



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

DIVISION WEBINAR ON HUMAN RESOURCE DEVELOPMENT (HRD) DATA COLLECTION SYSTEM
October 23, 2020
9:30 a.m. via Facebook Live at DepEd Tayo South Cotabato page

ACTIVITY MATRIX

Date	Time	Mins.	Topics/Activities	Persons Responsible/Facilitators
(October 23, 2020)	8:00 a.m.		ONLINE REGISTRATION	Secretariat
	9:30 a.m.		OPENING PROGRAM	
			RECOGNITION OF PARTICIPANTS	ARNEL B. BIEN, JD., EPS-II
			WELCOME REMARKS	DR. FELLY F. MARU- EPS I
			STATEMENT OF PURPOSE	BERT D. LABUAYA- SEPS-HRD
			MESSAGE	DR. RUTH L. ESTACIO, CESO VI- OIC- Schools Division Superintendent
			ORIENTATION PROPER	
	10:00-10:40 a.m.		Mechanics and Guidelines	BERT D. LABUAYA-SEPS
10:46-11:00 a.m.		Uploading/Downloading of files and outputs	VINCENT CELDA-ICT Officer	

SDOSC-SGOD-HRD-PAAM-v2.0r0.0, effective 04/06/2020



Address: Alunan Avenue, City of Koronadal, South Cotabato 9506
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	11:01-12:00 noon	AGREEMENT/ACTION PLANNING	ARNEL BIEN, JD, EPS-II
		-END OF ACTIVITIES	
Officer(s) of the Day		ARNEL B. BIEN / BERT D. LABUAYA	
Secretariat		CHARMAINE DAWN FETALINO	
ICT in-Charge		ROGELIO DE JUAN	
QATAME in-Charge		JETT JAVELLANA	

Prepared by:

BERT D. LABUAYA
 SEPS-HRD

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