



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

OFFICE MEMORANDUM

No. 45 s. 2021

TO : MA. VICTORIA M. JASPE - Administrative Officer V
RALF RENZ A. RAPIRAP - Administrative Officer II
MARIA LOURDES ESTALLO - Administrative Officer II
JOSEFINA G. URSOS - Administrative Assistant III
JEROME G. CAPUNO - Administrative Assistant III
MARIA RIYAH A. LAGURA - Administrative Assistant III
ALODIA M. CALUNSAG - Administrative Assistant III
RAINERIA N. DAING - Administrative Assistant III
MARLON G. LACIA - Administrative Assistant III
KAREN C. SOLIVA - Administrative Assistant III
LORENA L. HOMOL - Administrative Assistant III
MA. FRITZIE A. LUNGAY - Administrative Assistant III
CHARESE J. SOLIS - Administrative Assistant III
ALLAN REY M. PALBAN - Administrative Assistant II
PRIS JANE R. CALIPAYAN - Administrative Assistant II
MARIEL JO A. LOMARDA - Administrative Assistant I
KENNETH REGENE B. BLASCO - School Head, Candungao HS (Resource Speaker)
LOPE S. HUBAC - Education Program Specialist (Process Observer)

FROM :  BIANITO A. DAGATAN - Schools Division Superintendent

SUBJECT: **ADJUSTING TO THE NEW NORMAL OF CONDUCTING TRAININGS VIRTUALLY:
A FACILITATION SKILLS TRAINING FOR THE FINANCE SERVICES PERSONNEL**

DATE : November 26, 2021

1. To improve the quality of effective facilitation skills especially in the new normal, the Schools Division of Bohol through the Finance Services Section shall conduct a two-day Facilitation Skills Workshop. The resource speakers of this activity are Mr. Archie P. Inlong and Mr. Kenneth Regene B. Blasco,
2. The activity shall be held at Reynas the Haven and Gardens on December 1-2, 2021 from 8:00AM to 5:00 PM. Board and lodging of participants shall be provided.
3. Training and travel expenses incurred for this seminar is chargeable against GAS DO Proper MOOE subject to the usual accounting and auditing rules and regulations.
4. For information, guidance, and compliance.



**ADJUSTING TO THE NEW NORMAL OF CONDUCTING TRAININGS
VIRTUALLY: A FACILITATION SKILLS TRAINING FOR THE FINANCE
SERVICES PERSONNEL OF THE SCHOOLS DIVISION OF BOHOL**

December 1-2, 2021
Reynas the Haven and Gardens

PROGRAM OF ACTIVITIES

Day 1

8:00am to 9:00am	Arrival & Registration of Participants
9:00am to 9:30am	Opening Preliminaries
9:30am to 10:00am	Words of Encouragement Dr. Bianito A. Dagatan Schools Division Superintendent
10:00am to 12:00nn	Powerful Online Conversations Archie P. Inlong Chairman & CEO, NPI Communication Consulting, Inc.
12:00nn to 1:00pm	Lunch Break
1:00pm to 5:00pm	Key Elements in Conducting Virtual Meetings/Conferences Kenneth Regene B. Blasco School Head, Cadungao HS Lead Facilitator, DepEd SDO Bohol Team Building Activities

Day 2

8:00am to 9:00am	Opening Preliminaries
9:00am to 12:00nn	Practicum
12:00nn to 1:00pm	Lunch Break
1:00pm to 3:00pm	Observations & Feedbacks Lope S. Hubac Education Program Supervisor Chief of Staff & Compliance Officer
3:00pm to 5:00pm	Closing Activities Giving of Certificate of Recognition