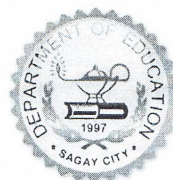


Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
**DIVISION OF SAGAY CITY**  
City of Sagay



December 3, 2019

**DIVISION MEMORANDUM**

No. 485 s., 2019

**THREE-DAY WRITE SHOP OF DIVISION ANNUAL IMPLEMENTATION PLAN for CY 2020**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Unit Heads of OSDS

1. This is to convey to members of the Division Planning Committee that the *3-Day Write shop of Division Annual Implementation Plan for CY 2020* shall be held on December 11-13, 2019 at *Palmas Del Mar Resort, Brgy. Singang, Bacolod City*.

2. For the list of participants, please refer to Annex 1 of this memorandum. In as much that some members of the Division Planning Committee will also be attending equally important conferences, it is advised that the unit will work in advance their CY 2020 Annual Implementation Plan for integration comes December 11-13, 2019 write shop c/o *A.Craus @ Planning Unit*.

3. Support equipment / materials, and documents to be brought by the members are the following:

a. laptop & extension cord    b. *2019 Work & Financial Plan per division/office ( OSDS, CID & SGOD)*    c. *pertinent documents such as 2019 Accomplishments of each unit.*    d. *Training needs for CY 2020 as specified in the RPMS-PPST.*

4. First meal for the participants will be breakfast of December 11, 2019.

5. Committee assignments and schedule of activities are listed in Annex #1 & 2 of this memorandum. Transport for the *participants will depart at exactly 6:30 in the morning from the Division Office on December 11, 2019*, while the management team from the SGOD (5 pax ) will depart on December 10, 2019 @ 2:00 p.m.

6. Widest and immediate dissemination of this memorandum is desired.

*Arlene G. Bermejo*  
**ARLENE G. BERMEJO, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Schools Division Superintendent

Allotment: 1-2

To be indicated in the Perpetual Index under the following subjects  
DIVISION ANNUAL PLAN    PLANNING    BUDGETING

## Annex 1: List of Participants

### The DEDP Team Members

#### Office of the Schools Division Superintendent

ARLENE G. BERMEJO, CESO VI, Schools Division Superintendent  
ATTY. BARBARA ANN TOLENTINO, Division Legal Officer  
SUZETTA C. ESCOLTA, Administrative Officer V  
LUCENA R. SABAJAS, Administrative Officer V-Budget  
JOSIE R. REBOSQUILLO, Accountant III  
NOE B. ABDON, Administrative Officer IV - HRMO  
MA. LEAH S. TAN, Administrative Officer IV - Records  
JONAH V. UYPICO, IT Officer

#### Curriculum Implementation Division

NENITA P. GAMAO, Chief Education Supervisor, CID  
JORDAN BELEGANIO, EPS - Aral Pan  
FELICIANO MERCURIO, EPS - ALS  
ELIZABETH ROMO, EPS - English  
ALMA MIRASOL - Math  
GINA P. FERRARIS - Science  
MARLON T. DUBLIN, - LRMD  
JOJERY V. DIONALDO - TLE  
CEASAR DEMA FELIS - Values Ed  
BELLA BALANDRA - Filipino  
ROGER ROCHAR-MAPE  
HELEN B. GARGAR, PSDS  
PATRICIA VILLAVELEZ  
LYN GACA  
RICHARD RUBIN  
GLEN DAMAE FLORES  
GLENDA TAN  
BENITO AQUINO  
JONEL S. MANALE  
MARILYN GAMBOA  
JONEL MANALE

#### School Governance and Operations Division

NICANOR A. ALPARITO, Chief Education Supervisor, SGOD  
MA. THERESA Q. BINGCANG, EPS - SGOD  
ENGR. EDWARD S. MARTORILLAS, Engineer III  
NELSON L. GELLERA, SEPS - HRTD  
SHEILA MAE P. MAYONILA, SEPS - M & E  
ARACELI A. CRAUS, SEPS - Planning & Research  
JOSETTE P. BALANDRA - Social Mobilization  
ENGR. BRENDA DINA C. LABANGCO, Planning Officer III  
GRACE B. LANUTAN, Nurse - Health  
JAMES SABIO, DRRM  
ROMEO P. SANTILLAN, Educ. Program Specialist - HRTD  
INGER PACHECO  
JERSON DONASCO  
KATHERINE MENDOZA  
ANGIE DIAZ -

