



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

September 16, 2021

DIVISION MEMORANDUM

No. 293, s. 2021

**RESOURCE PACKAGE DEVELOPMENT FOR THE PRIORITY LEARNING NEEDS
OF THE NON-TEACHING AND TEACHING-RELATED PERSONNEL**

To: Assistant Schools Division Superintendent/PMT Chair
CID and SGOD Chiefs
EPSs/PSDSs/PICs
Public Elementary and Secondary School Heads
Teaching, Non-Teaching, and Teaching-Related Personnel
Division Pool of Learning Facilitators
All Others Concerned

1. This Office, through the Human Resource Development Section (HRDS), shall conduct a limited face-to-face workshop on the Development of Resource Package for the Priority Learning Needs of Non-Teaching and Teaching-Related Personnel on **September 28-30, 2021** at a venue to be announced in a subsequent memorandum.
2. The objectives of this activity are to develop a resource package that addresses the priority learning needs of non-teaching and teaching-related personnel of the Schools Division of Northern Samar based on their 2020 Individual Development Plan (IDP); and to enhance the knowledge, skills, and attitudes (KSAs) of Resource Package Developers in formulating session guides with respective slide deck presentations.
3. The participants of this activity are the 39 Division Certified Pool of Learning Facilitators and 17 members of the Program Management Team.
4. Attached are the list of participants, program management team, activity matrix., and sample confirmation letter of the participants. Participants must accomplish the online registration and health assessment checklist through the link <https://tinyurl.com/ResourcePackage2021> to ensure the safety of everyone on or before September 21, 2021.
5. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed

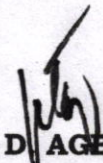


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COVID19 case before the conduct of the activity shall inform the management for proper coordination.

6. This Memorandum serves as the Travel Authority of the participants.
7. Expenses incurred relative to the conduct of the activity such as meals, accommodation, supplies and materials, and travel and other incidental expenses shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


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OIC-Schools Division Superintendent