



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V(Bicol)

**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

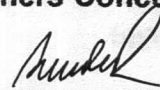
Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com  
Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-63



**RELEASED**


Division Memorandum No. 263 s. 2019

To : **Chiefs SGOD & CID  
Concerned EPS and Public Schools District  
Supervisors  
SEPS & EPS II HRD  
All Others Concerned**

From :   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Subject : **Division Staff Orientation Workshop (DSOW) of  
Nominated Facilitators in the PROJECT LEAD  
(Leadership Enhancement, Acquisition and  
Development)**

Date : **August 13, 2019**

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date AUG 13 2019  
Time: 8:30 AM  
Initial/Signature: 

1. One of the systems of the PRIME HRM of the Civil Service Commission is the Recruitment, Selection and Placement (RSP) which aims to have the right person in the right job, in the right time which is essential to the agency's performance. Succession planning is one of the mechanisms of the said system which aims to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the division.
2. At present, several Head Teachers, Officer In charge and Teacher- In Charge were newly appointed or designated in schools. This group of school heads should be provided with support and equipped with the knowledge, skills and attitudes of a school leader.
3. In this connection, this office hereby requested the concerned Education Program Supervisors, Public Schools District Supervisors and the HRD unit SEPS & EPS II to attend the Division Staff Orientation Workshop of nominated facilitators of **Project LEAD: (Leadership Enhancement, Acquisition and Development)** on Monday, August 19, 2019, 8:30 AM at SDO Hall A.
4. The activity aims to:
  - a. Orient the LFs of their specific topic/s and;
  - b. Prepare slide decks/ power point presentation of the different topics.

5. Participants to this activity are the following:

1. ASDS Ma. Luisa T. Dela Rosa
2. Chief, Miguel C. Ogalinola
3. EPS Romel Petajen
4. EPS Jesslyn Taway
5. EPS Gina B. Custodio
6. PSDS Edgar A. Rima
7. PSDS Elias Abundo
8. PSDS Brenda Villarey
9. Aroline T. Borja
10. Ma. Sionne May T. Crispino

4. For your information, guidance and compliance.