

Republic of the Philippines

Department of Education

REGION I



REGION	AL	MEMO	RA	NDUM
No.	1501	Q	, s.	2024

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

To: Schools Division Superintendents

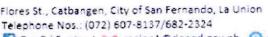
- 1. The Department of Education Regional Office I through Human Resource Development Division (HRDD), shall conduct Deepening the Core Behavioral Competencies of Administrative Assistants and Administrative Aides (ADA/AA) of the Department of Education on November 26-28, 2024 at Ynad's Place Hotel & 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;
 - equip with the desired core behavioral competencies and be trained on the fundamentals of self-management, professionalism and ethics, resultsfocused 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.

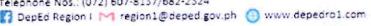
SDO	No. of Pax	SDO	No. of Pax
Alaminos City	2	La Union	2
Batac City	2	Pangasinan I	2
Candon City	2	Pangasinan II	2
Dagupan City	2	San Carlos City	2 .
Ilocos Norte	2	San Fernando City	2
Ilocos Sur	2	Urdaneta City	2
Laoag City	2	Vigan City	2
		Regional Office	2

- 4 Participants are expected to confirm attendance until November 15, 2024 through the forms found in the link: https://tinyurl.com/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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- 6. For immediate dissemination and appropriate action.

For the Regional Director:

Directon

Reference: None Encl: as stated

To be indicated in the Perpetual Index under the following subjects:

NON-TEACHING

PROFESSIONAL DEVELOPMENT

WORKSHOPS

HRDD/jmv/RM_OPDNTPDeepning November 4, 2024

November 19, 2024

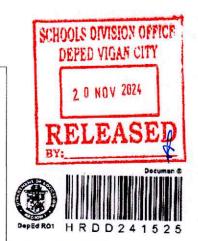
TO: Atty. Kim R. Tagorda, AO V

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.





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