



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1506, s. 2024

DEEPENING THE CORE BEHAVIORAL COMPETENCIES OF ADMINISTRATIVE ASSISTANTS AND ADMINISTRATIVE AIDES (ADA/AA) 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 **Deepening the Core Behavioral Competencies of Administrative Assistants and Administrative Aides (ADA/AA) of the Department of Education** on November 26-28, 2024 at Ynad's Place Hotel & Resort, City of San Fernando, La Union.

2. The activity aims to:

- a. provide essential background on the legal foundation to ensure efficient and quality delivery of public service;
- b. 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; and
- c. capacitate the ADA/AA in the understanding of the expectations and responsibilities that come with their role.

3. Participants to the said activity are the **Administrative Assistants and Administrative Aides** 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	Urduyeta 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/TrainingOPDntp2024>

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



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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.
6. For immediate dissemination and appropriate action.

For the Regional Director:

RHODA T. RAZON
Director III

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

NON-TEACHING PROFESSIONAL DEVELOPMENT

WORKSHOPS

HRDD/jmv/RM_OPDNTPDdeepning
November 4, 2024

November 19, 2024

TO: **Atty. Kim R. Tagorda, AO V**

Please advise the following to attend the Deepening the Core Behavioral Competencies of Administrative Assistants and Administrative Aides (ADA/AA) of the Department of Education at Ynad's Place Hotel & Resort, San Fernando City, La Union on November 26-28, 2024:

1. Mark Jason Raboy - ADA VI, SDO
2. Angelene Itchon - ADA VI, SDO

For information and guidance.

VILMA D. EDA, CESO V
Schools Division Superintendent



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