



DIVISION MEMORANDUM

No 190, s. 2016

TO : Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Senior Program Specialist
Education Program Specialist II
This Division

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

DATE : May 18, 2016

RE : **MEET THE STAFF FOR THE SCHOOL YEAR 2016-2017**

The field is hereby informed that there will be a MEET the STAFF conducted by the Division Office to all the teaching and non-teaching staff of this division to enable the staff in the field to air their issues and concerns and be given shade light by higher authorities.

The following will be the schedule and venue of the said activity, to wit;

DISTRICT	VENUE	DATE	FACILITATOR
Magsaysay	Kibungsod CS	May 30, 2016 AM	Ely H. Lofranco
Medina, Talisayan	Talisayan Gym	May 30, 2016 PM	Pamfila B. Zarate, Ed.D.
Kinoguitan Sugbongcogon Salay, Lagonglong	Salay Gym	May 31, 2016 AM	Eva B. Entusiasmo, Ph.D.
Balingasag, Jasaan	Balingasag CS Covered Court	May 31, 2016 PM	Daylinda O. Vequezo
Opol, Alubijid Laguindingan	Laguindingan NHS Covered Court	June 1, 2016 AM	Imelda P. Galarrita
Libertad, Initao Naawan	Initao CS Covered Court	June 1, 2016 PM	Ric D. Gabe
Claveria, Villanueva Tagoloan	Villanueva CS	June 3, 2016 AM	Wennie A. Nacasabog
MOGCHS	MOGCHS	June 3, 2016 PM	Pedro R. Estaño, Jr., Ph.D.
Manticao, Lugait	Punta Silum Covered Court	June 2, 2016 AM	Joel C. Jayme, Ph.D.

All teaching and non-teaching personnel, elementary and secondary are enjoined to attend to the said activity.

Attached is the matrix of activities.

For your information and compliance.

CLL/rom



MEET THE STAFF
May 30, 2016 – June 3, 2016

MATRIX OF ACTIVITIES

TIME	ACTIVITY	DISCUSSANT/ IN-CHARGE
7:30 – 8:00	Arrival and Registration/ Attendance	<i>Host District / Secretariat</i>
12:30 – 1:00		
8:00 – 8:30	Opening Program A. Tribute to God and Country B. Welcome Remarks C. Presentation of the Participants D. Message	<i>Host District</i> PSDS (<i>Host District</i>) Cherry Mae L. Limbaco, PhD., CESO V Schools Division Superintendent
1:00 – 1:30		
	Program Proper	
8:30 – 8:45	Topic #1: MOPSTEA Membership	Ferminia M. Labis, Ph.D., <i>ES-1</i>
1:30 – 1:45		
8:45 – 9:00	Topic #2: PBB Guidelines	Sally S. Aguilar, Ph.D. , <i>ES-1</i>
1:45 – 2:00		
9:00 – 9:15	Topic #3: Rules on Leave, Attendance, Absences and Punctuality	Bernadette P. Samaco, <i>AO-V</i>
2:00 – 2:15		
9:15 – 9:30	Topic #4: Classroom Structuring/ Uniform	Johnny D. Redondo, <i>ES-1</i>
2:15 – 2:30		
9:30 – 9:45	Topic #5: Programs that shall be Implemented from June 2016 to March 2017	Rudy O. Magdugo, <i>SGOD Chief</i>
2:30 – 2:45		
9:45 – 10:00	Topic #6: Student Discipline	Nelson B. Absin, Ph.D., <i>Div. Math Coord.</i>
2:45 – 3:00		
10:00 – 10:15	Topic #7: Monetary Benefits and Management	Rhodora L. Gallares, Ph.D., <i>ES-1</i>
3:00 – 3:15		
10:15 – 10:30	Topic #8: Use of Mobile Phones During Classroom Instruction	Ma. Teresa M. Absin, Ph.D., <i>ES-1</i>
3:15 – 3:30		
10:30 – 10:45	Topic #9: Smoking and Drinking Policy	Celieto B. Magsayo, <i>Div. Science Coord.</i>
3:30 – 3:45		
10:45 – 11:00	Topic #10: MOOE	Norberto E. Rosales, <i>ES-1</i>
3:45 – 4:00		
11:00 – 11:15	Topic #11: Lesson Plan, DLL & Other Forms	Erlinda G. Dael, Ph.D., <i>CID Chief</i>
4:00 – 4:15		
11:15 – 11:30	Topic #12: Travel to Division Office	Merly B. Mabelin., <i>ES-1</i>
4:15 – 4:30		
11:30 – 11:45	Topic #13: Reclassification; ERF & Promotion	Mary Grace V. Gallana, <i>ES-1</i>
4:30 – 4:45		
11:45 – 12:00	Other Matters/ Announcements	<i>Host</i>
4:45 – 5:00		

Prepared by:


RUDY O. MAGDUGO
Chief, SGOD


ERLINDA G. DAEL, Ph.D.
Chief, CID

Approved:


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