DIVISION MEMORANDUM
No. 082, s. 2019

January 23, 2019

Attendance in DepEd SIPAG 2019
(Synchronized Instructions, Procedures and Guidelines, Regional Cluster Conferences on Administration, Procurement, Finance and Operations)

To: Melanie P. Estacio, PhD - OIC, Office of the ASDS
Sollie B. Oliver, LLB, MATE - SGOD Chief
Francis Jude D. Alcomendras – Administrative Officer V
Ida I. Juezan – Public Schools District Supervisor
Neptune L. Tambilawan – Administrative Officer V (Budget)
Noreliza A. Misal – Accountant III
Rosario B. Diamante – Administrative Officer IV (Cash Section)
Myhrra Faye Ll. Bontia – Administrative Officer IV (Records)
Marcelino E. Ranollo – Administrative Officer IV (Supply)
Stephen R. Pascual – Information Technology Officer I
Helen N. Franconas – Engineer III
Reyzen O. Monserate – SEPS SMM&E
Dr. Jasmine A. Asarak – Dentist II
Julie Anne N. Posadas – PDO I (YFP)

Pursuant to the unnumbered DepEd Central Office Memorandum dated January 18, 2019, the Office of the Undersecretary for Finance – Budget and Performance Monitoring, Undersecretary of Administration, Assistant Secretary for Project Management and Field Operations and Assistant Secretary for Procurement and Administration will jointly conduct the DepEd Synchronized Instructions, Procedures and Guidelines (SIPAG) 2019 and Regional Cluster Conferences in Subic Bay Freeport Zone. The activity aims to bring together Officials and Central Office Personnel with their counterparts from the Regional and Division Levels to deliver updates, discuss concerns, rollout programs and productivity tools.

The clustered activities will be held at the Subic Bay Exhibition and Convention Center (SBECC) inside the Subic Bay Metropolitan Authority, Zambales on the following dates, inclusive of travel time:

<table>
<thead>
<tr>
<th>Cluster 1a – Admin</th>
<th>February 4 – 7, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster 1b - Finance</td>
<td>February 6 – 9, 2019</td>
</tr>
</tbody>
</table>

Attached for reference is a list of participants for every cluster and portion (Annex A) and the program (Annex B). Meals and accommodation are inclusive of the activity, while travel expenses are chargeable to local funds.

Participants are advised to register via the link for faster processing: http://bit.ly/DepEd_SIPAG_2019 after which, a “ticket” containing their information and a QR Code will be provided, which the participants must present upon arrival.
5. Participants who failed to register will be considered “walk-ins” and will have to manually register at the venue. Walk-ins have no guaranteed standard accommodation.

6. For reference and appropriate action.

WINNIE E. BATTOON, EdD,
Officer-In-Charge
Office of the Schools Division Superintendent

Encls: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:
Administration  Procurement  Finance  SIPAG 2019

SBO: DepEd SIPAG 2019
23 JAN 2019
LIST OF PARTICIPANTS AND SCHEDULES

DEPED SIPAG 2019
SUBIC BAY EXHIBITION AND CONVENTION CENTER

### Cluster 1 – Batch A (February 4 – 7, 2019)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winnie E. Batoon, EdD</td>
<td>OIC-SDS</td>
</tr>
<tr>
<td>Melanie P. Estacio, PhD, CESE</td>
<td>OIC-ASDS</td>
</tr>
<tr>
<td>Sollie B. Oliver, LLB, MATE - SGOD Chief</td>
<td></td>
</tr>
<tr>
<td>Francis Jude D. Alcomendras</td>
<td>AO V</td>
</tr>
<tr>
<td>Ida I. Juezan</td>
<td>PSDS</td>
</tr>
<tr>
<td>Rosario B. Diamante</td>
<td>AO IV (Cash)</td>
</tr>
<tr>
<td>Myhrra Faye Ll. Bontia</td>
<td>AO IV (Records)</td>
</tr>
<tr>
<td>Marcelino E. Ranollo</td>
<td>AO IV (Supply)</td>
</tr>
<tr>
<td>Stephen R. Pascual</td>
<td>ITO I</td>
</tr>
<tr>
<td>Helen N. Franconas</td>
<td>Engineer III</td>
</tr>
<tr>
<td>Reyzen O. Monserate</td>
<td>SEPS SMM&amp;E</td>
</tr>
<tr>
<td>Dr. Jasmin A. Asarak</td>
<td>Dentist II</td>
</tr>
<tr>
<td>Julie Anne N. Posadas</td>
<td>PDO I</td>
</tr>
</tbody>
</table>

### Cluster 1 – Batch B (February 6 – 9, 2019)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noreliza A. Misal</td>
<td>Accountant III</td>
</tr>
<tr>
<td>Neptune L. Tambilawan</td>
<td>AO V (Budget)</td>
</tr>
</tbody>
</table>
MEMORANDUM
18 January 2019

