



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

February 21, 2020

DIVISION MEMORANDUM
 NO. 112, s. 2020

DIVISION ORIENTATION-WORKSHOP ON TRAINING MANAGEMENT INFORMATION SYSTEM (TMIS), QATAME AND MANAGEMENT OF TRAINING

TO : Public Secondary School Heads
 All Others Concerned

1. Pursuant to Division Memorandum No. 31, s. 2020 Creation of Human Resource Development Fellows, this Office shall conduct a Division Orientation-Workshop on Training Management Information System (TMIS), QATAME and Management of Training on February 26-28, 2020 at Greene Manor, Lazatin Boulevard, City of San Fernando, Pampanga.
2. The objectives of the said activity are:
 - a. orient the Human Resource (HR) fellows on their roles and functions as a support group in the management of the TMIS;
 - b. reorient QATAME associates in their duties and functions during the conduct of trainings and other HR activities; and
 - c. establish the use of HRD System in the management and implementation of different HR activities and programs.
3. Attached are the following for ready reference:
 - 3.1 List of Participants
 - 3.2 Training Matrix
4. Participants are requested to bring their own laptop, pocket wifi, and extension cord.
5. For more information, all concerned may contact the School Governance and Operations Division (SGOD) or Mr. Jayson M. Santos, SEPS-HRD, DepEd Schools Division of Pampanga, High School Blvd., Barangay Lourdes, City of San Fernando, Pampanga at telephone number (045) 961 5262.
6. This Memorandum serves as travel order.
7. For immediate dissemination.

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Dep Ed DIVISION OF PAMPANGA
 CITY OF SAN FERNANDO

RELEASED

FEB 21 2020

BY: h:tb h

ZENIA G. MOSTOLES Ed.D., CESO V
 Schools Division Superintendent





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HRD Fellows

NO.	NAME	SCHOOL	CLUSTER
1.	Belinda Regala	Tinajero HS-Main	I
2.	Norminda Mayrina	Camba HS	I
3.	Wilhelmina Castro	Ayala HS	I
4.	Imee Lintag	Porac NHS	II
5.	Rosana Molina	Porac NHS	II
6.	Freddie Baltazar	Sto. Tomas HS – Sasmuan	II
7.	Jeanette Mejia	Eastern Porac HS	II
8.	Liberty Guanlao	Becuran HS	II
9.	Annette Simbul	Betis HS	II
10.	Nida Aguas	Betis HS	II
11.	Rowena Aguipto	Sta. Cruz High IS	III
12.	Elena Ocampo	San Vicente HS	III
13.	Cecilia Calma	San Roque Dau HS	III
14.	Irish Bacani	Diosdado Macapagal Memorial HS	III
15.	Jingkie Pastor	Basa Airbase HS	III
16.	Christy Marie Gemperoa	San Pablo 2 nd HS	III
17.	Josephine Del Rosario	Nicanor David Vergara HS	IV
18.	Engracia David	DALCUI	IV
19.	Vilma Arcilla	Malino HS	IV
20.	Lauro Pangan	Telesforo & Natividad Alfonso HS	IV
21.	Ma. Ana Depona	Don Jesus Gonzales HS	IV
22.	Melinda Dayao	San Carlos San Luis HS	V
23.	Joyce Dy	Pasig HS	V
24.	Genedina De Guzman	Talang HS	V
25.	Jayson Salas	Emigdio Bondoc	V
26.	Loida Sarmiento	Apalit HS	VI
27.	Teresita Carlos	San Matias HS	VI
28.	Cynthia Canlas	BAGTECH	VI
29.	Veronica Angeles	Cansinala HS	VI
30.	Rassel Pineda	Apalit HS	VI
31.	Sherwin Castro	San Vicente-San Francisco HS	VII





