



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES


October 30, 2024

OFFICE MEMORANDUM
No. 315 s. 2024

**PRE-PLANNING CONFERENCE OF THE PROGRAM MANAGEMENT
TEAM OF GABAY-ALALAY PROGRAM FOR TEACHERS**

To: Chief SGOD
Education Program Supervisor- SGOD
Unit Heads/ SEPS
EPS II- SocMobNet and HRD
Nurse II- Mental Health Focal Persons

1. In connection with the implementation of the Gabay-Alalay Program for Teachers to be spearheaded by the School Governance and Operations Division (SGOD) led by the Education Program Supervisor within the aforementioned office, a conference of the Program Management Team (PMT) shall be conducted on November 4, 2024, 1:00 p.m. at the SGOD office.
2. The meeting aims to discuss the following:
 - a. Discuss the result of the Teachers' Learning Needs Assessment (LNA) regarding the Gabay-Alalay Survey and analyze its findings;
 - b. Prepare the necessary learning materials and program logistics and;
 - c. Develop a Strategic Management Plan as a guiding framework for the Program Management Team throughout the entire duration of the activity.
3. Attached as an enclosure is the list of anticipated attendees of the said activity:
 - a. Enclosure a- List of Program Management Team members
4. For information and guidance of all concerned.


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List of Expected participants:

1. Mary Jean S. Romero- Chief, SGOD
2. Aroline T. Borja- EPS- SGOD
3. Carol P. Gil- SEPS- HRD
4. Marife B. Brequillo- SEPS HRD
5. Imaculate T. Iatorre- EPS II- Socmobnet
6. Elizabeth S. Urbano- EPS II- HRD
7. Ahdel Idanan- Nurse II- SGOD
8. Anthony Aguirre- Nurse II- SGOD

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