



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



10 June 2024

DIVISION MEMORANDUM

No. 329-2024

CONDUCT OF 2025 DIVISION CORPORATE PLANNING

TO : **OIC, Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
All Other Concerned

1. In preparation for the forthcoming Fiscal Year 2025 and to recalibrate the medium-term plan to appropriately pace a more reasonable fiscal consolidation vis'a'vis the initial targets embodied in the Division Education Development Plan (DEDP) , there will be a Corporate Planning to be conducted on **June 26-28, 2024 at Cozy Place, Rosales, Pangasinan.**

2. The objectives of the activity are as follows:

- a. Review and recalibrate the programs, projects and activities that were identified in the DEDP vis'a'vis the Regional Development Plan and other related issuances;
- b. Identify priority programs that will be funded from the Regular MOOE, Special Education Fund (SEF), and General Fund (GF) of the City Government
- c. Crafting and Finalization of Project Proposals of identified priority programs and activities for 2025

3. Each Functional Division **MUST** conduct their respective **preliminary works** wherein proposed 2025 programs, projects, and activities shall be identified, consolidated and to be presented for defense during the planning workshop. Refer to enclosed template.

4. Participants are requested to bring their own laptops and other gadgets that will be used during the workshop sessions.

5. Attached is the list of participants. They are requested to pre-register and confirm their attendance in this link [Corporate planning2025 \(sharepoint.com\)](https://sharepoint.com) on or before 18 June 2024.

6. Expenses relative to the conduct of this 3-day activity shall be charged against the SDO MOOE , subject to the usual government accounting and auditing rules and regulations.

6. Participants who fail to complete the attendance to this training shall be required to pay the cost of expenses incurred, except in extreme cases and with justifiable reasons.



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DepEd Tayo Baguio City



<https://depedpin>



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7. The first meal to be served is AM snacks of 26 June 2024 while the last meal will be lunch of 28 June 2024.
8. This Memorandum serves as the Authority to Travel of participants identified under Enclosure A.
9. Immediate dissemination and strict compliance with this Memorandum is desired.


SORAYA T. FACULO, PhD., CESO VI
OIC – Schools Division Superintendent


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Enclosure A

Corporate Planning
June 26-28, 2024
Cozy Place, Rosales, Pangasinan

LIST OF PARTICIPANTS

NAME	POSITION
1. Soraya T. Faculo, CESO VI	OIC - Schools Division Superintendent
2. Carmel F. Meris	OIC – ASDS
3. Juliet C. Sannad	Chief Education Supervisor – CID
4. Niño M. Tibangay	Chief Education Supervisor – SGOD
5. Marina Tabangcura	EPS – Araling Panlipunan
6. Lolita Manzano	EPS – MAPEH
7. Francisco Copsiyan	EPS – Math
8. Mary Jane Malihod	EPS – TVL
9. Sydney Cariño	EPS – Inclusive Educ
10. Armi Fiangaan	EPS – English
11. Virginai Alindayo	EPS – Science
12. Loida Mangangay	EPS – LR
13. Marilyn Apiit	EPS – Filipino
14. Nora Dalapnas	EPS – Values
15. Jojo Ambros	EP Specialist – ALS
16. Atty. Annette Doyaoen	Attorney III
17. Harris Dizon Jr.	ITO
18. Lilibeth Degsi	Accountant III
19. Nieves Ebanio	Admin. Officer V
20. Belen Tomin	Budget Officer III (AO V)
21. Jimmy Santos	SEPS – Planning and Research
22. Asuncion Saguid	SEPS – SMME
23. Jovelyn Balantin	SEPS – HRD
24. Juliet Piok	SEPS – SocMOB
25. Samuel Bab-anga	EPS II – HRD
26. Olivia Gomez	Planning Officer
27. Arlene Awing	Medical Officer III
28. Aiza Torres	Admin. Asst. II (SEF)
29. Arlani Buccat	PDO 1
30. Vima Cadungog	Supply Officer
31. Nixon Elahe	PSDS
32. Rosanna Dizon	PSDS
33. Jeryrose Guevarra	PSDS
34. Lea Marie Laureano	Secretariat
35. Joana Marie Villareal	Secretariat
36. Charlie Docto	Driver
37. Razor Lid-ayan	Driver

2025 CORPORATE PLANNING

June 26-28, 2024

Training Matrix

Date/Time	ACTIVITY/TOPIC	Person Responsible
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June 26, 2024

9:00am - 10:00am	Arrival and Registration of Participants	Secretariat
10:30am - 11:00am	Preliminaries/Opening Activities	Secretariat
11:01am - 12:00nn	Review of the 2023 PPAs Accomplishments and its impact to the Performance Indicators	SMME
12:01nn - 1:00pm	LUNCH BREAK	
2:00pm - 3:00pm	Situational Analysis, Goals/objective settings/target setting, Strategy Formulation for 2025 vis-à-vis DEDP	Jimmy Santos/ Olivia Gomez
3:00pm - 5:30pm	Presentation and critiquing off 2025 PPAs per Functional Division (output from Preliminary Works conducted)	SGOD

June 27, 2024

8:30am - 10:30am	Presentation and critiquing off 2025 PPAs per Functional Division (output from Preliminary Works conducted)	CID
10:30am - 12:00n	Presentation and critiquing off 2025 PPAs per Functional Division (output from Preliminary Works conducted)	OSDS
12:01N - 1:00PM	LUNCH BREAK	
1:30PM - 2:00pm	Presenation of consolidated PPAS, identification, integration and prioritization of PPAs for 2025	Budget and Planning
3:20pm - 4:00pm	Finalization of SDO Investment Program (2025)	Budget
4:00pm - 6:00pm	Preparation of Project Proposal of Prioritized PPAs for 2025	Focal Person
	Review and approval of project proposals	CES and TWG

28-Jun-24

8:00am - 9:00am	The Basics of Program Management Information Systems	Planning
10:00am - 11:30am	Project Implementation, Monitoring and Evaluation	SMME
11:31am - 12:00nn	Closing Activities	

