



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

OFFICE MEMORANDUM
OM No. 084, s. 2021

16 September 2021

ENROLMENT ON COMPETENCY ENHANCEMENT COURSES FOR NON-TEACHING PERSONNEL OF SCHOOL DIVISION OFFICES

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Sections Heads
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Division PRAISE Committee Members
Division Search Screening Committee Members
All Others Concerned

With reference to **Regional Memorandum No. 433, s. 2021** regarding the **Enrolment on Competency Enhancement Courses for Non-Teaching Personnel of School Division Offices and Regional Office**, this Office through the Human Resource Development (HRD) Section advises the concerned participants on the enrolment schedule for the competency enhancement courses on **September 27 – 30, 2021**.

Please be advised that the details on the enrolment process will be sent prior to the registration schedule. Other details in the conduct of the said courses will be communicated through the official **Group Chat on Facebook Messenger** of the participants.

In addition, the SDO attendees shall be enrolled to their identified courses to Udemy E-Learning Solution for a period of one year. Also, they will be required to submit a workplan to the Regional Office after finishing the courses as a mechanism to monitor their progress in the said activity.

Registration fee which will be incurred in the implementation of the said courses shall be charged against the **Regional Office Organizational Professional Development for Non-**

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Date/Time: 9/17/21
By: Rommel
Ref. no. OM 084-21



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teaching Personnel (OPDNTP) downloaded fund, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

hrdmgd/09/016/2021

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LIST OF PARTICIPANTS TO COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1. Regina V. Marino	Level 2	SEPS	1. ADDIE: Training and Development Professionals' Guide
			2. Business Communication Skills: Business Writing and Grammar
			3. Microsoft Excel - Data Analysis with Excel Pivot Tables
			4. Graphic Design Bootcamp: Photoshop, Illustrator, Indesign
2. Oscar R. Duma, Jr.	Level 2	SEPS	1. Project Management Fundamentals
			2. Innovation Master Class
			3. ADDIE: Training and Development Professionals' Guide
			4. Business Communication Skills: Business Writing and Grammar
3. Gilbert C. Alva	Level 2	SEPS	1. Lean Leadership, Lean Culture & Lean Management
			2. Change Management: Design Successful
			3. Instructional Design for Classroom Training
			4. Exceptional Leadership: Leading at a Higher Level
4. Paul Clifford N. Marquez	Level 2	SEPS	1. Management Skills: Build Employee Engagement and Program
			2. International Expansion: A Blueprint for Success
			3. Change Management for Organizational Drive Strategic Results
			4. How to Facilitate Effective Communication and Engagement

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5. Marbin Jeramil D. Fragata	Level 2	PO III	1. Microsoft Excel – Excel from Beginner to Advance
			2. ISO 31000 – Enterprise Risk Management for Profession
			3. Public Speaking and Communicating: Skip Theory, Master the Art
			4. Effectively Managing Employee Performance
6. Michelle G. Duma	Level 2	EPS II	1. ADDIE: Training and Development Professionals' Guide
			2. Business Communication Skills: Business Writing and Grammar
			3. Microsoft Excel - Data Analysis with Excel Pivot Tables
			4. Graphic Design Bootcamp: Photoshop, Illustrator, Indesign
7. Maria Bernadit M. Tupas	Level 2	EPS II	1. Project Management with MS Project Scheduling in Master Class
			2. Ninja Writing: Four Levels of Writing Mastery
			3. Microsoft Project ALL: Beginners to Expert 10 Projects 9 PDU
			4. Data Science Course 2020 Complete Data Science Bootcamp
8. Mary Joyce P. Salamat	Level 2	EPS II	1. Graphic Design Booth Camp: Photoshop, Illustrator, Indesign
			2. Communication Fundamentals: How to Communicate Better
			3. Writing with Confidence: Writing Beginner to Writing Pro
			4. Microsoft excel: Data Analysis with Excel Pivot Tables
9. Leah A. Perez	Level 2	PDO I	1. Mindfulness Certificate Course (Level I, II, III and Master).

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			2. Team Leadership and Management Skills 2020 – LEAN Team Kata, 3. The Complete Personal Productivity Course – Business and Life, 4. International Expansion: A Blueprint for Success
10. Mark Angelo M. Tuisan	Level 2	PDO I	1. ADDIE: Training and Development Professionals' Guide 2. Introduction to Learning and Development (HR) 3. Project Management Fundamentals 4. Learn Risk Analysis, Evaluation and Assessment - from A to Z
11. Wilbert B. Porteza	Level 2	ITO I	1. Collaborative Working with Remote Teams 2. Cyber Security and Data Privacy 3. Cybersecurity for HR Professionals 4. Start and Grow Your Successful Career in Cyber Security
12. Carleen D. Aguila	Level 2	Legal Assistant I	1. Personal Time Management 2. Business and Technical Writing Immersion 3. Labor Relations for Human Resources 4. Project Management Fundamentals
13. Gloria F. Magtibay	Level 2	AO II	1. Smart Tips: Communication 2. Procurement Management 3. Conduct Behavioral Interviews & Be a Great Mentor 4. How to Develop Emotional Resilience to Manage Stress
14. Sarah Lyn V. Diala	Level 2	AO II	1. Smart Tips: Communication 2. Procurement Management 3. Conduct Behavioral Interviews & Be a Great Mentor

