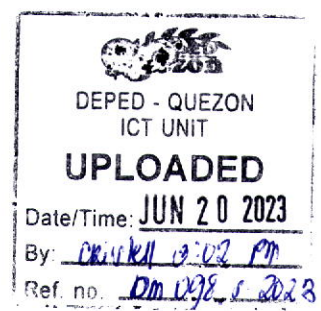




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 June 2023

OFFICE MEMORANDUM
OM No. 098, s. 2023

**A CAPACITY-BUILDING SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL OF
DEPED QUEZON TO REVITALIZE PROFESSIONALISM, STRENGTHEN TEAMWORK,
AND REIGNITE PASSION FOR WORK**

TO: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
SDO Personnel
All Others Concerned

In reference to Deped Order No. 40, s. 2020 titled Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of COVID-19 Pandemic, this Office, through School Governance and Operations Division - Human Resource Development Section, shall conduct **A Capacity-Building Seminar-Workshop for Non-teaching Personnel of DepEd Quezon to Revitalize Professionalism, Strengthen Teamwork, and Reignite Passion for Work**, on **June 26-27, 2023** at M.I. Sevilla's Resort Brgy. Domoit Lucena, City.

This activity aims to provide learning and development opportunities to its personnel to further enhance their competencies and capabilities required by their position and the office mandate, and to adapt to the new normal of working. In view of health and work crisis safety and health protocols shall be observed during the duration of the activity.

The participants are requested to bring pens and notebooks. Please see the list of participants in Enclosure No. 1 and the training matrix in Enclosure No. 2.

There will be a day zero on June 25, 2023, for participants from the sub-office. They may request for travel authority covering June 25 to June 27.

DEPEDQUEZON-TM-SDS-04-010-005



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Widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

hrdrum06/20/2023

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Enclosure No. 1

TRAINING MATRIX

**A CAPACITY-BUILDING SEMINAR-WORKSHOP FOR NON-TEACHING PERSONNEL OF DEPED QUEZON TO REVITALIZE PROFESSIONALISM,
STRENGTHEN TEAMWORK, AND REIGNITE PASSION FOR WORK**

June 26-27, 2023

TIME	DAY 1	DAY 2
7:30	REGISTRATION	MANAGEMENT O LEARNING ALL AO2
8:00	OPENING PROGRAM	
8:30-10:00	Session 1 BEGIN WITH A WHY <i>Clarifying One's Purpose</i>	Session 5 DAWN IS BORN AT MIDNIGHT <i>Strategies for Resilience and Real Well-Being</i>
10:00-10:10	BREAK	BREAK
10:10-11:30	Session 2 PLOT TWIST <i>Transforming your Mindset Through Gratitude</i>	Session 6 UNSELFIE <i>Harnessing the Gift of Empathy & Compass in Today's Workplace</i>
11:30	LUNCH BREAK	LUNCH BREAK
1:30	Session 3 THE SPIRIT OF THE SQUIRREL <i>Understanding One's Role in the DepEd "Forest"</i>	Session 7 KALEIDOSCOPE WORLD: <i>Building Our Teams Through Self-Mastery</i>
3:00-3:10	Break	Break
3:10-5:00	Session 4 THE MORAL PURPOSE <i>Committing to a Moral Cause</i>	Session 8 THE GIFT OF THE GOOSE <i>Harnessing Unique Temperaments for Promoting Positive Relationships at Work</i>
5:00	END OF SESSIONS	END OF SESSIONS

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