



Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
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March 24, 2014

Division Memorandum
No 24 s. 2014

Memorandum To:

Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Section Heads (list enclosed)
Continuous Improvement Program School Heads, Facilitators, and Teams
Full-fledged School Heads (Elem & Sec)

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

Subject: Division Seminar-Workshop on SIP, AIP, & APP Revision based on the recent DepEd Guidelines, Thrusts and Programs

To ensure proper implementation of DepEd Guidelines, Thrusts, and Programs, this division will conduct a Division Seminar- Workshop on SIP, AIP, & APP Revision based on the recent DepEd Guidelines, Thrusts and Programs, on April 10 & 11, 2014 in different venues.

The participants of this training are the Schools Division Superintendent, Assistant Schools Division Superintendent, Education Program Supervisors, PS District Supervisors, Division Section Heads, facilitators and trainers from the Continuous Improvement Program model schools, and full-fledged school heads in both elementary and secondary.

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: A/s

Division Seminar-Workshop on SIP, AIP, & APP Revision based on the recent DepEd Guidelines, Thrusts and Programs on April 10 & 11, 2014 in different venues

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 (preparation, posting and distribution):

Chair: Erlinda G. Dael

Member: Maria Teresa M. Absin
Andrew Heroe Janubas

c. Unified Program preparation and distribution, Registration and Attendance sheet preparation:

Chair: Rhodora L. Gallares

Members: Eleonor Paderog

d. Preparation of Soft copies of handouts and distribution c/o EPS in each venue:

Chair: Demosthenes Jarales

Member: Rudy Magdugo
Andrew Heroe Janubas

e. Preparation of list of school heads per venue based on the number of participants:

Chair: Edwin Gamorot

Member: Ferminia Labis

f. Team Building Activities:

Chair: EPS in each venue

Members: PSDS in each venue
CIP trainers

Enclosure No. 2 to Division Memorandum No. _____ s. 2014

Division Seminar-Workshop on SIP, AIP, & APP Revision based on the recent DepEd Guidelines, Thrusts and Programs on April 10 & 11, 2014 in different venues

Matrix of Activities

Day/Time	Activity/Topic	Discussant/In-charge
Day One (April 3)		
11:30 – 12:00	Arrival/ Registration	
12:00 – 1:00	Lunch	
1:00-1:30 p.m.	Opening Program	
1:30-2:00	DepEd Order 12, 2014 _____ Annual Procurement Program (APP) Revisions	
2:00- 3:30	Enhanced School Improvement Plan (SIP), & Annual Improvement Plan (AIP) Preparation	Please refer to the list of discussants in each venue listed in Enclosure No. 3
3:30 – 5:00	SIP Process Simulation Sessions & FGD	
5:00 – 6:30	Overview of Continuous Improvement Program Continuous Improvement Project Processes and Tools Integrating Continuous Improvement Program in SIP	
6:30 – 7:30	Dinner	Each team is advised to meet and discuss on the topic assignment
7:30-	Team Building	
Day Two (April 4)		
8:00 – 8:30	Recap/Unfreezing Activities	
8:30 – 9:30	Instructional Supervision	
9:30 – 10:30	CB- PAST	
10:30- 11:30	Open Forum Summary of outputs Important dates to remember	
11:30-12:00	Closing Program	
12:00-1:00	Lunch	

Training Team per Venue

Venue	Districts	No. of Participants	EPS/PSDS/CI Incharge	Total No. of participants
Duka 1	Magsaysay Medina	28	R. Gallares M. Mabilin B. Acdal	102
		24		
Duka 2	Talisayan Kinoguitan	21	N. Lofranco G. Cagang J. Valente	
		23		
Alberto's 1	Sugbongcogon Salay Lagonglong	21	G. Gallana R. Magdugo C. Valmores E. Entusiasmo	97
		19		
Alberto's 2	Lagonglong Balingasag	5	M. Aban L. Jamias	
		45		
Monte Richi	Jasaan Villanueva Tagoloan	8	E. Dael M. Paceno J. Villasteque D. Vequez	49
		38		
Basamanggas	Claveria MOGCHS	46	N. Mejos P. Zarate K. Galimba M. Gomez	47
		1		
Midway 1	Opol Alubijid Laguindingan	42	V. Buana D. Jarales H. Nacua J. Fabria	93
		1		
Midway 2	Laguindingan Libertad Naawan	43	I. Gabarrita A. Cano J. Labis	
		8		
Tellights	Initao Manticao Lugait	21	F. Labis N. Rosales J. Jayme W. Nacasabog R. Gabe R. Bongcawil	53
		14		
		47		
		408	33	441