



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd - Division of Catanduanes
RECORDS SECTION

RELEASED

BY: [Signature] No. 104
DATE 06 FEB 2025 TIME: 14:16

6 February 2025

DIVISION MEMORANDUM
No. 104, s. 2025

ADDENDUM TO DIVISION MEMORANDUM NO. 68 S. 2025 RE: DIVISION CAPACITY WORKSHOP ON THE SDO LAUNCHING OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR SDO PERSONNEL, AND PROVISION OF TECHNICAL ASSISTANCE ON THE PROFESSIONAL DEVELOPMENT (PD) PROGRAM IN THE SDO

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officer V/Unit Heads
Education Program Supervisors
Concerned School Head
All Others Concerned

1. This is to inform the concerned personnel that the following are instructed to attend the Division Capacity Workshop on the SDO Launching of CPD for SDO Personnel and Provision of Technical Assistance on the PD Program as replacements for the originally expected participants, who are unavailable due to regional call-ups and other priority activities:

From		To	
Name	Position	Name	Position
Floren P. Clavo	SEPS	Angelo James Aguinalde	Accountant II
Ahdel D. Idanan	Nurse II	Liza R. Bernardo	AO-V -Budget Officer
Jennifer Casallo	Nurse II	Peachie Roshele T. Chavez	Librarian II
Ma. Lourdes Sorra	PDO-I	Jogen Alilly C. San Juan	PDO-II
Anthony B. Aguirre	Nurse II	May Ann Sapaula	CID Staff

2. Additionally, there will be a Meeting for all learning facilitators and Program Management Team (PMT) on February 7, 2025, 9:00-11:00 a.m. at the Schools Governance Divisions Operation (SGOD). The following are the agenda:

- a. Assigned topics
- b. Terms and reference of Program Management Team

3. Attached is the List of facilitators for your reference.

4. This memorandum is for dissemination, guidance and compliance.

By Authority of the OIC- Schools Division Superintendent:

DELFIN A. BONDAD
Public Schools District Supervisor
Office-In-Charge
Office of the Assistant Schools Division Superintendent



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Enclosure No. 1 in DM 104 2025

List of Facilitators		
NAME	OFFICE	POSITION
Romel G. Petajen	CID	Chief ES
Amelia B. Cabrera	CID	EPS
Gina L. Custodio	CID	EPS
Ma. Gina Templonuevo	CID	EPS
Mary Jean S. Romero	SGOD	Chief ES
Aroline T. Borja	SGOD	EPS
Carol P. Gil	SGOD	SEPS
Maybelle V. Rubio	SAVS	School Principal III
Elizabeth S. Urbano	SGOD	EPS-II
Imaculate T. Latorre	SGOD	EPS-II



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BY: [Signature] No. 068
DATE: 24 JAN 2025 TIME: 4:50

Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

22 January 2025

DIVISION MEMORANDUM
No. 069, s. 2025

DIVISION CAPACITY WORKSHOP ON THE SDO LAUNCHING OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR SDO PERSONNEL, AND PROVISION OF TECHNICAL ASSISTANCE ON THE PROFESSIONAL DEVELOPMENT PROGRAM IN THE SDO

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officer V/Unit Heads
Education Program Supervisors
All Others Concerned

1. The Schools Division Office (SDO) through the Schools Governance Operations Division Human Resource Development Unit will be conducting a Capacity Workshop on the SDO Launching of Continuing Professional Development (CPD) for SDO Personnel and Provision of Technical Assistance on the Professional Development Program that will be held on **February 12-13, 2025**, at Queen Maricel Inn Virac, Catanduanes.
2. This training-workshop aims to:
 - a. To apply the knowledge, skills, competencies and values learned and design Professional and Development (P.D.) activities in the SDO personnel.
 - b. To share the prepared Professional and Development (P.D.) activities of the districts, schools, and learning centers; and
 - c. To submit P.D. activities for CPD accreditation.
3. Participants in this training-workshop are the following:

OSDS	CID	SGOD
AO-IV (HRMO) ITO-I	All EPS	SEPS EPS-II Nurse II PDO-I
4. Enclosures to this memorandum provide details as follows:
 - a. Enclosure 1: Training Matrix
 - b. Enclosure 2: Program Management Team
 - b. Enclosure 2: List of Participants
5. Participants are advised to bring a laptop, and extension wire, and a proposed Learning and Development Activities for CY 2025 that will be used during the activity.
6. Meals, supplies/ materials and other training expenses shall be charged from the Division Human Resource Development (HRD) Continuing Fund while the travel expenses may be charged to Division MOOE subject to usual accounting and auditing rules and regulations.
7. This memorandum is for dissemination, guidance and compliance.

By Authority of the OIC- Schools Division Superintendent:

[Signature]
ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge