



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

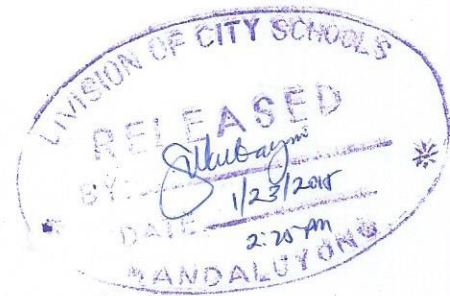
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January 23, 2015

MEMORANDUM

To: Education Program and District Supervisors
MHS, CMSHS, HHIS
Division Office Personnel




**3-DAY LIVE-IN-ORIENTATION-WORKSHOP
ON THE NEW ROLES, FUNCTIONS AND STRUCTURES
OF THE SCHOOLS DIVISION OFFICE (SDO)**

1. Attached are the NCR Memorandum dated January 9, 2015 and NCR Memorandum No. 247, S. 2014 entitled: **3-Day Live-in-Orientation-Workshop on the New Roles, Functions and Structures of the Schools Division Office (SDO)** on February 5-7, 2015 at Ciudad Christhia Resort, Earth Street, Carrieland Country Homes II, Ampid, San Mateo, Rizal, contents of which are self-explanatory.
2. The following are expected to attend the said orientation-workshop.

| | |
|------------------------|----------------------------|
| Dr. Nerissa L. Losaria | Mr. Rosarito A. Septimo |
| Ms. Erdelinda G. Diaz | Mr. Romeo E. Bandal |
| Dr. Victor M. Javeña | Mr. Bony G. Abalos |
| Dr. Alyn G. Mendoza | Mrs. Menchie DC Kubayashi |
| Dr. Rosa G. Alvarez | Mrs. Ma. Delma A. Abringe |
| Mr. Rex A. Ado | Mrs. Teresita P. Delachica |
| Mr. Eden L. Paras | Mrs. Rowena S. Letada |
| Mrs. Marife V. Arias | Mrs. Ma. Cecilia Z. Tria |
| Mr. Ceasar A. Nachor | Mrs. Jeannette L. Santos |
| Ms. Jovy D. Balbuena | Mr. Sherwin G. Magsombol |
| Mrs. Emma G. Arrubio | Mrs. Grace D. Santiago |

3. Immediate and wide dissemination of this **Memorandum** is desired.


NERISSA L. LOSARIA, CESO VI
Officer In-Charge

Office of the Schools Division Superintendent



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Mendoza C

Department of Education
National Capital Region
RECORDS AND PUBLICATION UNIT

RELEASED

MEMORANDUM

TO : Schools Division Superintendents

FROM : *Dr. Luz S. Almeda* Director IV
Ponciano A. Menguito DIRECTOR III

SUBJECT : **Resetting of the 3-Day Live-in-Orientation-Workshop on the New Roles, Functions and Structures of the Schools Division Office (SDO)**

DATE : January 9, 2015

3: JAN 13 2015 Time: _____

1. The field is hereby informed that the **3-Day Live-in-Orientation-Workshop on the New Roles, Functions and Structures of the Schools Division Office(SDO)** shall be reset from December 15-17, 2014 to **February 5-7, 2015**, same time and venue. Meeting of all regional facilitators shall be held on **January 21, 2015** at the DepEd-NCR Conference Hall, from 9:30a.m.-4:00p.m.
3. Please refer to Regional Memorandum No. 247, s. 2014 and Unnumbered Regional Memorandum dated November 24 and December 10, 2014 respectively for other details.
4. Immediate and wide dissemination of this Memorandum is desired.



Republika ng Pilipinas
 (Republic of the Philippines)
KAGAWARAN NG EDUKASYON
 (DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
 (NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon
 (Misamis St., Bago Bantay, Quezon City)

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Department of Education
 National Capital Region
 RECORDS AND PUBLICATION UNIT

RELEASED

8098

DIVISION OF CITY SCHOOLS
RECEIVED

By: Malou November 24, 2014

Date: 27 NOV 2014

Time: 9:37AM

MANDALUYONG

By: _____
 Date: NOV 25 2014 Time: _____

MEMORANDUM
 No. 247 S. 2014

3 - DAY LIVE-IN ORIENTATION - WORKSHOP ON THE NEW ROLES, FUNCTIONS AND STRUCTURES OF THE RATIONALIZED SCHOOLS DIVISION OFFICE

To : Schools Division Superintendents

1. The Department of Education-National Capital Region, in its effort to ensure an effective and efficient service delivery and support systems under the approved Rationalization Program shall conduct the above captioned activity at Ciudad Christhia Resort, Earth Street, Carrieland Country Homes II, Ampid, San Mateo, Rizal on December 15-17, 2014.

