



DepEd - Division Office of Catanduanes
RECORDS SECTION

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Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 2, 2025

DIVISION MEMORANDUM


No. 327 s. 2025

SDO CATANDUANES CALENDAR OF ACTIVITIES FOR APRIL 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 April 2025, prepared by the Division Chiefs and AOV Admin and consolidated by the ITO and SEPS-PRS, is hereby released for guidance of all concerned.

By Authority of the OIC – Schools Division Superintendent


EVA S. TOLENTINO
Admin Officer V



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CALENDAR OF ACTIVITIES FOR APRIL 2025

Date	Day	Time	Activity	Venue	Responsible Unit/s	Participants
1 to 30	Monday to Friday	8:00 A.M. to 5:00 P.M.	Monitoring of SDHCP Clinics/Monitoring of HLI Pilot implementation	TBA	SGOD- SHNU	18 SDHCP beneficiaries; 30 Last Miles Schools beneficiaries
			Conduct of WINS Validation (Table Validation and Onsite)	SGOD/ schools with 2 & 3 stars	SGOD- SHNU	Schools with stars during table validation
1	Tue	(SPECIAL HOLIDAY) Eid al-Fitr				
2	Wed	8:00 A.M. to 5:00 P.M.	Division Orientation - Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Rakdell Hotel	CID (EPS In-Charge of ADM)	EPS Focal Person, Secondary School Heads and Secondary Agriculture Teachers
		1:00 to 5:00 P.M.	Online Meeting on the Status Update of NEAP E-Learning Courses Intake 1	Online	SGOD-HRDS	Selected Teachers
		2:00 to 5:00 P.M.	Online Progress Monitoring of the Implementation of Basic Education Research Funded Under CY 2025 BERF Facility	Online	SGOD-PRS	CY 2025 BERF Grantees
3	Thu	8:00 A.M. to 5:00 P.M.	HRIS Installation & Implementation	SDO	OSDS - ICTU (ITO)	IT Staff, IT Team of Camarines Sur, HR in-charge of HRIS



Republika ng Pilipinas
Kagawaran ng Edukasyon
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			Division Orientation - Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Rakdell Hotel	CID (EPS In-Charge of ADM)	Secondary School Heads and Secondary Agriculture Teachers
4	Fri	8:00 A.M. to 12:00 P.M.	National Earth Month kick-off	TBA	SGOD - YFD	SDO Personnel
		8:00 A.M. to 5:00 P.M.	Division Orientation - Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Rakdell Hotel	CID (EPS In-Charge of ADM)	Secondary School Heads and Secondary Agriculture Teachers
			Oral Presentation of Research Proposals	TBA	SGOD – PRS	Research Proponents
			HRIS Installation & Implementation	SDO	OSDS - ICTU (ITO)	IT Staff, IT Team of Camarines Sur, HR in-charge of HRIS
5	Sat	8:00 A.M. to 5:00 P.M.	Oral Presentation of Innovation Proposals	TBA	SGOD – PRS	Innovation Project Proponents
			Division Orientation - Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Rakdell Hotel	CID (EPS In-Charge of ADM)	EPS Focal Person, Secondary School Heads and Secondary Agriculture Teachers



