito Miñoza	Dental
48	Maria Elsie Gerra	Dental
49	Carlito Peralta	Dental
50	Telesfora Gonzales	Disbursing
51	Juanita Paca	Disbursing
52	Pablo Pinote	Disbursing
53	Anthony Duarte	Disbursing
54	Judith Raganas	Disbursing
55	Denver Monterde	Disbursing
56	Carmelyn Tarongoy	Disbursing
57	Jason Go	Disbursing
58	Elovisa Andan	Disbursing
59	Agustina Albiso	EMIS/EDP
60	Aaron Sanchez	EMIS/EDP
61	Pablito Catubay	EMIS/EDP
62	Dominga Geraldez	EMIS/EDP
63	Floren Semblante	Records
64	Francis Cabigon	Records
65	Nimrod Alviola	Records
66	Arnulfo Regis	Archives
67	Junar Desucatan	Personnel
68	Rebecca Coyoca	Personnel
69	Diosdado Lerio	Personnel
70	Junrex Lumongsod	Personnel
71	Edmer Orendain	Personnel
72	Frederick Tumapon	Personnel
73	Gervasia Sanchez	Accounting
74	Reina Cris Camposo	Accounting
75	Ricardito Piape	Accounting
76	Geramie Ybañez	Accounting
77	Yvonne de Asis	Accounting
78	Mary Ann Alsado	Accounting
79	Rommel Opo	Accounting
80	Menchu Junco	Accounting
81	Darryl Parcon	Accounting
82	Elenita Rico	Accounting
83	Romualdo Abella	Physical Facilities
84	Kevin Bolok	Physical Facilities
85	Ester Roldan	Physical Facilities
86	Geoffrey Mata	Physical Facilities
87	Alvin Martin Abayan	Legal
88	Maria Shiela Sicut	SDS



**LIST OF PARTICIPANTS****March 12 - 13 , 2013**

No.	Name	Section
1	Gershwin Maceren	SDS
2	Emyrose Ylanan	ASDS
3	Mitchelle Cañete	ASDS
4	Patricia Malagar	ASDS
5	Mark Ylanan	ASDS
6	Rose Arcillas	ASDS
7	Joewena La Guardia	Admin
8	Geraldine Rabuya	Remittance
9	Ronel Restauro	Remittance
10	Veronica Cañete	Medical
11	Miraliza Alveola	Medical
12	Manuelo Chavez	Medical
13	Ivy Diez	Medical
14	Bringel Tagpuno	Medical
15	Mark Anthony Perales	Medical
16	Joy Lumapas	Medical
17	Ma. Santos Salome	Medical
18	Lindy Rouz Castro	Medical
19	Raymund Gamutin	Medical
20	Denise Juezan	Medical
21	Namue dela Torre	Medical
22	Digna Oliva	Medical
23	Joel Gonzales	Supply
24	Lindy Olis	Supply
25	Donabelle Bustamante	Supply
26	Camilo Caballero	Supply
27	Leonard Aranas	Supply
28	Randy Aguilar	Supply
29	Dante Seno	Supply
30	Rosedelina Calago	Promotional
31	Marilyn Cuesta	Promotional
32	Irene Lastimosa	Promotional
33	Glynnis Guinocor	Dental
34	Guy Jason Abella	Dental
35	Karen Gorgonio	Dental
36	Fe Cartagena	Dental
37	Alma Loquias	Dental
38	James Ceballos	Dental
39	Jocelyn Lucmayon	Dental
40	Rosquito Cutas	Dental
41	Evelyn Mangubat	Dental
42	Arnel Osmeña	Dental

43	Mariette Martinez	Dental
44	Raul Ceballos	Dental
45	Therese Zita Odi	Dental
46	Paterno Malinao	Dental
47	Roldan Canillo	Dental
48	Ma. Teresa Peralta	Disbursing
49	Marycel Sigue	Disbursing
50	Diane Lourdes Corriente	Disbursing
51	Melro Daven Cutas	Disbursing
52	Bellie Perales	Disbursing
53	Suzette Alvarado	Disbursing
54	Ma. Liza Burlaos	Disbursing
55	Reynard Jalbuena	Disbursing
56	Dominic Valparaiso	Disbursing
57	Sharon Cantila	EMIS/EDP
58	Johnny Tautho	EMIS/EDP
59	Jose Aclan	EMIS/EDP
60	Rosilin Argoncillo	EMIS/EDP
61	Maria Lourdes Aguilar	Records
62	Cipriano Flores	Records
63	Eliño Cañete	Records
64	Ricardo Redoblado	Archives
65	Rosalita Ligtas	Personnel
66	Ricruel Aguilar	Personnel
67	Richel Ann Catamco	Personnel
68	Leila Teofilo	Personnel
69	Almae Therese Martinez	Personnel
70	Goldie Bahinting	Personnel
71	Lovella Perales	Accounting
72	Brandon Sy	Accounting
73	Malou Paqueo	Accounting
74	Naty Lumapas	Accounting
75	April Pilapil	Accounting
76	Stephanie Bacasmas	Accounting
77	Allan Talisic	Accounting
78	Jeanevie Dolaota	Accounting
79	Illyn Nuevo	Accounting
80	Lourdes Sanico	Accounting
81	April Costudio	Physical Facilities
82	Avylmar Manio	Physical Facilities
83	Teonilo Ibarra	Physical Facilities
84	Gerald Garciano	Physical Facilities
85	Fe Calagos	Legal
86	Sernie Pumar	Legal
87	Marlo Alvarado	Supply