



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

**Office of the Schools Division Superintendent**

**August 18, 2023**

**DIVISION MEMORANDUM**

**No. 485 s. 2023**

**SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)  
 TIMELINE OF VARIOUS PROGRAMS AND PROJECTS**

To:

- Public Schools District Supervisors**
- Public Schools Districts In-Charge**
- School Heads**
- All Others Concerned**
- This Division

1. In response to DepEd Order No. 022, s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024, this Office through the School Governance and Operations Division indicates the timeline of various programs and projects as stated below:

Section/Unit	Program/Project/Activity	Date of Submission of Reports/Other Documents
Senior High School (SHS) Rhodora L. Gallares	SHS Program Implementation: Crafting & submission of approved SHS Action Plan on the Implementation of Activities for SY 2023-2024	Beginning of the SY 2023-2024 ( August/ September 2023)
	SHS Work Immersion Plan with timeline based on D.O.30, S.2017	1st Semester of SY-2023-2024 ( before the SHS Immersion activity)
	Implementation of SHS Work Immersion	2nd semester of SY 2023-2024
	SHS JDVP-TVL Implementation Plan ( for those qualified SHSs based on DO 6, S. 2023)	1st semester of SY 2023-2024
	Implementation of SHS-JDVP	2nd semester of SY 2023-2024
	SHS expo & Job Fair/ SHS Culminating Program	2nd Semester of SY 2023-2024
	Monitoring, supervision and giving of Technical Assistance to the implementation of various SHS Programs, projects and activities	Whole school year of 2023-2024 ( as the need arises)
	Submission of reports & compliance to DEPED orders,	Whole SY year of 2023-2024 ( as the need arises)



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	memo and other existing legal orders	
	SHS Implementation Review	2nd Semester of the SY 2023-2024
Human Resources and Training Development Irish Karylle D. Monte	LAC	Implementation Plan: Beginning of School Year LAC Accomplishment Report: End of School Year
	INSET	Accomplishment Report: End of INSET
	School-Based Training	Accomplishment Report: End of School Year
Disaster Risk Reduction and Management Services (DRRMS) Cirilo K. Rubiato II	Psychological First Aid Training	Accomplishment Report: End of School Year
	Basic Occupational Safety and Health Training	
	Basic Life Support Training	
	Earthquake and Fire Drill	
Youth Formation: Christine Cabiassa Michael Acenas	SPTA General Assembly	Beginning of the School year
	Parent-Teacher Conferences	April, June, November, 2024
	SELG/SSLG Synchronous	August, 2024
	YES-O Elections	July, 2024
School Health and Nutrition Section Dr. Miguel Degamo	School-Based Feeding Program: 1.Orientation  2. SBFP Implementation	1.August 8-11, 2023: Accomplishment Report and Online QAME 2. Sept, 2023-Feb. 2024: Program Terminal Report
	WinS(Wash in School) 1.Online Monitoring System	1. Annually 2. Checklist
	Comprehensive Sexuality Education - Adolescent Reproductive Health (CSE - ARH)	1. Quarterly 2. Annually
	National Drug Education Program (NDEP)	1.Monthly 2. Annual
	School Mental Health Program	1.Annual
	Medical, Dental & Nursing Services	1.Annual OK sa DepEd Form B
	Social Mobilization and Networking Catherine Anne S. Balanay	Submission of Monthly Reports in DepEd Partnership Database System (DPDS )
	MOU/ MOA Signing for Adopt-A-School Program	January - December 2023
	Online Submission of Brigada Eskwela Accomplishment Report	September 10, 2023.





	Submission documents for Private School Operation / Permit to Operate/Renewal of Permit, and Tuition Fee Increase	March 2023
	Private School Special Order for Graduation for SHS	June 2023
	Gender and Development Activities	January - December 202
Education Facilities Section/Physical Facilities Sandy Simo	Basic Educational Facilities Funds(BEFF)School Building Programs CY 2023: New Construction of School Buildings (DPWH Implemented)	July 2023 Agency Procured August 2023 Ongoing Projects 3rd Quarter Submission of Accomplishment Reports
	Rehabilitation and school building repair (DPWH Implemented)	July 2023 Agency Procured August 2023 Ongoing Projects 3rd Quarter Submission of Accomplishment Reports
	Quick Response Fund( Construction of Three(3) Storey 15CL in MNCHS. Quick Response Fund( Repair/rehab of TVL building in LourdesANHS.	DepEd implemented Waiting for Notice to Proceed to start the construction. Under procurement.
	Last Mile School (Construction of 4Cl with solar panel in Kinanao Pamilihi ES	DepEd implemented Waiting for Notice to Proceed to start the construction.
	Upgrading of electrification in Lumbo NHS	DepEd implemented Under procurement
	CORODO 🙌 New Construction of the Division Office DepEd Misamis Oriental	DepEd implemented Under procurement
	Planning Section Edwin L. Gamorot	Quick count encoding
Enrollment and Updating of EOSY in LIS SY 2022-2023		August 15, 2023-September 15, 2023
Enrollment for SY 2023-2024		August 7, 2023-January 15, 2024
Crafting of Budget Execution Document 2 (BED2)		November 2023
BEIS School Profile Uploading		January 2024
Crafting of Budget Proposal FY2025		January-February 2024
NSBI Onsite and Online Validation		March-April 2024
EBEIS Validation School Profile		April- May 2024
Updating of EOSY for SY 2023-2024		June 2024
Submission of SF4		Quarterly
Monitoring and giving Technical Assistance to schools for	Whole year (as the need arises)	



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	Learning Information System (LIS) concerns (Pending enrollment approval, LRN approval, Submission of Request Forms to Central Office)	
Research Josephine D. Labares	District and School Research Congress	Manuscript: August, 2023
	Division Research Congress	September, 2023
	Regional Research Congress	October, 2023
	Research Seminar	March, 2023
Monitoring and Evaluation Danny A. Asio	BEMEF	e-power-point to be submitted quarterly
	SBM	Accomplishment Report to be submitted in November, 2023
	SGC	Accomplishment Report to be submitted in October, 2023
	QATAME/Feedback and Survey	Accomplishment Report every after activity
	National Assessment	Accomplishment Report every after activity

2. Further, it is advised that the required reports should be submitted to the Focal Person/In-charge.
3. Wide dissemination of this Memorandum is hereby enjoined.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
 Schools Division Superintendent

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