Republika ng Pilipinas
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			HRIS Installation & Implementation	SDO	OSDS - ICTU (ITO)	ITO, IT Staff, IT Team of Camarines Sur, HR in-charge of HRIS
6	Sun					
7	Mon	8:00 A.M. to 5:00 P.M.	SBFP Milk Implementation	TBA	SGOD-HNU	All Elementary Schools
			Workshop on the Development of SDO Investment Program for FY 2027	SGOD	SGOD- PRS, SMME	SDS, ASDS, Section/Unit Heads
Fourth Quarter Academic Examination in Schools						
8	Tue	Fourth Quarter Academic Examination in Schools				
		8:00 A.M. to 12:00 P.M.	COA Exit Conference for FY 2024 with Implementing Units	TBA	OSDS – (Top Management & AO V Admin.)	Top Management, School Heads, BAC Chairpersons/ Sec, DOs of Implementing Units
8	Tue	8:00 A.M. to 5:00 P.M.	CY 2025 Quarter 1 SDO Program Implementation and Performance Assessment (PIRPA)	SGOD	SGOD-SMME	Top Management, Chiefs, Unit Heads, Major Program Owners
9	Wed	REGULAR HOLIDAY (The Day of Valor)				
		8:00 A.M. to 5:00 P.M.	Orientation-Workshop on the Analysis and Management of DRRM Data and other BEIS Data Elements	TBA	SGOD-PRS	Public, LUC/s SUC and Private School Heads/ Coordinators/ AOs/ADAS
10	Thu	Final Deliberation of Honors in Schools				
		8:00 A.M. to 12:00 P.M.	COA Exit Conference for FY 2024 with SDO Proper Unit Heads	Office of the SDS	OSDS –(Top Management & AOV Admin)	Unit Heads and Identified Participants



Republika ng Pilipinas
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		8:00 A.M. to 5:00 P.M.	Conference with NSPC Qualifiers	CID Office	CID- (EPS In-Charge)	NSPC Qualifiers and Coaches
			Orientation-Workshop on the Analysis and Management of DRRM Data and other BEIS Data Elements	TBA	SGOD-PRS	Public, LUC/s SUC and Private School Heads/ Coordinators/ AOs/ADAS
		1:00 P.M. to 5:00 P.M.	Online FGD on IPBT Implementation	Online	SGOD- EPS, HRDS, SocMobNet	Mentors, School Heads. Master Teachers
11	Fri	8:00 A.M. to 5:00 P.M.	Group Growth Session for SDO Personnel	TBA	OSDS - Top Management & AOV Admin.	All SDO Personnel

12	Sat					
13	Sun					
14	Mon	End-of-School Year Rites in Schools				
15	Tue	End-of-School Year Rites in Schools				
		Last day of application for Transfer(Teachers and School Heads)				
16	Wed	Start of Teachers' and Learners' EOSY Break				
17	Thu	REGULAR HOLIDAY - Maundy Thursday				
18	Fri	REGULAR HOLIDAY - Good Friday				
19	Sat	Black Saturday				
20	Sun	Easter Sunday				
21	Mon	8:00 A.M. to 5:00 P.M.	Onboarding of School Heads on Healthy Learning Institution	TBA	SGOD-SHNU	School Heads of Public elementary & secondary school heads
		4:00 to 5:00 P.M.	Wellness Session	SDO Proper	SGOD-SHNU	All SDO Main Employees
22	Tue	8:00 A.M. to 5:00 P.M.	DSOW on Procurement and Finance 101: Essential Updates for Bookkeepers (SBs) and Disbursing Officers (DOs)	TBA	SGOD – HRDS and OSDS	Program Management Team





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23	Wed					
24	Thu	8:00 A.M. to 5:00 P.M.	Procurement and Finance 101: Essential Updates for SBs and DOs	TBA		Bookkeepers, AO II, AA III, Disbursing Officers
			CID Coordination Meeting for EPS	TBA	CID Chief	All EPS, 2 staff
25	Fri	8:00 A.M. to 5:00 P.M.	Procurement and Finance 101: Essential Updates for SBs and DOs	TBA	SGOD – HRDS and OSDS	Bookkeepers, AO II, AA III, Disbursing Officers
25	Fri	8:00 A.M. to 5:00 P.M.	CID Coordination Meeting for PSDS	TBA	CID Chief	Chief, All PSDSs/ICODs, 2 staff
26	Sat					
27	Sun					
28	Mon	2:00 to 5:00 PM	CY 2024 ONDRA AWARDS	TBA	OSDS -PRAISE Committee	SDO and School Personnel
29	Tue					
30	Wed					

Legend: Saturday, Sunday and Holiday CID SGOD OSDS All

Prepared by

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 CID Chief

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