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QATAME ASSOCIATES

NO.	NAME	SCHOOL
1.	Janet Lingad	Lubao NHS
2.	Evelyn Trinidad	Nicanor David Vergara HS
3.	Jocelyn Miranda	San Isidro HS (Sta. Ana)
4.	Myrna Santillan	San Pedro NHS
5.	Rowell Diwa	Betis HS
6.	Ferdinand Cunanan	Paralaya HS
7.	Dennis Del Rosario	Nicanor David Vergara HS
8.	Melinda Dayao	San Carlos San Luis HS
9.	Mischel Lirag	Telacsan HS
10.	Catherine Tolentino	Potrero HS
11.	Catherine Montemayor	Sto. Rosario NHS
12.	Nilda Manalang	Dela Paz Libutad HS
13.	Leomela Bondoc	Justino Sevilla HS
14.	Marilou Lajom	Talang HS
15.	Michel Vinluan	Arayat NHS
16.	Marizen Tolentino	Villa Maria HS
17.	Sarah Quiambao	Tinajero HS-Annex
18.	Rogelene Vergara	San Isidro HS (Bacolor)
19.	Mylene Mandani	Nicanor David Vergara HS
20.	Lauren Mendrano	Porac NHS

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Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
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TRAINING MATRIX

Date & Time	Activity	In-Charge
Day 1 – 01/27/2020	TRAINING MANAGEMENT INFORMATION SYSTEM	
8:00-8:30	Arrival/Registration	TMT
8:30-9:45	Opening Program	TMT
	Preliminaries	Jayson M. Santos SEPS, SGOD-HRDS
9:45-10:00	Health Break	
10:00-11:00	Session 1: Training Management Information System (Division Memorandum No. 328 s. 2019)	John Paul B. Pallasigui Division ITO
11:00-12:00		
12:00-1:00	Lunch Break	
1:00-2:00	Workshop 1: TMIS	Jonel C. Bucad ADAS III
2:00-3:00		
3:15-3:30	Coffee Break	
3:30-4:00	Workshop 1: TMIS (Continuation)	Dharyl C. Bucad HT, Betis HS
4:00-5:00		
Day 2 – 01/28/2020	TRAINING MANAGEMENT	
8:00-8:30	Registration	
8:30-9:00	MOL	
9:00-10:15	Session 2: Management of Training (Opening, Closing Program & MOL)	Kristin Marie U. Santos EPS II, SGOD-HRDS
10:15-10:30		
10:30-11:00	Workshop 2: Standard for Program for Opening, Closing & MOL	Kristin Marie U. Santos
11:00-12:00		
12:00-1:00	Lunch Break	
1:00-2:00	Session 3: Facilitation Skills: The Art of Facilitating	Jayson M. Santos
2:00-3:00		
3:15-3:30	Health Break	
3:30-4:00	Workshop 3: Simulation (Facilitation Skills: The Art of Facilitating)	Jayson M. Santos
4:00-5:00		
Day 3 – 01/29/2020	QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING & EVALUATION	
8:00-8:30	MOL	
8:30-9:00	Session 4: QATAME Tools	Michelle D. Mejia SEPS, SGOD-SMM&E
9:00-10:15	<ul style="list-style-type: none"> • On-Site Monitoring • Process Observation • FGD 	
10:15-10:30	Health Break	
10:30-11:00	Session 4: QATAME Tools (Continuation)	Michelle D. Mejia
11:00-12:00	<ul style="list-style-type: none"> • Critical Incidents • End Program Evaluation 	
12:00-1:00	Lunch Break	
1:00-2:00	Session 5: 2020 HRTD Programs, Projects, and Activities	Jayson M. Santos
2:00-3:00	Workshop 5: Whole Year-Round Schedule/Matrix of QATAME Associates & HR Fellows	Kristin Marie U. Santos
3:15-3:30	Coffee Break	
3:30-4:30	Presentation of Outputs	By Group
4:30-5:00	Ways Forward/Closing	Proponent/TMT

6



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