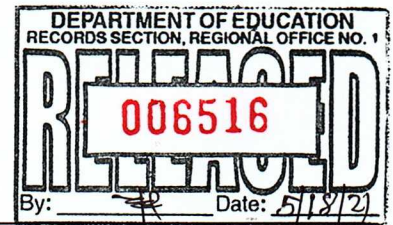




Republic of the Philippines  
**Department of Education**  
 REGION I



Office of the Regional Director

MAY 18 2021

REGIONAL MEMORANDUM  
 No. 448, s. 2021

**PARTICIPATION TO LEVERAGING TECHNOLOGY FOR WORKPLACE EFFECTIVENESS**

To: Schools Division Superintendents

1. The Department of Education Regional Office I, through the Human Resource Development Division (HRDD), shall be conducting a skills training entitled Leveraging Technology for Workplace Effectiveness at the National Educators Academy of the Philippines on May 26-28, 2021. The three-day training is scheduled to provide lecture and workshop/skills application.

2. The training aims to demonstrate advanced skill on the files and records management, photo and video editing, and database management using appropriate software.

3. Anent this, each SDO is requested to send the number of participants indicated below to include **School-based Administrative Assistants and Administrative Aides** from the 14 Schools Division Offices (SDOs). In addition, **non-teaching school personnel who are involved in data and records management.**

Schools Division Office	Number of Pax/Modality		Link
	Face-to-Face	Online	
Alaminos City	-	15	<a href="http://tinyurl.com/DataNTP2021">http://tinyurl.com/DataNTP2021</a>
Batac City	-	15	
Candon City	-	15	
Dagupan City	-	15	
Ilocos Norte	-	15	
Ilocos Sur	-	15	
Laoag City	-	15	
La Union	10	15	
Pangasinan I	-	15	
Pangasinan II	-	15	
San Fernando City	10	15	
San Carlos City	-	15	
Urdaneta City	-	15	
Vigan City	-	15	

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4. Participants are expected to bring with them their laptop during the sessions.
5. All participants are required to pre-register on the link provided above. Pre-registration shall be open until May 24, 2021, 5PM.
6. Participants from La Union Schools Division and Schools Division of San Fernando City who will be joining the face-to-face training shall be accommodated at NEAP-1. Accommodation and meals for the entire duration of the training shall be charged to the Regional GAD Fund. First meal is breakfast of May 26, 2020; last meal is dinner of May 28, 2020.
7. To ensure the safety of all, face-to-face participants should be reminded to observe the following:
  - a. Wearing of face mask
  - b. Wearing of face shield
  - c. Has not travelled outside of La Union at least five days before the training schedule.
  - d. Stay in NEAP **during the entire duration** of the training.
8. For more details, please contact the Human Resource Development Division (HRDD) through (072) 682-23-24 loc 122.
9. For wide dissemination and immediate action.

  
**TOLENTINO G. AQUINO**  
Regional Director

Reference: None

Encl: None

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

SEMINARS

TEACHERS

TRAININGS

HRDD/jmv/RM\_ Participation to Leveraging Technology for Workplace Effectiveness  
May 14, 2021



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