



DepEd - Division of Catanduanes
RECORDS SECTION

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BY: [Signature] No: 005
DATE: 7 JAN 2025 TIME: 10:00

Republic of the Philippines
Department of Education
Region V - Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

January 7, 2025

DIVISION MEMORANDUM

No. 005 s. 2025

SDO CATANDUANES CALENDAR OF ACTIVITIES FOR JANUARY 2025

To: OIC-Assistant School Division Superintendent
Chief Education Supervisors
SGOD and CID Personnel
OSDS Unit Heads and Personnel
School-Based Personnel
All Others Concerned

The Calendar of Activities for January 2025 is hereby released for guidance of all concerned.

[Signature]
CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

CALENDAR OF ACTIVITIES FOR JANUARY 2025

Date	Day	Time	Activity	Venue	Responsible Unit/s	Participants
1	Wed		NEW YEAR'S DAY			
2	Thu		RESUMPTION OF CLASSES			
3	Fri	8:00-5:00	Division Cliniquing of School Paper Winners for RSPC Paper Contest	Gogon ES	CID	Winning School Paper Advisers
4	Sat					
5	Sun					
6	Mon	8:00 – 5:00	Seminar Workshop on the Preparation and Submission of CY 2024 Year-end Financial Reports	Rakdell Inn	Budget and Accounting	Accountant Accounting Staff Budget Officer Budget Staff Accountant and Senior Bookkeepers of IUs
7	Tue	8:00 – 5:00	Seminar Workshop on the Preparation and Submission of CY 2024 Year-end Financial Reports	Rakdell Inn	Budget and Accounting	Accountant Accounting Staff Budget Officer Budget Staff Accountant and Senior Bookkeepers of IUs
8	Wed	8:00 – 5:00	Workshop on School Data Management of the DEPED Performance Indicators	Rhaj Inn	SGOD-PRS	Elementary and Secondary School Heads of Zone 3
		8:00 – 5:00	Written Exam, Work Sample Test and Comparative Assessment of AO IV (Cash Section & Bato RDHS); Administrative Aide VI (OSDS, OASDS, Personnel Section, SAVS)	SDO Hall A	ASDS	HRMPSB, HRMPSB Secretariat, HRMPSB Sub-Committee and Applicants
9	Thu	8:00 – 5:00	Workshop on School Data Management of the DEPED Performance Indicators	Rhaj Inn	SGOD – PRS	Elementary and Secondary School Heads of Zone 1
9	Thu	8:00 – 5:00	Written Exam, Work Sample Test and Comparative Assessment of SP1 and SP2	SDO Hall A	ASDS	HRMPSB, HRMPSB Secretariat, HRMPSB Sub-Committee and Applicants



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10	Fri	8:00 – 5:00	Workshop on School Data Management of the DEPED Performance Indicators	Rhaj Inn	SGOD - PRS	Elementary and Secondary School Heads of Zone 2
		8:00-5:00	2025 Division School Press Conference (Elementary and Secondary Levels)	CSU Laboratory School (Contest Venue) Gogon ES and JMAMES (Billeting Venue)	CID	Campus Journalists and School paper Advisers and Coaches (Elem. and Sec. levels), EPS focal person
11	Sat	8:00 – 5:00	Orientation of the Utilization of DCP Packages – E- Learning Cart, Smart TV, Laptops for Teachers & Laptops for Learners with Disabilities (LWDs) - Batch 1	Rhaj Inn	OSDS-ICTU	ITO, School ICT Coordinator Recipient Schools of DCP FY 2022, 2023 & 2024 (Secondary)
		8:00-5:00	2025 Division School Press Conference (Elementary and Secondary Levels)	CSU Laboratory School (Contest Venue) Gogon ES and JMAMES (Billeting Venue)	CID	Campus Journalists and School paper Advisers and Coaches (Elem. and Sec. levels), EPS focal person
12	Sun	8:00-5:00	2025 Division School Press Conference (Elementary and Secondary Levels)	CSU Laboratory School (Contest Venue) Gogon ES and JMAMES (Billeting Venue)	CID	Campus Journalists and School paper Advisers and Coaches (Elem. and Sec. levels), EPS focal person
13	Mon	8:00-5:00	Participation to the Training of Trainers on Healthy Learning Institution (HLI)	Rakdel Inn	SGOD-SHN	PSDSs/In-Charge of District, School Heads of 30 identified LMS, SHN Personnel
14	Tue	8:00-5:00	Participation to the Training of Trainers on Healthy Learning Institution (HLI)	Rakdel Inn	SGOD-SHN	PSDSs/In-Charge of District, School Heads of 30 identified LMS, SHN Personnel



