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Regional Memorandum
 No. **375 . 2019**

STAKEHOLDERS ENGAGEMENT CAPABILITY BUILDING

TO: Schools Division Superintendent
 All others concerned
 All Divisions

1. The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is conducting Stakeholders Engagement Capacity Building on November 11-15, 2019 at H100 Ecolodge, Baguio City.
2. The objective of the activity is to enhance the knowledge and skills of the School Based Management (SBM) implementers in the active engagement of stakeholders towards the realization of an effective school.
3. The participants to the activity are the following:

DIVISION	NO. OF PARTICIPANTS
Regional Office – RD, ARD, FTAD, QuAD	4
Speakers / Facilitators	9
Abra – SBM Coordinator, SMME, School Heads	8
Apayao - SBM Coordinator, SMME, School Heads	8
Baguio City - SBM Coordinator, SMME, School Heads	8
Benguet - SBM Coordinator, SMME, School Heads	8
Ifugao - SBM Coordinator, SMME, School Heads	8
Kalinga - SBM Coordinator, SMME, School Heads	8
Mt Province - SBM Coordinator, SMME, School Heads	8
Tabuk City - SBM Coordinator, SMME, School Heads	8
Central Office Monitoring Team	3
Total	80

4. The participants are expected to check in on November 11, 2019. Accommodation and meals will be charged against BHROD.– SED downloaded funds. First meal will be breakfast of November 11 and last meal will be dinner of November 15, 2019.
5. Transportation and travelling expenses of the participants will be downloaded to the respective Schools Division Offices subject to usual accounting and auditing rules and regulations.
6. Enclosure to this memorandum is the activity matrix
7. Immediate dissemination of this memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V
 Regional Director

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4
8:00 - 8:30		National Anthem Prayer Recognition of Participants Welcome Remarks	Management of Learning		Management of Learning
8:30 - 9:30		Getting to know you - Guess Who? Expectation Setting / House Norms Statement of objectives	Motivational Activity: Guess the Emotion Discussion: Communication as Foundation of Effective Relationship Activity: Four Basic Communication Skills	Motivational Activity: One for All	Activity: Assessing my Partnership Portfolio
9:30 - 9:45		Coffee Break		Discussion: The "I" in a team	
9:45 - 10:15					
10:15 - 10:30					
10:30 - 10:45		Groupings	Discussion: Characteristics of Successful Communication	Discussion: Promoting Transparency and Accountability	Establishing New Partnership
10:45 - 11:15		Motivational Activity: Number Game Discussion: SBM & Stakeholders Engagement	Act: Mapping Current Communication Efforts		
11:15 - 12:00	Arrival of Participants	Health Break			
12:00 - 1:00					
1:00 - 1:30		Motivational Activity: Knowledge is power	Energizer Discussion: One way or two way communication	Energizer: Discussion: Building a Stronger Stakeholder Engagement through SARC	Clearing House
1:30 - 2:00		Discussion: Knowledge is Empowering			
2:00 - 2:45		Act: Looking Back	Discussion: The Language of Leaders		
2:45 - 3:00			Coffee Break		
3:00 - 4:00		Discussion: Education is everyone's responsibility	Activity: Skit	Discussion: Effective Ways in Presenting the SRC to the community	Closing Program
4:00 - 5:00		Act: Identifying Improvement Area			