



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

July 4, 2022

DIVISION MEMORANDUM



No. 302 s. 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 374, S.2022 RE:
SEMINARWORKSHOP (PLANNING, PROGRAMMING AND BUDGETTING
ACTIVITY) FOR ALL THE DIVISION GENDER AND DEVELOPMENT (GAD) -
TWG FOR CY 2022 (3RD AND 4TH QUARTER)**

To: ALL Division Gender and Development -Technical Working Group
(GAD- TWG)

This Division

1. This Office informs the Member of the Division Gender and Development-Technical Working Group (GAD-TWG) on the changes of the schedule relative to the above-mentioned activity which will be re-scheduled on July 28-29, 2022 on the same venue.
2. Wide dissemination with this Memorandum is directed


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent 

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS	PROGRAMS
POLICY	PROJECTS
SCHOOLS	

SGOD, SMN- CATHY



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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

June 22, 2022

DIVISION MEMORANDUM

No. 347 s. 2022

**SEMINAR WORKSHOP (PLANNING, PROGRAMMING AND BUDGETTING
ACTIVITY) FOR ALL THE DIVISION GENDER AND DEVELOPMENT (GAD)
-TWG FOR CY 2022 (3rd and 4th Quarter)**

To: ALL Division Gender and Development – Technical Working Group
(GAD-TWG)
This Division

1. Please be informed that the Seminar Workshop (Planning, Programming and Budgeting Activity) for All the Division Gender and Development (GAD)-Technical Working Group (TWG) for CY 2022 will be on July 21-22, 2022 at Dreamland Resort, Libertad, Misamis Oriental.
2. Participants shall bring their laptops, internet device and extension wires for the workshop.
3. Travelling and other incidental expenses of the participants shall be charged against Division Gender and Development Funds Local Funds subject to the usual accounting and auditing rules and procedures.
4. Wide dissemination with this Memorandum is directed.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

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DEPED MISAMIS ORIENTAL DIVISION

GENDER AND DEVELOPMENT WORKING COMMITTEES

CY 2022

COMMITTEES	PERSONNEL INVOLVED	TASKS
Overall Head, TWG	<p>Chairman : CATHERINE ANNE S. BALANAY</p> <p>Members: AZUNCION RAFOLS VEVIAN T. TUASON MARY BERNADETH ROMEA</p>	<p>Prepares the following documents relative to the conduct of the activity:</p> <ol style="list-style-type: none"> a. Training Design b. Activity Design c. Prepares terminal reports of the Activity d. Troubleshoots problem areas
Program and Invitation	<p>Chairman : EMAN A. LACHICA</p> <p>Members: MARK LLOREN TEJANO ELMAR G.ANOC</p> <p>NIÑOJOMAR S. CABLAY</p>	<ol style="list-style-type: none"> a. Prepares the Opening and Closing Program b. Coordinates with the Registration Committee on the number of participants c. Invites resource persons and delivers letters of invitation to the concerned persons
Venue and Registration	<p>Chairman : ELEONOR P. CRUZ</p> <p>Members: EVA DELA PEÑA MARY KHONI V. LAO JULIETA BORLADO MARISAA FAYE JADAP CINDY KARL DELA PEÑA</p>	<ol style="list-style-type: none"> a. Ensures that all participants are registered b. Prepares Registration Form c. Submits attendance to the overall TWG d. Arrangement of the Venue e. Ensures that the food will be served on time
Transportation	<p>Chairman : FELLY QUEZON</p> <p>Members: JENNIFER ARIASA RALPH PAGARA MICHELLE MIGABON</p>	<ol style="list-style-type: none"> a. Ensures the availability of transportation for all the participants

<p>Decoration / Lay for the Speakers</p>	<p>Chairman : CHERYL D. UBALDE</p> <p>Member: MERCY AGUILAR</p>	<p>a. Responsible for the decoration of the venue.</p> <p>b. Ensures that the venue is conducive for the training/ seminar</p>
<p>Documentation / Sound System / Technical Support</p>	<p>Chairman: IRISH KARYLLE D.MONTE</p> <p>Members: FREDDIEJUN DELIG KARL NORIGA</p>	<p>a. Documents the proceedings of the Opening program, break out sessions and closing program</p> <p>b. Takes charge of the sound system, projector, laptops, and other related functions</p> <p>c. Takes charge of the sound system, projector, laptop and other related functions</p>
<p>Awards / Token / Certificates</p>	<p>Chairman : LILIAN B. SALAN</p> <p>Members: ARLENE C. VALMORES CARMEN LOURDES MADRID</p>	<p>a. Prepares the Certificate of Participation, Recognition and Token for the Speakers</p>
<p>Advisers</p>	<p>JONATHAN S. DELA PEÑA, PhD</p> <p>ERLINDA G. DAEL, PhD</p> <p>MARIA TERESA ABSIN, PhD</p> <p>CYDEL P. VALMORES, PhD</p> <p>RHODORA L. GALLARES, PhD</p> <p>ATTY. CHRISTOPHER PASCO</p>	<p>a. To provide guidance and advice relating to the conduct of all the Division Gender and Development (GAD) activities.</p> <p>b. To perform a range of support to assist the GAD- Technical Working Group of the Division Office</p>



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**DIVISION TWG- GENDER AND DEVELOPMENT (GAD) SEMINAR TRAINING
WORKSHOP (PLANNING, PROGRAMMING AND BUDGETTING ACTIVITY)**

TRAINING MATRIX

July 21-22, 2022
Dreamland, Libertad, Misamis Oriental

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1 8:00am – 9:30am	Travel Time (Van)	Ms Felly Quezon Ms Michelle Migabon
9:30am- 10:00am	Registration	Ms. Eva Dela Peña Carmen Lourdes Madrid
10:00am – 10:30am	Preliminaries: - Invocation - National Anthem - Welcome Remarks - Statement of Purpose - Message	Dr. Erlinda G. Dael, PhD., CESE OIC Asst. Schools Div. Superintendent Dr. Maria Teresa M. Absin, PhD. Chief, SGOD Jonathan S. Dela Peña, PhD., CESO V Schools Division Superintendent
10:30am- 12:00nn	EVALUATION / GIVING OF FEEDBACK FROM THE PREVIOUS GAD-ACTIVITY PROVISION OF TECHNICAL ASSISTANCE / FOR IMPROVEMENT PRESENTATION OF THE ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET FY 2022	Catherine Anne S. Balanay OIC – SEPS / Division GAD Focal Person
12: 00 – 1:00pm	LUNCH BREAK	



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1:00-4:00pm	<p>Groupings per Committee (Planning for the Upcoming GAD-Lakbay-aral at Dapitan City)</p> <ul style="list-style-type: none">a. Program and Invitationb. Venue and Registrationc. Transportationd. Decoration / Tarpaulin / Lays for the Speakerse. Documentation / Sound System / Technical Supportf. Awards/ Token / Certificatesg. Overall Head -TWG	
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TIME	ACTIVITY	PERSON IN-CHARGE
Day 2		
6:00am – 8:00 am	Breakfast	
8:00 am – 12:00nn	Presentation of Output / Planned Activities per Committee	
12:00nn – 1:00 pm	LUNCH BREAK	
1:00pm- 3:00pm	Open Forum Technical Assistance from the Advisers	
3:00 pm	Closing Remarks	Cydel P. Valmores OIC- Chief - CID

NIÑOJOMAR S. CABLAY
Host



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