




Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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March 24, 2014

Memorandum To:

Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Section Heads (list enclosed)
Continuous Improvement Program Trainers (list enclosed)

From: 
CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

Subject: Capacity Building for Trainers for the Division Seminar-workshop on SIP, AIP, APP Revision based on the recent DepEd Guidelines, Thrusts and Programs

To prepare for the Division Seminar- Workshop on SIP, AIP, & APP Revision with the recent DepEd Thrusts and Programs, this Division will conduct a Capacity Building for Trainers for the Division Seminar-Workshop SIP, AIP, & APP Revision based on the recent DepEd Guidelines, Thrusts and Programs, on April 3 & 4, 2014 in Monte Richi, Jasaan, Misamis Oriental

The participants of this training are the Schools Division Superintendent, Assistant Schools Division Superintendent, Education Program Supervisors, District Supervisors, Division Section Heads, and participants from the model schools of Continuous Improvement Program (list enclosed).

Accommodation, transportation, training materials, and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing, rules, and regulations.

Committees and training matrix and list of participants are enclosed in this memorandum..

CLL/egd
Incl: As

Enclosure No. 1 to Unnumbered Division Memorandum dated March 24, 2014

Capacity Building for Trainers for the Division Seminar-Workshop on SIP, AIP, APP
Revision based on the recent DepEd Guidelines, Thrusts and Programs on April 3 & 4, 2014
in Monte Richi Resort, Jasaan, Misamis Oriental

Technical Working Group

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

JEAN G. VELOSO
Assistant Schools Division Superintendent

Planning Committee:

Chair: Erlinda G. Dael

Co-chair: Virginia A. Buana Co-chair: Mary Grace V. Gallana

Members:

Rhodora L. Gallares Ferminia Labis
Meylinda M. Paceaño Maria Teresa M. Absin Johnny D. Redondo
Norberto Rosales Rudy Magdugo Demosthenes Jarales

a. Finance, Food, Venue and Accommodation:

Chair: Mary Grace V. Gallana
Members: Johnny Redondo
Norberto Rosales
Meylinda Paceno

b. Training Design, Memorandum and Matrix of Activities:

Chair: Erlinda G. Dael
Member: Maria Teresa M. Absin

c. Program, Registration and Attendance:

Chair: Rhodora L. Gallares
Members: Eleonor Paderog

d. Soft copy of handouts and IT Equipment preparation:

Chair: Demosthenes Jarales
Member: Edwin Gamorot
Andrew Heroe Janubas

e. Transportation & Sound System:

Chair: Rudy O. Magdugo
Member: Ferminia Labis

f. Team Building Activities:

Chair: Johnny D. Redondo
Member: Meylinda M. Paceaño
CIP Participants

Enclosure No. 2 to Unnumbered Division Memorandum dated March 24, 2014

Capacity Building for Trainers for the Division Seminar-Workshop on SIP, AIP, APP
Revision based on the recent DepEd Guidelines, Thrusts and Programs on April 3 & 4, 2014
in Monte Richi Resort, Jasaan, Misamis Oriental

Matrix of Activities

Day/Time	Activity/Topic	Discussant/In-charge
Day One (April 3)		
11:30 – 12:00	Arrival/ Registration	G. Gallana and E. Paderog
12:00 – 1:00	Lunch	
1:00-1:30 p.m.	Opening Program	R. Gallares
1:30-2:00	DepEd Order 12, 2014 _____ Annual Procurement Program (APP) Revisions	L. Ranalan E. Paderog
2:00- 3:30	Enhanced School Improvement Plan (SIP), & Annual Improvement Plan (AIP) Preparation	E. Dael G. Cagang M. Aban E. Gamorot
3:30 – 5:00	SIP Process Simulation Sessions & FGD	G. Cagang M. Aban E. Gamorot
5:00 – 6:30	Overview of Continuous Improvement Program Continuous Improvement Project Processes and Tools Integrating Continuous Improvement Program in SIP	E. Dael M. Aban G. Cagang A. Cano M L Fabria
6:30 – 7:30	Dinner	
7:30-	Team Building	J. Redondo A. Cano G. Cagang
Day Two (April 4)		
8:00 – 8:30	Recap/Unfreezing Activities	J. Redondo
8:30 – 9:30	Instructional Supervision	E. Dael
9:30 – 10:30	CB- PAST	V. Buana
10:30- 11:30	Open Forum Summary of outputs Important dates to remember	J. Veloso
11:30-12:00	Closing Program	M. Absin
12:00-1:00	Lunch	

Enclosure No. 3 to Unnumbered Division Memorandum dated March 24, 2014

Capacity Building for Trainers for the Division Seminar-Workshop on SIP, AIP, APP
Revision based on the recent DepEd Guidelines, Thrusts and Programs on April 3 & 4, 2014
in Monte Richi Resort, Jasaan, Misamis Oriental

LIST OF PARTICIPANTS

Participants	Number of Participants
1. Schools Division Superintendent	1
2. Assistant Schools Division Superintendent	1
3. Education Program Supervisors and Division Coordinators	11
4.. Education Program Supervisors and District In-charge	15
5. Section Heads Bernadette P. Samaco Angelita Ranalan Edwin Gamorot Eleonor Paderog	4
6. Continuous Improvement(CI) Program Participants Marilyn Aban Gina Cagang Adefer Cano Ma. Lealou Fabria Karen Galimba Merlyn Gomez Jasmine Labis Tomasita Catiil	8
Total	40