



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

October 1, 2024

DIVISION MEMORANDUM

No. 472, s. 2024

**WRITESHOP ON THE ALIGNMENT OF DIVISION EDUCATION
DEVELOPMENT PLAN (DEDP) TO MATATAG AGENDA**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Schools Division Office (SDO) through the School Governance and Operations Division – Planning and Research Unit (SGOD-PRU) shall conduct the Writeshop on the Alignment of Division Development Plan (DEDP) to the Basic Education Development Plan (BEDP), Regional Development Plan (REDP) and the MATATAG Agenda on October 4, 5, 11, 12, 18, 19, 25 and 26, 2024. This is a live-in activity at a venue to be announced later.
2. The objective of the activity is to translate the transformative and innovative goals of the SDO into Programs, Projects, and Activities (PPAs) that would enable the learners to be intellectually equipped, emotionally prudent, and spiritually sound citizens. It also intends to ensure the alignment of the DEDP with the BEDP, REDP and MATATAG Agenda.
3. Enclosures to this memorandum provide details as follows:
 - a. Enclosure 1: List of Participant
 - b. Enclosure 2: Schedule of Activities
4. Participants are advised to bring laptop, external drive/ flashdrive and extension wire which will be used during the activity.
5. Teacher-participants shall prepare a workplan for the pupils/ students so that they will be on learning tasks while the teacher is out. The school head-participants on the other hand, shall endorse an Officer-in-Charge to the Office of the Schools Division Superintendent who will take charge of the school during their absence.

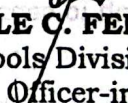


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5. For services rendered on a Saturday, corresponding credits will be given to participants:
 - a. Non-Teaching and teaching-related participants shall be granted Compensatory Overtime Credit (COC) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2015; and
 - b. Teacher-participants shall be granted Vacation Service Credit (VSC) per DepEd Order No. 13, s. 2024.
4. Food, venue, accommodation, and other incidental expenses relative to the conduct of this activity shall be charged to the SDO Funds subject to budgeting, accounting & auditing rules and regulations.
5. Travel expense and other incidental expenses of the school-based participants shall be charged to the school MOOE.
6. For information, guidance, and compliance.


CECILE C. FERRO, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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**WRITESHOP ON THE ALIGNMENT OF DIVISION EDUCATION
DEVELOPMENT PLAN (DEDP) TO MATATAG AGENDA**

LIST OF PARTICIPANTS

Name of Participants	Position/ Designation	School/ Office
<i>Program Lead Implementers</i>		
Aroline T. Borja	Education Program Supervisor	SGOD
Floren P. Clavo	Senior Education Program Specialist	SGOD - PRU
Rey C. Bonayon	Planning Officer III	SGOD - PRU
<i>Writers</i>		
Lalaine Gonzales	Head Teacher III	Gigmoto RDHS
Vernie Postrado	Head Teacher I	Hilawan ES
Ruel C. Fernandez	Master Teacher II	Catanduanes NHS
Lorraine D. Taule	Master Teacher II	SAVS
Zoren I. Añonuevo	Master Teacher I	Baras RDHS
Ricky V. Tid	Master Teacher I	Tinago ES
Cresalyn C. Tugay	Master Teacher I	Catanduanes NHS
Jefferson S. Arcilla	Teacher III	Catanduanes NHS
Roy G. Caballero	Teacher III	Hawan NHS
Christine May P. Brillantes	Teacher III	Antipolo NHS
Rodulfo B. Tomagan	Teacher III	Tubli NHS
Gian B. Osido	Teacher III	SAVS
Joshua Lloyd P. Orgaya	Teacher II	Dororian NHS
Shaina Mae M. Benavidez	Teacher II	Viga RDHS
Marian Claire V. Tulod	Teacher II	Viga RDHS
<i>Support Staff</i>		
Jekyll Kyrr G. Bonavente	AA I	Tucao - Maysuram ES
Dessa Matienzo	COS (Alternate)	SGOD



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Enclosure 1 of Division Memorandum No. 492, s. 2024

**WRITESHOP ON THE ALIGNMENT OF DIVISION EDUCATION
DEVELOPMENT PLAN (DEDP) TO MATATAG AGENDA**

SCHEDULE OF ACTIVITIES

DATE	TIME	
	AM	PM
October 4, 2024	Opening Program Plenary Session 1: Strategic Planning Process Plenary Session 2: Understanding KPI	Plenary Session 3: Organizing Data Dashboard, Prioritization, Pareto Analysis, Segmentation, Characterization, Lead and Lag, Lenses
October 5, 2024	Plenary Session 4: In-Depth Situational Analysis Plenary Session 5: Problem Tree Analysis Plenary Session 6: Objectives Tree Analysis	Writeshop on DEDP Chapter 2: Background
October 11, 2024	Writeshop on DEDP Chapter 2: Background	
October 12, 2024	Plenary Session 7: Theory of Change Plenary Session 8: Time Series, Forecasting, and Target Setting	Writeshop on DEDP Chapters: 3 – Strategic Directions 4 – Performance Targets 5 – Implementation Arrangements and Organizational Capacity
October 18, 2024	Writeshop on DEDP Chapters: 3 – Strategic Directions 4 – Performance Targets 5 – Implementation Arrangements and Organizational Capacity	
October 19, 2024	Plenary Session 9: BEMEF with Core Processes Writeshop on Chapter 6: Monitoring, Evaluation and Adjustments (MEA)	Writeshop on Chapter 6: Monitoring, Evaluation and Adjustments (MEA) Plenary Session 10: Introduction to Risk Management Writeshop on DEDP Chapter 7: Analysis and Management of Risk
October 25, 2024	Plenary Session 11: Six-Year Financial Planning Writeshop on DEDP Chapter 8: Indicative Timelines	Writeshop on DEDP Chapter 8: Indicative Timelines Writeshop on DEDP Chapter 1: Executive Summary
October 26, 2024	Plenary Session 12: Plan Appraisal Self-Appraisal of the DEDP	Self-Appraisal of the DEDP Closing Program



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