



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

October 8, 2024

DIVISIONAL MEMORANDUM

No. 288, s. 2024

CORRIGENDUM TO DIVISIONAL MEMORANDUM NO. 345, S. 2023

(Enhancement Training on Workplace Productivity and Efficiency
 for Non-Teaching Personnel)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (SGOD and CID)
 Accountant III
 Administrative Officers V (Administrative Services/Budget)
 Elementary/Secondary School Heads/Department Heads
 Concerned Personnel
 This Division

1. In reference to Divisional Memorandum No. 345, 2023, re: Enhancement Training on Workplace Productivity and Efficiency for Non-Teaching Personnel, this Office informs all concerned that the professional development activity will be conducted with the schedule and venue as follows:

Batch No.	Date	Venue
1 (October 19, 21 & 22, 2024)	Day 1	Private Villa (Yugo) Bernad Subdivision, Ozamiz City
	Day 2 and 3	Be Palace Hotel, Valconcha St., Ozamiz City
2 (November 7-9, 2024)	Day 1, 2 and 3	Be Palace Hotel, Valconcha St., Ozamiz City

2. The activity shall start at 8:00 a.m. and end at 5:00 p.m., see attachment for the program of activities for reference and guidance.

3. The participants are required to bring laptops and internet modem for the series of workshops.

4. Teaching-related and non-teaching personnel involved shall be granted Compensatory Time-Off (CTO), re: Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004.



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4. Other provisions in the Memorandum shall remain in effect.
5. This Office directs the immediate dissemination of this Memorandum.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent


Pp: **DIONESIO L. LIWAGON, JR., CESE**
Assistant Schools Division Superintendent

Encl.: As Stated
To be indicated in the Perpetual Index
under the following subjects:

NON- TEACHING PERSONNEL

PROFESSIONAL DEVELOPMENT ACTIVITY

SBC/DM Corrigendum to Divisional Memorandum No. 345, s. 2023
(Enhancement Training on Workplace Productivity and Efficiency for Non-Teaching Personnel)
October 10, 2024



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PANDONG
#PadayonAsensoOzamiz

Republic of the Philippines
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**ENHANCEMENT TRAINING ON WORKPLACE PRODUCTIVITY
 AND EFFICIENCY FOR NON- TEACHING PERSONNEL**

Be Palace Hotel, Valconcha St., Aguada, Ozamiz City

October 19, 21, & 22, 2024 (Batch 1)

November 7-9, 2024 (Batch 2)

8:00 a.m. – 5:00 p.m.

PROGRAM OF ACTIVITIES


TIME	ACTIVITY	IN-CHARGE/SPEAKER
Day 1 (October 19, 2024) Batch 1 (November 7, 2024) Batch 2		
8:00 a.m. – 8:30 a.m.	Registration	
OPENING PROGRAM		
	Prayer	OVP
	National Anthem	OVP
	Presentation of Participants	ADDA LIZA J. SAQUIN Administrative Officer IV- Personnel
	Words of Welcome & Statement of Rationale	DOROTHY JOY B. YTING Administrative Officer V- Admin. Services
8:30 a.m.- 9:30 a.m.	Levelling of Expectations	MARY JOY G. DOROMAL SEPS- HRD
	Message	NIMFA R. LAGO, PhD, CESO VI Asst. Schools Division Superintendent Schools Division Superintendent
	House Rules	ARLENE L. TIROL Administrative Officer IV- Cash
	Program Hosts	Samie B. Aso, EPS-II Jeanelei L. Carolino, EPS-II



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9:30 a.m.- 9:45 a.m.	HEALTH BREAK	
9:45 a.m.- 11:00 a.m.	Ways on How to Improve Employee Productivity in the Workplace	DIONESIO L. LIWAGON, JR., CESE Assistant Schools Division Supt.
11:00 a.m. – 12:00 noon	Making Self Renewal A Habit- A Journey to Inner Self	DONECA GOLDWYN D. BALOS Guidance Counselor OCSAT-D-4
NOON BREAK		
1:00 p.m.- 1:15 p.m.	Unfreezing Activities	
1:15 p.m.- 1:30 p.m.		
1:30 p.m. – 3:30 p.m.	Revisiting the Roles and Responsibilities of Non- Teaching Personnel <ul style="list-style-type: none"> • Administrative Aides (I to IV) • Administrative Assistants (II & III) • Administrative Officer (I to IV) 	DOROTHY JOY B. YTING Administrative Officer V- Administrative Services ADDA LIZA J. SAQUIN Administrative Officer IV-Personnel
3:30p.m. 3:45 p.m.	HEALTH BREAK	
3:45 p.m. - 4:45 p.m.	Personality Development and Dress Code in the Workplace	SUSAN EPIFANIA B. CARPIO Chief-ES School Governance and Operations Division
4:45p.m.- 5:00 p.m.	OPEN FORUM Q&A COMPLETION OF THE REFLECTION FOR DAY 1	



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Time	Activity	In-charge
Day 2 – October 21, 2024 (Batch 1) November 9, 2024 (Batch 2)		
8:00 a.m. 8:30 a.m.	Management of Learning (MOL)	
8:30 a.m. 10:00 a.m.	Tools in Achieving Productivity in the Workplace A. Advanced Productivity (Word, Excel, Powerpoint)	JEANELEI L. CAROLINO EPS- TLE/EPP
	Tools in Achieving Productivity in the Workplace B. Advanced Productivity (OneNote, OneDrive, Forms, Power BI)	LUISANDER C. LUY EPS-TLE/EPP REGIE A. CATEDRAL ITO-I
10:00 a.m. - 10:15 a.m.		HEALTH BREAK
10:15 a.m. - 12:00 noon		NOON BREAK
1:00 p.m.- 1:15 p.m.		Unfreezing Activities
1:15 p.m. - 2:30 p.m.		WORKSHOP
2:30 p.m. 3:30 p.m.		
3:30 p.m.- 3:45 p.m.		HEALTH BREAK
3:45 p.m. 4:45 p.m.		
4:45 p.m.- 5:00 p.m.		OPEN FORUM GAME COMPLETION OF REFLECTION FOR DAY 2

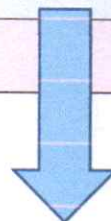


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Time	Activity	In-charge
Day 3 – October 22, 2024 (Batch 1) November 9, 2024 (Batch 2)		
8:00 a.m.- 8:30 a.m.	Management of Learning (MOL)	
8:30 a.m. – 10:00 a.m.	Tools in Achieving Productivity in the Workplace C. M365 Overview	LUISANDER C. LUY EPS-TLE/EPP
	Tools in Achieving Productivity in the Workplace D. Microsoft Outlook	REGIE A. CATEDRAL ITO-I
10:00 a.m. - 10:15 a.m.	HEALTH BREAK	
10:00 a.m.- 12:00 noon	Tools in Achieving Productivity in the Workplace E. Teams and Online Components	JEANELEI L. CAROLINO EPS- TLE/EPP
NOON BREAK		
1:00 p.m.- 1:15 p.m.	Unfreezing Activities	
1:00 p.m. – 2:00 p.m.	WORKSHOP	
2:00 p.m.- 3:00 p.m.		
3:00 p.m.- 3:15 p.m.	HEALTH BREAK	
3:15 p.m. – 5:00 p.m.	CLOSING PROGRAM Q&A COMPLETION OF REFLECTION FOR DAY 3	



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