



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
Government Center, Candahug, Palo, Leyte



January 16, 2017

**REGIONAL MEMORANDUM**

No. **031** / **17** / **2017**

**CAPABILITY BUILDING PROGRAM ON PRESENTATION AND FACILITATION SKILLS  
FOR DIVISION-BASED GENDER AND DEVELOPMENT TRAININGS**

To: **Schools Division Superintendents**  
**All Others Concerned**

1. This Office will hold a three-day Capability Building Program on Presentation and Facilitation Skills for Division-Based Gender and Development (GAD) Trainings on February 15-17, 2017 at RELC-NEAP R-8, Government Center, Candahug, Palo, Leyte.
2. This activity aims to enhance the knowledge, skills and attitudes of the prospective Gender and Development (GAD) Trainers in facilitating and presenting learning sessions in the conduct of professional development programs.
3. The participants are the Schools Division Office (SDO) GAD Coordinators and three selected School Heads from each of the thirteen SDOs. Each participant is advised to bring laptop to be used during the simulation activity of the conduct of learning sessions.
4. Expenses for the cost of board and lodging, venue and the training materials of the participants, facilitators and Program Management Team shall be charged to Gender and Development (GAD) Fund of the Regional Office while other incidental expenses of the participants to Division GAD Fund, subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this memorandum are desired.

  
**RAMIR B. UYTICO, Ed. D., CESO IV**  
OIC-Regional Director

Enclosure: None

References: 2017 AIP

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

GAD COORDINATORS

SCHOOL HEADS

TRAININGS



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS  
*...where LEADers create great schools*

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