

September 6, 2019

REGIONAL MEMORANDUM

No. 290-2019


**CONDUCT OF WORK ETHICS, ATTITUDE AND PRODUCTIVITY SEMINAR  
(WEAPS) FOR EDUCATION LEADERS IN DEPED-CAR**

TO : Schools Division Superintendents  
RO Functional Division Chiefs  
All others concerned

1. The Regional Office through the Human Resource Development Division (HRDD) shall conduct the Work Ethics, Attitude and Productivity Seminar (WEAPS) for Education Leaders on September 11, 2019 at a venue to be announced later.
2. The activity aims to enhance knowledge and skills of the participants in continuously shaping good working relationships with subordinates, specifically in achieving the goals of the organization.
3. The participants to the Work Ethics, Attitude and Productivity Seminar are the following:

RD May B. Eclar, PhD. CESO V	1
ARD Bettina Daytec – Aquino	1
Schools Division Superintendents – All Divisions	8
Assistant Schools Division Superintendents- All Divisions	8
Chiefs of RO Functional Divisions	8
HRDD Training Staff	4
SDO and RO Drivers	10
<b>Total Participants</b>	<b>40</b>

4. Meals and Accommodation of the participants shall be charged against HRTD funds while travelling and other incidental expenses shall be charge against local funds subject to existing COA rules and regulations. First meal is AM snacks of September 11, 2019 while last meal will be breakfast of September 12, 2019. Check-in time is 2:00 PM of September 11, 2019.
5. Immediate dissemination and compliance of this memorandum is enjoined.

  
MAY B. ECLAR, PhD., CESO V  
Regional Director

### MATRIX OF ACTIVITIES

TIME	Activities	
	DAY 1	Day 2
7:30 - 9:00	Registration & Opening Program	MOL Sharing of Reflections
9:00 – 10:00	Understanding Self and others c/o Resource Person	Closing Program and ways forward
10:00 – 10: 15	HEALTH BREAK	Home Sweet Home
10: 16 – 11:00	Self and Organizational Assessment on Work Ethics and Attitude c/o Resource Person	
11:00 – 12:00	Creating Work Ethical and Productive Work Environment c/o Resource Person	
12:00 – 1:00	LUNCH	
1:00 – 3:00	Continuation of Creating Work Ethical Standard and Productive Work Environment	
3:00 – 6:00	Aquatic Team building Activities	
6:00 onwards	Dinner	