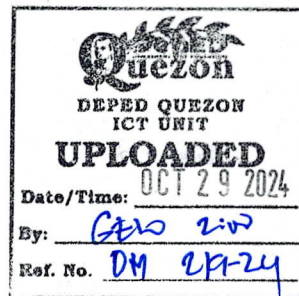




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 October 2024

OFFICE MEMORANDUM
OM No. 219, s. 2024

WEBINAR ON PROFESSIONAL AND PERSONAL DEVELOPMENT FOR DIVISION OFFICE PERSONNEL

TO: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
All Others Concerned

In reference to **Office Memorandum No. 073** titled Learning and Development cum Individual Development Plan Survey for SDO Quezon Personnel, this Office, through the School Governance and Operations Division-Human Resource Development Section, announces the conduct of **Webinar on Professional and Personal Development for Division Office Personnel** on **November 14-15, 2024** via **Zoom Meeting**.

The activity aims to provide a venue that focuses on the employee's welfare of the SDO personnel prioritizing professional and personal development as a result of the conducted learning and development survey last February 2024. Also, it aims to enhance confidence of the personnel on public speaking and presentation skills, promote technical skills through providing online training on basic graphics design, provide orientation to division office personnel in managing stress and anger in the workplace and increase awareness and understanding on the psychological well-being and work-life balance.

The participants to this activity are the non-teaching personnel and related-teaching personnel of the division office.

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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In relation, all SDO personnel are requested to fill up the pre-registration link through: <https://forms.office.com/r/44BmbMj2Z8> or the QR code provided. Also, below are the Zoom Meeting links for the two-day activity.



Links:

Nov 14, 2024	Meeting ID: 843 4958 6409 Passcode: 123456
Nov 15, 2024	Meeting ID: 820 7424 9359 Passcode: 123456

Attached is the copy of the approved Learning and Development Program Matrix.

Immediate and widest dissemination of this memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

sgodhrds/10/18/2024

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Learning and Development Program Matrix

Time	Day 1		Day 2
9:30-10:00 am	PRELIMINARIES and Opening Program National Anthem/ Prayer/ CALABARZON HYMN/ LALAWIGAN NG QUEZON / Quality Policy Statement	8:45 - 9:00 am	MOL
10:00 – 12:00 nn	Stress and Anger Management Michael Girard R. Alba Chief, FTAD	9:00 – 12:00nn	Effective Presentation and Facilitation Strategies Bryan A. Pobe EPS-HRDD
12:00-1:00	Lunch Break		
1:00 –3:00pm	Simple Graphic Design: Combining Art and Technology to Communicate Ideas Rodelio M. Esmerna Jr. AO II		

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