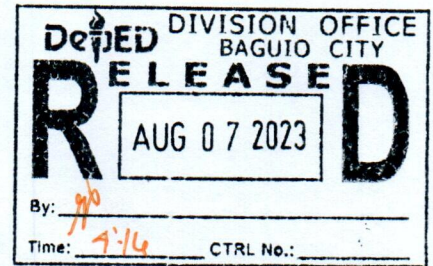




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



07 August 2023

**DIVISION MEMORANDUM**

No. **314-2023**

**CONDUCT OF PROJECT START (Strengthening, Technical Assistance Through Realistic Techniques)**


To : Schools Division Superintendent  
Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. Governance and Operations ensures the capacity of the organization to continuously improve and be strategic in managing the environment for which “teaching and learning” takes place (DepEd, 2015). Along with this, is the provision of strategic direction and technical inputs to the management of the schools’ division towards effective and efficient governance and operation of the schools and learning enters and being accountable for its organizational effectiveness. It is an activity to enhance and intensify knowledge and awareness of the Programs, Projects, and Activities of the School Governance and Operations Division. Hence, technical assistance is deemed necessary to ensure effective programs implementation and eventually achievement of higher and better learning outcome. With this, the School Governance and Operations Division will be conducting the activity on **August 14 & 16 2023 | 8:00 AM to 5:00 PM at the 3<sup>rd</sup> Floor, SDO Training Center.**
2. The activity specifically aims to:
  - a. promote the efficient implementation of SGOD PPAs;
  - b. strengthen technical assistance to schools, and learning centers in relation to governance and operation; and
  - c. offer an avenue to keep coordinators up-to-date relevant insights regarding the PPAs of SGOD providing them a road-map for strategic planning in their own area of assignments.
3. The following documents are enclosed for reference:
  - a. Enclosure No. 1: List of Participants
  - b. Enclosure No. 2. Activity Matrix





4. For further information, questions, or concerns, please contact *Ms. Augie Perl A. Simangan & Arlani B. Buccat*, Project Development Officers I of SGOD through 074 619 3492.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**SORAYA T. FACULO PHD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent





### Enclosure 1. List of Participants

SCHOOL	No. of Pax
Top Management	2
Chiefs	2
SGOD EPS	1
School Coordinators (LIS/EF/SBM/PDC/DRRM/LF/SHN) 1 per school	62
Baguio City High School	4
Irisan NHS	4
Pines City NHS	4
Baguio Central School	4
Lucban ES	4
LRP	6
TWG	5
ICT	2
<b>TOTAL</b>	<b>100</b>





## Enclosure 2. Activity Matrix

Day 1	Activities/Topics	Methodology	Person In-Charge
8:00-8:15	Preliminary Activities Registration Nationalistic Song Opening Prayer Cordillera Hymn Presentation of Participants  Opening Remarks		AVP  Facilitator: Augie Perl Simangan Arlani Buccat Jovelyn Petra Balantín  <b>SDS SORAYA T. FACULO PhD, CESO VI</b>
8:15-8:45	Levelling of Expectations		Joanna Mae Villareal
8:45-9:45	SGOD Organizational Structure and Functions		Niño M. Tibangay CES-SGOD
9:45-10:00	<b>Tea Break</b>		
10:01- 11:00	Education Facilities Updates and PPAs		Arch. Kim & Engr. Gas-ib
11:01-12:00	School Management, Monitoring & Evaluation (SSME)		Asuncion Saguid & Jocelyn Coldeg
12:00PM-1:00PM	<b>LUNCH BREAK</b>		
1:00 – 1:30	MOL		Sarah Joy Sebastian
1:30-3:00PM	6 Flagship Programs		Dr. Roger Sinot, Jr. & Dr. Roy Ananayo
3:00-3:15	<b>Health Break</b>		
3:16-5:00	Human Resource Development PPAs and Updates		Jovelyn Balantín





Day 2	Activities/Topics	Methodology	Person In-Charge
8:00-8:15	Preliminary Activities Registration Nationalistic Song Opening Prayer Cordillera Hymn Presentation of Participants		AVP  Facilitator: Health & Nutrition
8:15-8:45	MOL		c/o SHN
8:45-9:45	MOA Adopt a School System		Juliet Piok
9:45-10:00	<b>Tea Break</b>		
10:01- 11:00	Planning and Research		Jerry Imson & Olivia Gomez
11:01-11:30	Youth Formation PPAs		Augie Perl Simangan & Arlani Buccat
11:31-12:00	DRRM PPAs & Updates		Jimmy Santos
12:00PM-1:00PM	<b>LUNCH BREAK</b>		
1:01 –1:30	MOL		Kitchie Flores
1:31- 2:00	Chief ES Hour		Niño Tibangay
2:01-3:00	Open Forum		Asuncion Saguid & YFC
3:00-3:15	<b>Health Break</b>		
3:16-4:00	Continuation of Open Forum		Asuncion Saguid & YFC
4:01-4:30	Words of Challenge		ASDS- Christopher Benigno
4:30-5:00	Wrap Up/ Synthesis		c/o Facilitator

