

6. For immediate dissemination and appropriate action.

For the Regional Director:

  
RHODA T. WILSON  
Director, IN C

Reference: None  
Encl: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

NON-TEACHING  
WORKSHOPS

PROFESSIONAL DEVELOPMENT

HRDD/jmv/RM\_OPDNTDeepning  
November 4, 2024



November 19, 2024

TO: **Atty. Kim R. Tagorda, AO V**  
**Mr. Royston Quidolit, School Head of CAPES**

Please advise the following to attend the Training on Workplace Effectiveness for Administrative Officer II of the Department of Education at Ynad's Place Hotel & Resort, San Fernando City, La Union on November 26-28, 2024:

1. Katrine Anne Arce - AO II, CAPES
  2. Ferdinand Flores - AO II, SDO
- For information and guidance.



  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

RM\_ DEEPENING THE CORE BEHAVIORAL COMPETENCIES OF ADMINISTRATIVE ASSISTANTS AND  
ADMINISTRATIVE AIDES (ADA/AA) OF THE DEPARTMENT OF EDUCATION



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 1505, s. 2024

**TRAINING ON WORKPLACE EFFECTIVENESS FOR ADMINISTRATIVE OFFICER II OF THE DEPARTMENT OF EDUCATION**

To: Schools Division Superintendents

1. The Department of Education Regional Office I through Human Resource Development Division (HRDD), shall conduct **Training on Workplace Effectiveness for Administrative Officer II** on November 26-28, 2024 at Ynad's Place Hotel & Resort, City of San Fernando, La Union..

2. The activity aims to:

- a. capacitate the AO II in the understanding of the expectations and responsibilities that come with their role
- b. provide essential background on the legal foundation to ensure efficient and quality delivery of public service; and
- c. equip with the desired core behavioral competencies and be trained on the fundamentals of self-management, professionalism and ethics, results-focused behavior, team work, service orientation, and in innovative practices.

3. Participants to the said activity are the **Administrative Officers II** from the Schools Division Offices.

SDO	No. of Pax	SDO	No. of Pax
Alaminos City	2	La Union	2
Batac City	2	Pangasinan I	2
Candon City	2	Pangasinan II	2
Dagupan City	2	San Carlos City	2
Ilocos Norte	2	San Fernando City	2
Ilocos Sur	2	Urdaneta City	2
Laoag City	2	Vigan City	2
		Regional Office	2

4. Participants are expected to confirm attendance until November 15, 2024 through the forms found in the link: <https://tinyurl.com/TrainingOPDNTTP2024>

5. Arrival and registration of participants will be on November 25 (Day 0). First meal shall be dinner of Day 0 and last meal is PM snacks of Day 3. Meals and accommodation will be provided by HRDD while the travel expenses shall be charged against respective local funds subject to the existing accounting and auditing rules and guidelines.



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I region1@deped.gov.ph www.depedro1.com