2. Participants to the said activity are the following Schools Division Officials and Personnel:

- 2.1 SDS
- 2.2 ASDS
- 2.3 Section Heads
- 2.2 Education Program Supervisors
- 2.3 District Supervisors

3. Refer to the attached program of activities, list of clustered schools divisions indicating the specific number of participants together with their corresponding budgetary requirements for reference.

4. Each participant will be charged the amount of P 3,800.00 to cover his/her board and lodging as well as training materials to be borne by the Schools Divisions MOOE/local funds and DepEd Central Office fund to wit:

Board / Meals and Training Materials.....Php 2,000.00 per participant (DepEd-CO Fund)
 Lodging.....Php1,800.00 per participant (Schools Division Fund)

5. The Schools Divisions are advised to shoulder all the expenses of their respective participants while the budget for meals and training materials is still being requested for approval from the DepEd Central Office. Individual Official Receipt of participants shall be issued by Ciudad Christhia Resort for auditing purposes.

6. Likewise, transportation and other incidental expenses of participants and facilitators incurred in the conduct of the activity shall be chargeable against local funds subject to the usual accounting and auditing COA rules and regulations

7. The Regional and Division Facilitators / Resource Persons of said activity are requested to undertake the Planning Meeting on December 9, 2014 from 9:00 a.m. onwards at the DepEd Conference Room to finalize the details of the Orientation Workshop.

8. List of participants shall be submitted to this office thru telefax 9294348 c/o Dr. Felicino C. Trongco, EPS III-OIC, HRDD-NEAP on or before December 5, 2014.

9. Program arrangements are as follows:

- Regional and Division facilitators / resource persons should check-in at the venue, 2:00 p.m. , December 14, 2014 for some preliminary activities and preparations.
- Participants are expected to check-in at the venue on December 15, 2014, 7:00 a.m. and check-out in the afternoon of December 17, 2014.
- First meal [breakfast] shall be served on December 15, 2014
- Opening Program & 1st session will start at 8:30 a.m .

10. Immediate and wide dissemination of this Memorandum is desired.



PONCIANO A. MENGUITO
Schools Division Superintendents
OIC – Office of the ARD
Officer-In-Charge

Incl. : As stated

Reference : *Unnumbered DepEd Memorandum dated October 13, 2014 from the Office of Usec. Rivera*

Allotment : 1 – 2

To be indicated in the PERPETUAL INDEX
under the following subjects :

ACTIVITY

RATIONALIZATION

PROGRAM

**3-DAY LIVE-IN ORIENTATION-WORKSHOP ON THE NEW ROLES, FUNCTIONS AND STRUCTURES
OF THE RATIONALIZED SCHOOLS DIVISION OFFICE
Ciudad Christhia, San Mateo, Rizal
December 15-17,2014**

BUDGETARY REQUIREMENTS

A. Clustering of Divisions, Estimated Number of Participants & Budget

| CLUSTER A | NO.OF PAX PER DIVISION | MEALS (Php600.00/ day) | SUPPLIES (200/head) | TOTAL | LODGING (SDO FUND) 1,800/head |
|---------------------------|-----------------------------------------------|---------------------------|------------------------|-------------------|-------------------------------------|
| Las Piñas City | 17 | 30,600.00 | 3,400.00 | 34,000.00 | 30,600.00 |
| Makati City | 22 | 39,600.00 | 4,400.00 | 44,000.00 | 39,600.00 |
| Mandaluyong City | 22 | 39,600.00 | 4,400.00 | 44,000.00 | 39,600.00 |
| Manila City | 24 | 43,200.00 | 4,800.00 | 48,000.00 | 43,200.00 |
| Muntinlupa City | 22 | 39,600.00 | 4,400.00 | 44,000.00 | 39,600.00 |
| Pasay City | 22 | 39,600.00 | 4,400.00 | 44,000.00 | 39,600.00 |
| Pasig City | 26 | 46,800.00 | 5,200.00 | 52,000.00 | 46,800.00 |
| San Juan City | 16 | 28,800.00 | 3,200.00 | 32,000.00 | 28,800.00 |
| SUB-TOTAL | 171 | 307,800.00 | 34,200.00 | 342,000.00 | 307,800.00 |
| | | | TOTAL | 684,000.00 | |
| CLUSTER B | | | | | |
| Caloocan City | 24 | 43,200.00 | 4,800.00 | 48,000.00 | 43,200.00 |
| Malabon City | 18 | 32,400.00 | 3,600.00 | 36,000.00 | 32,400.00 |
| Marikina City | 22 | 39,600.00 | 4,400.00 | 44,000.00 | 39,600.00 |
| Navotas City | 18 | 32,400.00 | 3,600.00 | 36,000.00 | 32,400.00 |
| Parañaque City | 22 | 39,600.00 | 4,400.00 | 44,000.00 | 39,600.00 |
| Quezon City | 25 | 45,000.00 | 5,000.00 | 50,000.00 | 45,000.00 |
| Taguig-Pateros City | 20 | 36,000.00 | 4,000.00 | 40,000.00 | 36,000.00 |
| Valenzuela City | 20 | 36,000.00 | 4,000.00 | 40,000.00 | 36,000.00 |
| SUB-TOTAL | 169 | 304,200.00 | 33,800.00 | 338,000.00 | 304,200.00 |
| | | | TOTAL | 676,000.00 | |
| CLUSTER C | | | | | |
| | TRAINERS, FACILITATORS,STAFF, MONITORS | | | | |
| | NO. | MEALS | | TOTAL | LODGING (SDO FUND) 1,800/head |
| TRAINERS/FACILITAT ORS | 11 | 19,800.00 | | 19,800.00 | 19,800.00 |
| DepEd-CO Monitors | 2 | 3,600.00 | | 3,600.00 | 3,600.00 |
| SUB-TOTAL | 13 | 23,400.00 | | 23,400.00 | 23,400.00 |
| | | | TOTAL | | |