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15	Wed	8:00-5:00	Participation to the Training of Trainers on Healthy Learning Institution (HLI)	Rakdel Inn	SGOD-SHN	PSDs/In-Charge of District, School Heads of 30 identified LMS, SHN Personnel
16	Thu	8:00-5:00	Participation to the Training of Trainers on Healthy Learning Institution (HLI)	Rakdel Inn	SGOD-SHN	PSDs/In-Charge of District, School Heads of 30 identified LMS, SHN Personnel
17	Fri	8:00 – 5:00	Schools Division Research Conference	Queen Maricel Inn	SGOD-PRS	School Research Coordinators, Identified Research Presenters
		8:00-5:00	Participation to the Training of Trainers on Healthy Learning Institution (HLI)	Rakdel Inn	SGOD-SHN	PSDs/In-Charge of District, School Heads of 30 identified LMS, SHN Personnel
18	Sat					
19	Sun					
20	Mon					
21	Tue					
22	Wed					
23	Thu					
24	Fri	8:00-5:00	Division Cliniquing of RSPC Qualifiers	TBA	CID	2025 RSPC Qualifiers, EPS Focal Person
25	Sat	START OF EARLY REGISTRATION FOR INCOMING K, GRADE 1, 7 AND 11 FOR SY 2025-2026				
		8:00-5:00	Division Cliniquing of RSPC Qualifiers	TBA	CID	2025 RSPC Qualifiers, EPS Focal Person
26	Sun	8:00-5:00	A&E Test Administration – Luzon Cluster	Zone 1 (Virac CES) Zone 2 (Bato CES) Zone 3 (Viga CES) Zone 4 (Pandan CES)	ALS	EPS Focal Person, 2 EPSAs, Div. Testing Coordinators, Selected Master Teachers/ School Heads, ALS Learners/ Takers



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26	Sun	8:00-5:00	Division Cliniquing of RSPC Qualifiers	TBA	CID	2025 RSPC Qualifiers, EPS Focal Person
27	Mon					
28	Tue					
29	Wed	8:00 – 5:00 Day 1	Division DCP Adoption Training-Workshop for selected District and School ICT Coordinators of DCP FY 2022 & 2023 Recipient Schools	Amenia Beach Resort	OSDS-ICTU	DCP Trainers, Selected District & School ICT Coordinators
30	Thu	8:00 – 5:00 Day 2	Division DCP Adoption Training-Workshop for selected District and School ICT Coordinators of DCP FY 2022 & 2023 Recipient Schools	Amenia Beach Resort	OSDS-ICTU	DCP Trainers, Selected District & School ICT Coordinators
31	Fri	8:00 – 5:00 Day 3	Division DCP Adoption Training-Workshop for selected District and School ICT Coordinators of DCP FY 2022 & 2023 Recipient Schools	Amenia Beach Resort	OSDS-ICTU	DCP Trainers, Selected District & School ICT Coordinators

Legend: Saturday, Sunday and Holiday CID SGOD OSDS All

TBA – National Achievement Test for Grade 12 (NAT G12)
TBA – Regular Philippine Education Placement Test (PEPT)
TBA – Accreditation and Equivalency Test (A&E Test)

Prepared by:

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Recommending Approval:

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Officer-in-Charge
Office of the Assistant Schools Division Superintendent

Approved:

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