



Republic of the Philippines  
Department of Education  
REGION VI- WESTERN VISAYAS  
**SCHOOLS DIVISION OF SAGAY CITY**

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Division **MEMORANDUM**  
No. 328 s. 2020

14 DEC 2020

**DIVISION TRAINING-WORKSHOP ON THE CRAFTING OF CY 2021 BE LCP TARGETS  
AND REVIEW AND EVALUATION OF PERFORMANCE OF  
DIVISION PERSONNEL FOR CY 2020**

To: Division Chiefs of CID and SGOD  
EPS 1 of CID and SGOD  
All Public Schools District Supervisors  
All Unit Heads of OSDS, CID & SGOD

1. The stated division training workshop will be on December 16-18, 2020. The venue will be in their respected OSDS, CID and SGOD offices.
2. The participants to this activity are the division personnel from the three divisions; OSDS, CID & SGOD such as the chiefs, unit heads and staff, admin assistants assigned in schools, utility workers, drivers, IT job order personnel, detailed teachers assigned in TVBI and RBI.
3. The matrix of the activity is enclosed as attachment no. 1.
4. A uniform training polo shirt shall be distributed to all the participants a day prior December 18, 2020 to maintain social distancing in the collection.
4. Stringent compliance to mandatory health protocols at the venue is required from every participant such as; wearing of masks and face shield, one meter social distancing inside the room, availability of sanitizers at the door area, temperature checking upon entry of the participant. Materials and equipment for this purpose shall be provided by each district/school.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. Immediate and wide dissemination of this memorandum is desired.

  
**ARLENE G. BERMEJO, CESO VI**  
Asst. Schools Division Superintendent  
OIC, Schools Division Superintendent 

Encl: None  
Reference: None  
To be included in the Perpetual Index  
Under the following subjects:

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2021 BE LCP CRAFTING                      TRAINING

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| <b>Activity Schedule</b>                                                                                                                               |                                                                                                                                      |                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Division Training Workshop on the Crafting of CY 2021 BE LCP Targets and Review and Evaluation of performance of Division personnel for CY 2020</b> |                                                                                                                                      |                                                                                                                                                                                 |
| <b>Time</b>                                                                                                                                            | <b>Activity</b>                                                                                                                      | <b>Focal Person/Facilitator</b>                                                                                                                                                 |
| <b>December 16, 2020   Day 1</b>                                                                                                                       |                                                                                                                                      |                                                                                                                                                                                 |
| 8:00 am-8:30 am                                                                                                                                        | Arrival and Registration of participants following Health protocols                                                                  | Secretariat                                                                                                                                                                     |
| 8:30 am-9:00 am                                                                                                                                        | Opening Program                                                                                                                      | Mr. Nelson L. Gellera<br>SEPS HRTD                                                                                                                                              |
| 9:00 am-12:00 nn                                                                                                                                       | A talk on Strategic Goals: SAGAY (Strengthened Activities Geared towards Academic Excellence and Youth Formation) relating to BE LCP | <ul style="list-style-type: none"> <li>•Nenita P. Gamao, PhD. CID Chief</li> <li>•Nicanor A. Alparito, PhD. SGOD Chief</li> <li>•Arlene G. Bermejo, CESO VI OIC, SDS</li> </ul> |
| 12:00 nn-1:00 pm                                                                                                                                       | Health Break (Lunch)                                                                                                                 |                                                                                                                                                                                 |
| 1:00 pm-4:00 pm                                                                                                                                        | A Talk on Phase 3 of RPMS: Performance Review and Evaluation                                                                         | <ul style="list-style-type: none"> <li>•Nenita P. Gamao, PhD. CID Chief</li> <li>•Nicanor A. Alparito, PhD. SGOD Chief</li> <li>•Arlene G. Bermejo, CESO VI OIC, SDS</li> </ul> |
| 4:00 pm-5:00 pm                                                                                                                                        | Writing of Reflections                                                                                                               |                                                                                                                                                                                 |
| <b>December 17, 2020   Day 2</b>                                                                                                                       |                                                                                                                                      |                                                                                                                                                                                 |
| 8:00 am-8:30 am                                                                                                                                        | Management of Learning                                                                                                               | Assigned Group per division                                                                                                                                                     |
| 8:30 am-12:00 am                                                                                                                                       | Writeshop Proper on the IPCRF                                                                                                        | OSDS, CID, SGOD                                                                                                                                                                 |
| 12:00 nn-1:00 pm                                                                                                                                       | Health Break (Lunch Break)                                                                                                           |                                                                                                                                                                                 |
| 1:00 pm-4:00 pm                                                                                                                                        | Continuation of the Writeshop on the IPCRF                                                                                           | OSDS, CID, SGOD                                                                                                                                                                 |
| 4:30 pm-5:00 pm                                                                                                                                        | Writing of Reflections                                                                                                               |                                                                                                                                                                                 |
| <b>December 18, 2020   Day 3</b>                                                                                                                       |                                                                                                                                      |                                                                                                                                                                                 |
| 8:00 am-8:30 am                                                                                                                                        | Management of Learning (MOL)                                                                                                         | Assigned Group                                                                                                                                                                  |
| 8:30 am-12:00 nn                                                                                                                                       | Clearing House                                                                                                                       | OSDS, CID, SGOD                                                                                                                                                                 |
| 12:00 nn-1:00 pm                                                                                                                                       | Health Break (Lunch)                                                                                                                 |                                                                                                                                                                                 |
| 1:00 pm – 5:00 pm                                                                                                                                      | Ways Forward and Closing Program                                                                                                     | HRD HRTD                                                                                                                                                                        |



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