



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

DepEd - Division of Catanduanes  
RECORDS SECTION  
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BY: [Signature] No: 090  
DATE: 03 FEB 2025 TIME: 5:10

February 3, 2025

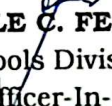
**DIVISION MEMORANDUM**

No. 090, s. 2025

**SDO CATANDUANES CALENDAR OF ACTIVITIES FOR FEBRUARY 2025**

To: OIC-Assistant Schools 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 February 2025 is hereby released for guidance of all concerned.

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



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**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**CALENDAR OF ACTIVITIES FOR FEBRUARY 2025**

Date	Day	Time	Activity	Venue	Responsible Unit/s	
1	Sat					
2	Sun					
3	Mon					
4	Tue					
5	Wed	8:00AM-5:00PM	SDO OPCR Validation	SDO Lobby	ASDS	SDO Unit Heads, Regional Validators
6	Thu	8:00 AM-5:00 PM	SDO OPCR Validation	SDO Lobby	ASDS	SDO Unit Heads, Regional Validators
		8:00 AM-5:00 PM	Written Test, Work Sample Test and Document Assessment of ADAS III, ADAS II, Senior Bookkeeper, Bookkeeper and Disbursing Officer Applicants	SDO Terrace	ASDS, HR	HRMPSB, Sub-Committee, Applicants
	8:00 AM-5:00 PM	Coordination Meeting on the Conduct of 2025 Division Technolympics	Division Terrace	CID	EPS Focal Person, Secondary SHs/TLE/TVL Coordinators, Elementary District EPP/TLE School Head Coordinator	
	8:00 AM-12:00 N	Kick-Off of National Dental Health Month Celebration	Bigaa ES	SGOD - SHNS	Bigaa ES School Personnel	
	1:00 PM-5:00 PM	Kick-Off of National Dental Health Month Celebration	JMAMES	SGOD - SHNS	JMAMES School Personnel	
7	Fri	9:00 AM onwards	IPCRF Workshop for Unit Heads	SDO Terrace	ASDS	OSDS Units Heads
		8:00 AM-12:00 N	Coordination Meeting of CPD Accreditations	SDO	SGOD-HRD	EPS
		1:00 PM - 5:00 PM	Pre-Work (Online) Empowering Pool of Facilitators: Building	Online	SGOD-HRD	Elementary and Secondary School Heads, Master



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			Capacity for Effective Learning Facilitation			Teacher I-III, SGOD Teaching Related
		4:00 PM–5:00 PM	Mass	Division Chapel	OSDS-Admin	SDO Personnel
		10:00AM–5:00 PM	Arrival of NEU Coaster	SDO Lobby	Division NEU Officers	-Division NEU Officers
		Third Academic Quarter Examination				
8	Sat	8:00 AM–5:00 PM	NEU Distribution of Relief Food Packs	SDO Lobby	Division NEU Officers	National & Division NEU Officers
		8:00 AM–5:00 PM	Orientation on Personnel Compensation, Benefits and Other Human Resource Actions for Newly Hired Teaching and Non-Teaching Employees via MS Teams		OSDS-Admin., Personnel Section	AO V-Admin, HRMO, Personnel Section Staff, Teaching & Non-Teaching Employees
9	Sun					
10	Mon	Third Academic Quarter Examination (Grades 4 to Grade 12)				
		End of Academic Quarter 3				
11 – 15		Palarong Panlalawigan				
11	Tue	Start of Academic Quarter 4 (Grades 4 to Grade 12)				
12	Wed	8:00 AM–5:00 PM	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	QMI	SGOD-HRDS	EPS, Identified SGOD Personnel



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12	Wed	8:00 AM–5:00 PM	Checking of NOSA for 2 <sup>nd</sup> Tranche	SDO-Terrace	OSDS-Personnel	HRMO, AO II, AO IV and Personnel Section Staff	
13	Thu	8:00 AM–5:00 PM	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	QMI	SGOD-HRDS	EPS, Identified SGOD Personnel	
14	Fri	8:00 AM–5:00 PM	DSOW for the Upskilling of Teachers in Language Instruction	Rakdell Inn	CID	EPS-English, 15 English Regional Language Trainers	
		8:00 AM–5:00 PM	Division ALS Encampment	Bato Central ES	CID-ALS	ALS Focal Person, EPSA, ALS Teachers, Learners, Volunteers, Staffs	
15	Sat	End of Early Registration for K, Grades 1, 7 and 11					
		8:00 AM–5:00 PM	Division ALS Encampment	Bato Central ES	CID-ALS	ALS Focal Person, EPSA, ALS Teachers, Learners, Volunteers, Staffs	
		8:00 AM–5:00 PM	DSOW for the Upskilling of Teachers in Language Instruction	Rakdell Inn	CID	EPS-English, 15 English Regional Language Trainers	
16	Sun						
17–21		<b>SSLG and SELG Election</b>					
17	Mon	8:00 AM–5:00 PM	Public Service Continuity Plan and ICS Executive Course	ARDCI	DRRM	SDO Section and Unit Heads	
18	Tue	8:00 AM–5:00 PM	Empowering Pool of CPD Learning Facilitators (Batch 1) DSOW	QMI	SGOD-HRD	Identified SHs, MTs, and Teachers	
18	Tue	8:00 AM–5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS	School Heads or School	