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			4. How to Develop Emotional Resilience to Manage Stress
15. Arlene M. Tolentino	Level 2	AO II	1. Smart Tips: Communication
			2. Procurement Management
			3. Conduct Behavioral Interviews & Be a Great Mentor
			4. How to Develop Emotional Resilience to Manage Stress
16. Rena R. Rodil	Level 1	ADAS II	1. Best Practices in Document Management
			2. Designing a Digital Transformation Roadmap
			3. Email Etiquette: Write More Effective Emails at work
			4. Smart Tips: Communication
17. Connie T. Abulencia	Level 1	ADAS III	1. How to Develop Emotional Resilience to Manage Stress
			2. Procurement Management
			3. Emotional Intelligence at Work
			4. Enhance Your Emotional Intelligence
18. Jan Carlo S. Reyes	Level 1	ADAS III	1. Self-Confidence: 40-minute Confidence and Self-Esteem Guide
			2. The Stress Detox: Reduce Stress and Burnout in the Workplace
			3. Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways
			4. Email Etiquette: Write More Effective Emails at Work
19. Apollo B. Salangit	Level 1	ADAS II	1. Smart Tips Communication
			2. Working from Home Effectively
			3. A Simple Guide to Mindfulness Meditation
			4. Anxiety and Stress
20. Marisyll Judee G. Mendoza	Level 1	ADAS II	1. Smart Tips: Communication
			2. Procurement Management
			3. Conduct Behavioral Interviews & Be a Great Mentor
			4. How to Develop Emotional Resilience to Manage Stress
21. Famela B. Fontarum	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2)

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			2. Ninja Writing: The Four Levels of Writing Mastery 3. Decluttering: Complete Organizing, Home, Office Life Course 4. How to Create Your Course Outline: Official Udemty Course
22. Clinton Darwin Evardome	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2) 2. Ninja Writing: The four levels of Writing Mastery 3. Decluttering: complete organizing, home, office life course 4. How to Create your Course Outline: Official Udemty Course
23. Caren D. Aranilla	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2) 2. Ninja Writing: The four levels of Writing Mastery 3. Decluttering: complete organizing, home, office life course 4. How to Create your Course Outline: Official Udemty Course
24. Bryan R. Ladines	Level 1	ADAS III	1. How to Work from Home with Kids During Pandemic, 2020 2. Recruiting: Talent Acquisition & Hiring (Version 2), 3. Computer Organization and How to Organize Computer Files 4. Decluttering - Complete Organizing Home, Office, Life Course
25. Akimi Therese M. Asano	Level 1	ADAS III	1. Recruiting: Talent Acquisition and Hiring (Version 2) 2. Ninja Writing: The four levels of Writing Mastery - 3. Decluttering: complete organizing, home, office life course - 4. How to Create your Course Outline: Official Udemty Course

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26. Maila T. Morota	Level 1	ADAS III	1. Complete Personal Development Personal Transformation Course
			2. Speak Like a Pro: Public Speaking for Professionals
			3. Growth Mindset: The Key to Greater Confidence and Impact
			4. Exceptional Leadership: Leading at a Higher Level
27. Mary Gold C. De Chavez	Level 1	ADAS III	1. Releasing Negative Beliefs & Thought-Patterns
			2. Communication Fundamentals: How to Communicate Better
			3. Accounting: From Beginner to Advance - A Brief Introduction
			4. Double Your Self Confidence and Self-Esteem - Complete Blueprint
28. Chaenkee R. Chumacera	Level 1	ADAS III	1. Quality Management Essentials Simplified
			2. Procurement Management
			3. Introduction to Human Resource Concepts
			4. Business Communication Skills: Business writing and grammar
29. Shara S. Garcia	Level 1	ADAS II	1. Learn Social Psychology-The Self and Self-Esteem
			2. Conduct Behavioral Interviews and Be a Great Mentor
			3. Communication and Social Skills
			4. Addiction and Mental Health (Dual Diagnosis) Integrative 12 hours
30. Hilariona E. Coronado	Level 1	ADAS III	1. Double Your Confidence and Self Esteem-Complete Blueprint
			2. Productivity Masterclass: A Guide to Personal Effectiveness
			3. The Essential of Feedback and Performance Management 2020

