

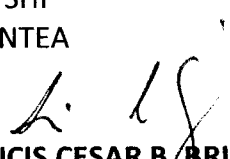
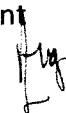


Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



MEMORANDUM

To : Education Program Supervisors
Division Office Personnel
Secondary School Heads
PESPA
NAPPSHI
BCPSNTEA

From :  **FRANCIS CESAR B. BRINGAS, CESO VI**
Assistant Schools Division Superintendent
Officer – In - Charge 

Subject : **ATTENDANCE TO THE THREE – DAY ORIENTATION ON THE NEW ROLES, FUNCTIONS AND STRUCTURE OF THE SCHOOLS DIVISION OFFICE**

Date : 14 November 2014

01. Relative to the DepEd-CAR led Orientation on the New Roles, Functions, and Structure of the Schools Division Office scheduled on **November 19-21, 2014**, the following are directed to attend:

a. All Education Program Supervisors/Coordinators	- 10
b. Public Schools District Supervisors	- 3
c. Division Office Heads of Units	- 10
d. Principals of the former three sec. main campuses	- 3
e. Administrative Officers of secondary schools	- 3
f. PESPA Officers	- 3
g. NAPPSHI Officers	- 3
h. BCSNTEA Officers	- 2
i. Identified DO personnel	- 4
Total	<u>41</u>

02. The venue for the above Orientation is **at NEAP, Teachers Camp, Baguio City.**

03. All participants are expected to be at the venue at 8:00 AM on the first day.

04. Please be guided accordingly.



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



ACTIVITY REQUEST

Title of Activity	Three – day Orientation on the New Roles, Functions and Structure of the Schools Division Office
Venue	Abra, Baguio City, Tabuk City, Mt. Province
Date (Training Proper)	Baguio and Benguet ..Nov. 19 – 21, 2014
	Kalinga and TabukCity .. Nov. 23 – 25, 2014
	Ifugao and Mt. Province ... December 2 – 4, 2014
	Abra and Apayao December 10 – 12, 2014
Participants	SDS, ASDS, EPS, PSDS, Division Unit heads and other non-teaching personnel in the division office as identified by the SDS
Training Team	Amador Garcia, Agustin Laban, RizalynGuznian, BenildaDaytaca, Virginia Batan, Aida Payang, Estela Carino
Source of Fund	INSET/HRTD Funds

1. Board and lodging and travelling expenses of pax - SDO fund
2. Board and lodging and travelling expenses of training team - RO fund
3. MaterialsRegional Office Fund

Objectives	Outputs
<p>The purpose of the said activity is to:</p> <ol style="list-style-type: none"> 1. Increase participants understanding and appreciation of: <ol style="list-style-type: none"> a. The intent and rationale of the new DepEd functions and structure and the role of each DepEd level (CO, RO, SDO) b. The role, functions and structure of the SDO, the various units created in the RAT program and the relationship among and between the various functions. 2. Distinguish functions of each office in the SDO and identify the basic competencies required per office 	<ul style="list-style-type: none"> • clarity of the issues / concerns relative to the implementation of the Rationalization program • Insights on the need for change • Clarity on Technical Assistance strategies • Professional Choice • Learning Logs

SCHEDULE / FLOW OF ACTIVITIES

Time	Day 1	Day 2	Day 3
8:00-10:00	Opening Session <ul style="list-style-type: none"> ☐ Prayer & Nat. Anthem ☐ Intro and Welcome ☐ Rationale & Objectives ☐ Learning Styles 	Session 3A: Functions and Structure of the SDO – Curriculum Implementation Division	cont.. Session 4: Functional Interface - Relationship Among divisions in the SDO)
10:00-12:00	Session 1: Establishing the Need for Change		Session 5: Job Designs for SDO
Lunch			
1:00-3:00	Session 2: Orientation on the new DepED Levels, Function, Structure (CO, RO, DO)	Session 3B: : Functions and Structure of the SDO	Session 6: Technical Assistance Mechanism
3:00-5:00	<ul style="list-style-type: none"> ☐ Rationale ☐ New Structure CO, RO, DO Input on SDO KRA and major outputs	<ul style="list-style-type: none"> - School Governance and Operations Division - Office of the SDS <p style="text-align: center;">Elcarino</p> Session 4: Functional Interface - Relationship Among divisions in the SDO) <p style="text-align: center;">/ Aida Payang</p>	<ul style="list-style-type: none"> ☐ TA Mechanism as applied to the Schools Division ☐ Behavioralvs Technical skills ☐ Credibility