For: Regional and Assistant Regional Directors
Superintendent and Assistant Division Superintendents
Education Support Services Division Chiefs
Regional Chief Administrative Officers
Schools Governance and Operations Division Chiefs
Division Administrative Officer Vs
Regional and Division Bids and Awards Committees
Regional and Division Finance and Budget Officers
Regional and Division Cashiers, Records, and Supply Officers
Regional and Division DRR, IT, YFD, and SHD Coordinators
Regional Supply, Records, Cash, and General Services Officers
Division Supply, Records, and Cash Officers
OUA Strand Mancom

Subject: DepEd SIPAG 2019 - Synchronized Instructions, Procedures, and Guidelines, Regional Cluster Conferences on Administration, Procurement, Finance and Operations

The Offices of the Undersecretary for Finance – Budget and Performance Monitoring, Undersecretary of Administration, Assistant Secretary for Project Management and Field Operations, and Assistant Secretary for Procurement and Administration will jointly conduct the DepEd Synchronized Instructions, Procedures, and Guidelines (SIPAG) 2019, Regional Cluster Conferences in Subic Bay Freeport Zone. The activity aims to bring together Officials and Central Office Personnel with their counterparts from the Regional and Division Levels to deliver updates, discuss concerns, and rollout programs and productivity tools.

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<table>
<thead>
<tr>
<th>Cluster</th>
<th>Regions</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a - Admin</td>
<td>IV-A, IV-B, NCR, V</td>
<td>February 4-7</td>
</tr>
<tr>
<td>1b - Finance</td>
<td>IV-A, IV-B, NCR, V, ARMM</td>
<td>February 6-9</td>
</tr>
<tr>
<td>2a - Admin</td>
<td>X, XI, XII, CARAGA</td>
<td>February 11-14</td>
</tr>
</tbody>
</table>

Office of the Undersecretary for Administration
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Youth Formation, Budget Officers, Comp. Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326376203, +6326376207
Email: usc_admin@deped.gov.ph; Facebook/Twitter @depedhovo
<table>
<thead>
<tr>
<th>Cluster 2b - Finance</th>
<th>X, XI, XII, CARAGA</th>
<th>February 13-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster 3a - Admin</td>
<td>I, II, III, CAR</td>
<td>February 18-21</td>
</tr>
<tr>
<td>Cluster 3b - Finance</td>
<td>I, II, III, CAR</td>
<td>February 20-23</td>
</tr>
<tr>
<td>Cluster 4a - Admin</td>
<td>VI, VII, VIII, IX</td>
<td>February 24-27</td>
</tr>
<tr>
<td>Cluster 4b - Finance</td>
<td>VI, VII, VIII, IX</td>
<td>February 26 - March 1</td>
</tr>
</tbody>
</table>

Attached for reference is a list of participants for every cluster and portion (Annex A) and the program (Annex B). Meals and accommodation are inclusive of the activity, while travel expenses are chargeable to local funds.

Participants are advised to register via the link for faster processing: [http://bit.ly/DepEd_SIPAO_2019](http://bit.ly/DepEd_SIPAO_2019) after which, a “ticket” containing their information and a QR Code will be provided, which the the participant must present upon arrival.

**Participants who fail to register will be considered “walk-ins” and will have to manually register at the venue. Walk-ins have no guaranteed standard accommodation.**

For reference and appropriate action.

[Signature]

ALAIN DEL E. PASCUA
Under Secretary
ANNEX A - PARTICIPANTS:

SIPAG 2019 shall have a total of eight (8) activities, covering four (4) clustered conferences split into an admin and a finance portion.

Participants for Admin of every cluster include one (1) of each:

**Regional Level**

1. Regional Director
2. Assistant Regional Director
3. Education Support Services Division Chiefs
4. Chief Administrative Officer – Admin Section
5. Bids and Awards Committee Member
6. Regional Engineer
7. General Services Officer
8. Cashier
9. Records Officer
10. Supply Officer
11. ICT Officer
12. DRR Coordinator
13. SHD Coordinator
14. YFP Coordinator

**Division Level**

1. Schools Division Superintendents
2. Assistant Schools Division Superintendents
3. School Governance and Operations Division Chiefs
4. Administrative Officer V – Admin Section
5. Bids and Awards Committee Member
6. Division Engineer
7. Cashier
8. Records Officer
9. Supply Officer
10. ICT Officer
11. DRR Coordinator
12. SHD Coordinator
13. YFP Coordinator

Participants for Finance of every cluster include one (1) of each:

**Regional Level**

1. Regional Director
2. Assistant Regional Director
3. Regional Accounting Officer
4. Regional Budget Officer

**Division Level**

1. Schools Division Superintendent
<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1 (Plenary Sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Opening Remarks</td>
</tr>
<tr>
<td>9:30</td>
<td>Welcome Address</td>
</tr>
<tr>
<td>10:00</td>
<td>Keynote Address</td>
</tr>
<tr>
<td>11:00</td>
<td>Luncheon</td>
</tr>
<tr>
<td>12:00</td>
<td>Team Building Experiences</td>
</tr>
<tr>
<td>1:00</td>
<td>Financial Literacy</td>
</tr>
<tr>
<td>2:00</td>
<td>Strategic Planning</td>
</tr>
<tr>
<td>3:00</td>
<td>Break/Meet and Greet</td>
</tr>
<tr>
<td>3:30</td>
<td>Close Day 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 2 (Regional Sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Registration</td>
</tr>
<tr>
<td>10:00</td>
<td>Program Update</td>
</tr>
<tr>
<td>1:00</td>
<td>Break/Meet and Greet</td>
</tr>
<tr>
<td>2:00</td>
<td>Close Day 2</td>
</tr>
</tbody>
</table>

**TENTATIVE PROGRAM**

Cluster A - Admin

Regional Cluster Conferences in Administration, Procurement, Finance and Operations

Registered Institutions, Procedures and Guidelines

Subject Day Report: Zone, February-March 2019

ANNEX B - Deped SIPAG 2019 Program
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Meeting</td>
<td>1. Prepare for the meeting. Ensure all necessary documents and materials are ready</td>
</tr>
<tr>
<td></td>
<td>2. Review the meeting agenda and any previous meeting notes.</td>
</tr>
<tr>
<td></td>
<td>3. Communicate the meeting agenda to all participants.</td>
</tr>
</tbody>
</table>

### Meeting Agenda

**Day 0 – Check In:** 2pm

**Day 1**

**Morning Session:** 8:30am – 10:30am

- **Welcome:**
  - Introduce the team
  - Welcome message

**Mid-Morning Break:** 10:30am – 10:45am

**Afternoon Session:** 11:00am – 1:00pm

- **Preparation and Presentation of O&M/SAW**
- **Feedback:**
  - Immediate feedback on the presentation of the Philippine Flag
  - Philippine Flag

**Break:** 1:00pm – 1:15pm

**Evening Session:** 2:00pm – 4:00pm

- **Session 1:**
  - Introduction to the methodology/procedure
  - Materials

- **Session 2:**
  - Review of the morning session
  - Questions and answers

**Break:** 4:00pm – 4:15pm

**Session 3:**

- Review of the day
  - Summary of the day's activities
  - Action items for the next day

**Closing:**

- Gratitude
- Next steps

**Time:**

- **Day 0:** Check In – 2pm
- **Day 1:** Morning Session – 8:30am – 10:30am
  - Welcome
  - Preparation and Presentation of O&M/SAW
  - Feedback
  - Break
- Afternoon Session – 11:00am – 1:00pm
  - Session 1: Methodology/Procedure
  - Materials
  - Session 2: Review of the morning session
  - Break
- Evening Session – 2:00pm – 4:00pm
  - Review of the day
  - Closing

**Materials:**

- Handouts
- Slides
- Handouts/Notes

**Activities:**

- Group discussions
- Individual work
- Presentations

**Person:**

- Team members
- Guest speakers
- Attendees

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**Notes:**

- Ensure all participants are prepared for the meeting.
- Encourage active participation and engagement.
- Follow up on action items and next steps.

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**Contact Information:**

- For any queries, please contact [contact details].

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**Agenda Review:**

- Confirm the agenda with all participants.
- Adjust the agenda as necessary.

---

**Follow-Up:**

- Follow up with participants to ensure understanding and agreement.
- Distribute necessary documents and materials.

---

**Next Steps:**

- Schedule the next meeting.
- Prepare for the next meeting.

---

**Conclusion:**

- Thank participants for their attendance.
- Look forward to the next meeting.

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**References:**

- [Company Policy]
- [Meeting Guidelines]
- [Meeting Process]

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**Appendix:**

- [Meeting Notes]
- [Meeting Materials]
- [Meeting Handouts]

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<table>
<thead>
<tr>
<th>Day 2</th>
<th>Volunteer</th>
<th>Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:45AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Volunteers will synthesize the ECC for progress.

Selected topics:

- ECC of the main paper in the corresponding columns.
- The research will use the existing representatives to post the TPDU delivery system.
- The wall with columns representing the ideas in representing 20 major facts will be posted on.
- During the delivery, 10 main papers.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:50AM</td>
<td>Open Forum</td>
</tr>
<tr>
<td>9:30AM</td>
<td>Execcom</td>
</tr>
<tr>
<td>10:30AM</td>
<td>Execcom</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1:00PM</td>
<td>Other Demands</td>
</tr>
<tr>
<td>1:30PM</td>
<td>Selected Items</td>
</tr>
<tr>
<td>2:00PM</td>
<td>Discussions on the Key Takeaways</td>
</tr>
<tr>
<td>2:30PM</td>
<td>Presentation to stakeholders</td>
</tr>
<tr>
<td>3:30PM</td>
<td>GESTS - Welfar</td>
</tr>
<tr>
<td>4:30PM</td>
<td>GESTS - Welfar</td>
</tr>
</tbody>
</table>