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			4. Understanding Performance Management as HR Professional
31. Raymund E. Peñaverde	Level 1	ADAS III	1. Self Confidence: 40 Minute Confidence and Self-Esteem
			2. Double Your Confidence and Self Esteem-Complete Blueprint
			3. How to be More Productive Working from Home
			4. Time Management Mastery: Do More, Stress Less
32. France Joy F. Taburdan	Level 1	ADAS III	1. Business Communication Skills: Business Writing & Grammar
			2. Procurement Management
			3. Quality Management Essentials simplified
			4. Intro to Human Resource Concepts
33. Z-Ann Leah B. Zulueta	Level 1	ADAS III	1. Team Leadership Skills 2020 - LEAN Team Kata
			2. The Essentials of Feedback and Performance Management 2020
			3. Successful Event: Event Planning, Marketing and Management
			4. Public Speaking and Communication: Skip Theory, Master the Art
34. Jeffrey E. Maaño	Level 1	ADAS II	1. How to develop resilience to manage stress
			2. Procurement Management
			3. Best Practices in Document Management
			4. Emergency and Life Support
35. Cristell Mae Dianne D. Mangubat	Level 1	AA VI	1. Graphic Design Bootcamp: Photoshop, Illustrator, InDesign
			2. Adobe Premiere Pro Cc: Learn Video Editing in Premiere Pro
			3. The complete cyber security course

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			4. Java programming masterclass
36. Floricel R. Lagos	Level 1	ADAS III	1. The Complete Financial Analysts Course 2020
			2. Microsoft Excel – Excel from Beginner to Advance
			3. The Complete Personal Finance Course: Save, Protect, Make More
			4. Understanding and Complying with HIPAA
37. Dessa Marie B. Dalmacion	Level 1	AA VI	1. Best Practices in Document Management 2.
			2. Designing a Digital Transformation Roadmap
			3. Email Etiquette: Write More Effective Emails at work
			4. Smart Tips: Communication
38. Danica May V. Jaranilla	Level 1	ADAS II	1. Procurement Management
			2. Decluttering: Complete Organizing Home, Office Life Course
			3. Smart Tips: Communication
			4. Conduct Behavioral Interview and Be a Great Mentor

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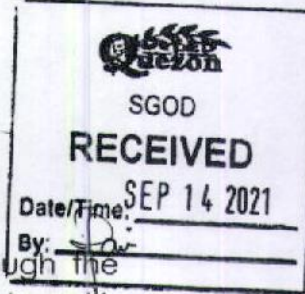


10 September 2021

Regional Memorandum

ENROLMENT ON COMPETENCY ENHANCEMENT COURSES FOR NON- TEACHING PERSONNEL OF SCHOOL DIVISION OFFICES AND REGIONAL OFFICE

To **School Division Superintendents
RO Functional Division Chiefs
All Concerned Personnel**

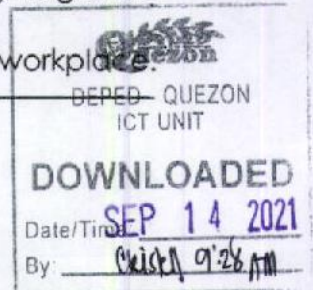


1. Relative to Regional Memorandum 411 s, 2021 this Office, through the Human resource Development Division (HRDD) in partnership with ASEAMETRICS HR SOLUTIONS, a recognized and an accredited Learning and Development Institution (ALDI) by the Civil Service Commission, with Udemy E-Learning Solution for non-teaching personnel, as the world's leading platform for online learning, announces the enrolment of the recommended SDOs and RO non-teaching personnel on September 27-30, 2021. The details on the enrolment process will be sent before the scheduled date.
2. ASEAMETRICS with Udemy E-Learning Solution will provide courses to address the competency gaps of non- teaching permanent employees, on the following:
 - a. Core Competency
 - b. Functional Competency
 - c. Leadership Competency
3. This activity aims the participants to:
 - a. gain a depth understanding on the customized/personalized course based on their needs on the competencies mentioned above;
 - b. equip them with the basic knowledge and skills to confidently and efficiently perform their functions expected of them and transition into flexible learning modalities in delivering quality educational services in the context of the evolving "new normal";
 - c. prepare a work plan on the implementation of the insights gained from the course; and
 - d. implement the work plan to enhance productivity in the workplace.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon



4. All participants on the attached list shall be enrolled to their identified courses to Udemy E- Learning Solution for a period of one year. However, priority courses identified will be taken within 6 months from the time they are enrolled. Participants can take other courses after finishing the priority courses.
5. Attendance and individual progress to the courses enrolled will be closely monitored by HRDD. All participants are required to submit workplan after they finished the courses enrolled. Performance should be monitored by immediate superior and should provide feedback/monitoring report to HRDD/HRDS.
6. Registration fee shall be charged against the Regional Office Organizational Professional Development for Non- teaching Personnel (OPDNTP) downloaded fund, subject to the usual accounting and auditing rules and regulations.
7. For queries you can contact Jisela N. Ulpina through email at hrd.calabarzon@deped.gov or call 09178885844.
8. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 