BUDGET SUMMARY BREAKDOWN: DepEd-CO Funds(Meals & Materials Only)

Cluster A.....684,000.00
Cluster B.....676,000.00
Cluster C.....23,400.00
GRAND TOTAL.....1,383,400.00

BUDGET SUMMARY BREAKDOWN: SDO Funds(Lodging Only)

Cluster A.....307,800.00
Cluster B.....304,200.00
Cluster C.....23,400.00
GRAND TOTAL.....635,400.00
TOTAL BUDGET: 2,065,600.00 Prepared by:

Prepared by:

Felimon
FELICINO C. TRONGCO
OIC-Head HRDD

TRAINING MATRIX

December 15-17, 2014

| TIME | DAY 1 | | DAY 2 | DAY 3 |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:30 – 8:00 | Registration | | | |
| 8:30 – 9:45 | Opening Session <ul style="list-style-type: none"> Prayer and National Anthem Welcome and Attendance Check Rationale and Objectives House Rules | 8:00 – 10:00 | Session 3B Functions and Structure of the SDO <ul style="list-style-type: none"> School Governance and Operations Division (SGOD) Office of the SDS (OSDS) | Continuation Session 6 Technical Assistance Mechanism <ul style="list-style-type: none"> Credibility |
| 9:45 – 10:00 | Break | 10:00 – 10:15 | Break | |
| 10:00 – 11:00 | Session 1 Establishing the Need for Change | | | |
| 11:00 – 12:00 | Session 2 Orientation on the New DepEd Levels, Functions, Structure (CO, RO,SDO) <ul style="list-style-type: none"> Rationale New Structure of CO,RO,SDO | 10:00 – 12:00 | Session 4 Functional Interface <ul style="list-style-type: none"> Relationship among Divisions in the SDO | Break |
| | | 12:00 – 1:00 | Lunch Break | Clearing House Next Step Lunch Break |
| 12:00 – 1:00 | LUNCH BREAK | 1:00 – 3:00 | Continuation Session 4 Functional Interface <ul style="list-style-type: none"> Relationship among Divisions in the SDO | Facilitators / Resource Persons Cluster A <ul style="list-style-type: none"> Mrs. Victoria Mayo Dr. Roger Morillos Dr. Alejandro Ibañez Dr. Violeta M. Gonzalez Dr. Virginia T. Nora |
| 1:00 – 3:00 | Continuation of Session 2 Input on SDO KRA and Major Outputs | 3:00 – 3:15 | Session 5 Job Designs for SDO | Cluster B <ul style="list-style-type: none"> Dr. Felicino C. Trongco Dr. Remela Cruz Dr. Freddie Avendaño Dr. Jenilyn Rose B. Corpuz Mr. Baltazar M. Gayem Dr. Jane Fernando |
| 3:00 – 3:15 | Break | 3:15 – 4:30 | | |
| 3:00 – 5:30 | Session 3A Functions and Structure of the SDO <ul style="list-style-type: none"> Curriculum Implementation Division (CID) | 4:30 – 5:30 | Session 6 Technical Assistance Mechanism <ul style="list-style-type: none"> TA Mechanism as applied to SDO Behavioral vs Technical Skills | |