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						Representatives from Virac South District
		8:00 AM–5:00 PM	Public Service Continuity Plan and ICS Executive Course	ARDCI	DRRM	SDO Section and Unit Heads
		8:00 AM–5:00 PM	DSOW Kindergarten Training for LAC Leaders	Gran Isabel	CID	Kindergarten Focal Person, Selected Trained PSDS and School Heads
19	Wed	8:00 AM–5:00 PM	Public Service Continuity Plan and ICS Executive Course	ARDCI	DRRM	SDO Section and Unit Heads
		8:00 AM–5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS	School Heads or School Representatives from Baras North and South Districts
20	Thu	8:00 AM–5:00 PM	Public Service Continuity Plan and ICS Executive Course	ARDCI	DRRM	SDO Section and Unit Heads
		8:00 AM–5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS	School Heads or School Representatives from Panganiban District
21	Fri	8:00 AM–2:00 PM	Public Service Continuity Plan and ICS Executive Course	ARDCI	DRRM	SDO Section and Unit Heads
		8:00 AM–5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS	School Heads or School Representatives from Pandan East and West Districts
		8:00 AM–5:00 PM	Healthy Learning Institution Onboarding of Schools	ARDCI	SGOD - SHNS	Teachers of the 10 Last Mile Schools
22	Sat	<b>Parent-Teacher Conference and Distribution of Report Cards</b>				
		8:00 AM–5:00 PM	Healthy Learning Institution Onboarding of Schools	ARDCI	SGOD - SHNS	Teachers of the 10 Last Mile Schools
23	Sun					



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24	Mon	8:00 AM–5:00 PM	Validation of CY 2024 IPCRF MOVs and CY 2025 IPCRF (Planning & Commitment Form) of PSDSs	CID Office	CID	Chief, 5 EPS Validators, PSDSs, staff
		7:30 AM–9:00 AM	Culminating Activity on the National Dental Health Month Celebration	JMAMES	SGOD - SHNS	JMAMES School Personnel
25	Tue	8:00 AM–5:00 PM	Validation of CY 2024 IPCRF MOVs and CY 2025 IPCRF (Planning & Commitment Form) of other CID Personnel	CID Office	CID	Chief, 5 Selected PSDS Validators, Librarian, PDO II, EPSA, ADAs, COS/Job Orders
	Tue	8:00 AM–5:00 PM	Written Test, Work Sample Test and Document Assessment of ADA I, ADA III, SG I & II, ADAS II (DO), ADAS II (SHS), ADAS III, Senior Bookkeeper, PDO I and EPS II Applicants	SDO Terrace	ASDS, HR	HRMPSB, Sub-Committee, Applicants
		8:00 AM–5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS	School Heads or School Representatives from San Andres East and West Districts
		8:00 AM–5:00 PM	Division Parent-Teacher Association (PTA) Forum	QMI	SocMobNet Section	5 Core Officers of the Municipal Federated PTA, PSDS/ In-Charge of the Districts, and 1 School Head per District to be identified by the PSDS
26	Wed	8:00 AM–5:00 PM	Empowering Pool of CPD Learning Facilitators (Batch 1)	Rhaj Inn	SGOD-HRDS	Identified SHs, MTs, and Teachers
26	Wed	8:00 AM–5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS	School Heads or School Representatives from



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						San Miguel North and South Districts
		2:00PM – 5:00 PM	Gawad Parangal	QMI	SocMobNet Section	PSDS, 20 District Partnership Coordinators, Selected SDO Personnel, Stakeholders
27	Thu	8:00 AM– 5:00 PM	Validation of CY 2024 IPCRF MOVs and CY 2025 IPCRF (Planning & Commitment Form) of EPSs	CID Office	CID	Chief, 5 Selected PSDS Validators, All EPS
		8:00 AM– 5:00 PM	Empowering Pool of CPD Learning Facilitators (Batch 1)	Rhaj Inn	SGOD-HRDS	Identified SHs, MTs, and Teachers
		8:00 AM– 5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS	School Heads or School Representatives from Bagamanoc North and South Districts, and Gigmoto District
		4:00PM– 5:00 PM	Values Education Webinar Series	Link	CID	Values Educ. Focal Person, All Elem. & Sec. Teachers and SHs, PSDSs/PIODs
27	Thu	8:00 AM– 5:00 PM	Kindergarten Training for LAC Leaders	Gran Isabel	CID	Kindergarten Focal Person, Untrained Kindergarten Teachers, Selected Key SHs, Selected PSDS
28	Fri	8:00 AM– 5:00 PM	Empowering Pool of CPD Learning Facilitators (Batch 1)	Rhaj Inn	SGOD-HRDS	Identified SHs, MTs, and Teachers
			8:00 AM– 5:00 PM	Validation of WinS Implementation for SY 2023 – 2024	SDO Lobby	SGOD – SHNS
28	Fri	8:00 AM– 5:00 PM	Kindergarten Training for LAC Leaders	Gran Isabel	CID	Kindergarten Focal Person, Untrained Kindergarten Teachers,



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						Selected Key SHs, Selected PSDS
		4:00 PM- 5:00 PM	Values Education Webinar Series	Link	CID	Vales Educ. Focal Person, All Elem. & Sec. Teachers and SHs, PSDSs/PIODs

**Legend: Saturday, Sunday and Holiday CID SGOD OSDS All NEU**

Prepared by:

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AO V Admin

**ROMEL G. PETAJEN**  
CID Chief

**MARY JEAN S. ROMERO**  
SGOD Chief

Recommending Approval:

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Public Schools District Supervisor  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent

Approved:

**CECILE C. FERRO CESO VI**  
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