## Annex 1: COMMITTEE ASSIGNMENTS

COMMITTEES	FOCAL PERSON	MEMBERS	TERMS OF REFERENCE
Steering	Chair: SDS A. Bermejo	SGOD Chief N. Alparito SEPS A. Craus	Oversees the whole process
Write Shop Facilitators	A. Craus	N.Gellera and DPC Team	Focus on the actual conduct of writes hop of CY 2020 Division Assign committee /lead persons to facilitate the writings
Secretariat	Engr. B. Labangco	Marilyn Gamboa Leah Tan R. Santillan K. Mendoza Angie Diaz	Keeps records of the proceedings Prepares documents needed for the writing, assign billeting of participants Distributes materials ( in soft copy & templates ) needed for the activities/writing, prepare cert. of attendance
M & E	S. Mayonila or I. Pacheco	-0-	Facilitates monitoring & evaluation of write shop, and gives feedback to Management regarding the proceedings.
Division Planning TEAM	A. Craus S. Escolta J. Rebusquillo L. Sabajas	See Annex 1	Conducts/facilitates/assists writing of 2020 DAIP Ensures that the process/phases in crafting priority plans/programs/projects reflected in the DAIP are in adherence to the prescribe format. Ensure that the expected annual division MOOE is equal to the cost of the proposed priority programs/projects reflected in the W & F Plan.
Accommodation/ Venue/Transportation	Division BAC & E. Escolta,	R. Santillan R. Osal	Facilitates venue reservation & billeting of participants
Finance/Budget	L. Sabajas, J. Rebusquillo S. Escolta	A. Emnace	Ensure that all expenses are within the budget
First Aid	G. Lanutan or her alternate	-0-	Attends to health concerns of participants Reports to steering committee any serious illness which requires immediate attention as well as the progress of the case

Prepared by:

  
ARACELI A. CRAUS  
SEPS-Planning & Research

**Annex 2: SCHEDULE OF ACTIVITIES**

Day 1 (Dec. 11, 2019)	ACTIVITIES	Day 2 (Dec. 12, 2019)	ACTIVITIES	Day 3 (Dec. 13, 2019)	ACTIVITIES
5:00-6:30 am	Assembly Time DepEd-Sagay City	8:00-8:30 am	Unfreezing /Morning Rituals	7:00-7:30 am	Unfreezing /Morning Rituals
6:30a.m-to 8:00 a.m.	Travel Time	8:30-12:00 a.m.	( <i>Plenary</i> ) DAIP 2019 Accomplishment Report : ( OSDS, CID & SGOD ) 2019 Work & Financial Plan ( OSDS, CID & SGOD )	7:30-12:00 a.m.	( <i>Plenary</i> ) *Presentation of 2020 DAIP for approval of the SDS ( A. Craus )
8:00 a.m. -9:00 a.m.	Billleting & Breakfast				
9:00 a.m.-12:00 noon	Overview of Write shop ( <i>Plenary</i> - N. Gellera /A.Craus)				
12:00 noon	<i>Lunch</i>	12:00-1:00 pm	( <i>Break-away</i> ) <i>Lunch</i> SDO, CID, SGOD for the Identification of Priority Improvement Areas 2020		<i>Lunch</i>
1:00 – 5:00 p.m.	Start of Planning Session Review of the DEDP 2017-2022 Strategic Goals & Directions (A. Craus )	1:00-5:00 pm		1:00 p.m.	Homeward Bound
6:30-7:30 pm	DINNER	5:30- 6:00 pm	DINNER		
		7:00-9:00 pm	Socials ( Optional )		
<i>Facilitators:</i> A.Craus . Gellera		<i>Steering Comm.:SDO- SDS A.Bernajo . S. Escala . Chief N.Gamao, Phd.-CID, Chief N. Alparito, Phd. SGOD</i>		<i>Lead Office : SGOD-Chief N. Alparito, Phd.</i>	

Prepared by:

  
Araceli A. Craus  
SEPS-P & R