



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



May 7, 2018

DIVISION MEMORANDUM

No. 376, s. 2018

Packaging of the Division Education Development Plan (DEDP) 2017-2022

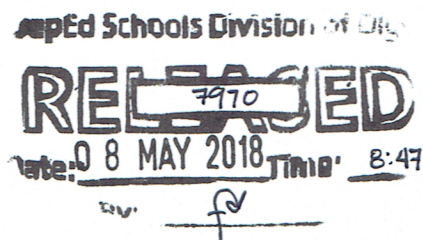
To: ANALIZA C. ALMAZAN, Education Program Supervisor
TITO M. ENDRINA, Education Program Supervisor
IDA I. JUEZAN, Public Schools District Supervisor
MYLEEN C. ROBIÑOS, Project Development Officer II
ATTY. GLEIN MARK L. BODIONGAN, Legal Officer
JAKE LLOYD S. VENCIO, Administrative Assistant III
SOLLIE B. OLIVER, Chief Education Program Supervisor
EVANGELINE A. HERNAN, Education Program Supervisor
XAVIER S. FUENTES, Senior Education Program Specialist
AIRON M. ALEJANDRO, Planning Officer III
MARIA C. JADLOC, Education Program Specialist II
PETER JASON C. SENARILLOS, Education Program Specialist II
STEPHEN R. PASCUAL, IT Officer
RACHEL R. POGOY, Master Teacher I
LEILANI T. SEÑIRES - Teacher III

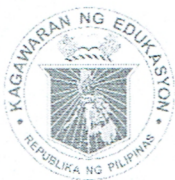
1. The Schools Division of Digos City will be launching its Division Education Development Plan (DEDP) 2017-2022 on May 25, 2018. As such, you are hereby directed to package the plan in preparation of the said activity.
2. The schedule of the writeshop is on May 9-11, 2018, at the Ritz Hotel Davao City. Attached in this memorandum is the activity matrix for the three-day writeshop.
3. Travel and incidental expenses of the participants shall be charged against local funds while meals and boarding shall be charged against local funds of the SDO subject to existing accounting rules and regulations.
4. For strict compliance and immediate dissemination.


WINNIE E. BATON, EdD, CESE
Officer in Charge
Office of the Schools Division Superintendent

Encls: Matrix of Activity for the Packaging of the DEDP 2017-2022
References: Division Memo No. 1097, s. 2017
Division Memo No. 1022, s. 2017

To be indicated in the Perpetual Index under the following subjects:
DIVISION EDUCATION DEVELOPMENT PLAN (DEDP) 2017-2022





Republic of the Philippines
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 Digos City



**Matrix of Activities for the Division Education Development Plan
 (DEDP) 2017-2022**

May 9-11, 2018
 Ritz Hotel, Davao City

Day 1: May 9, 2018

Time	Activity	Objectives	Person in Charge	Resources Needed	Output / Outcome
8:00 – 8:15	Arrival / Registration	Have the participants registered and settled	Ida I Juezan Public Schools District Supervisor Evangeline A. Hernan Education Program Supervisor	Prepared attendance sheets, pen	Participants of the writeshop were duly registered
8:15 – 8:30	Prefatory National Anthem – AVP Prayer – AVP Digos City Hymn – AVP Davao Region Hym – AVP	Set the participants for the day's activity	Myleen C. Robiños PDO II - LRMSD	Laptop, projector	Participants were set and ready for the day's activity
8:30 – 9:00	Editing of Rationale and Background	Present the pre-worked rationale and background to the group for editing	Xavier S. Fuentes SEPS - PRS	Laptop, projector, DEDP	Edited the rationale and background ready for language editing
9:00 – 10:30	Editing of Strategic Directions	Present the pre-worked strategic direction to the group for editing	Goal 1. SGOD Goal 2. CID Goal 3. SDS	Laptop, projector, DEDP	Edited the strategic directions ready for language editing
10:30 – 12:00	Editing of Interventions	Present the pre-worked interventions to the group for editing	Goal 1. SGOD Goal 2. CID Goal 3. SDS	Laptop, projector, DEDP	Edited the interventions ready for language editing
12:00 – 1:00	LUNCH BREAK				
1:00 – 2:00	Editing of Key Performance Indicators	Present the key performance indicators to the group for editing	Xavier S. Fuentes SEPS - PRS	Laptop, projector, DEDP	Edited the key performance indicators ready for language editing
2:00 – 4:00	Editing of Organizational Capacity and Arrangement	Present the organizational capacity and arrangement to the group for editing	SDS & SGOD	Laptop, projector, DEDP	Edited the organizational capacity and arrangement ready for language editing
4:00 – 5:00	Editing of Indicative Timelines	Present the pre-worked indicative timelines to the group for editing	Airon M. Alejandro Planning Officer III	Laptop, projector, DEDP	Edited the indicative timelines ready for language editing
Maria C. Jadloc EPS II – M&E		Day 1 Facilitator of Activities			

Day 2: May 10, 2018

Time	Activity	Objectives	Person in Charge	Resources Needed	Output / Outcome
8:00 – 8:15	Prefatory Makabayan Song - AVP Prayer – AVP	Set the participants for the day's activity	Myleen C. Robiños PDO II - LRMDs	Laptop, projector	Participants were set and ready for the day's activity
8:15 – 12:00	Presentation of the language edited DEDP 2017-2022	Present the language edited DEDP 2017-2022 to the group for final review	Rachel R. Pogoy Master Teacher III Leilani T. Señires Teacher III	Laptop, projector, DEDP	Reviewed the language edited DEDP 2017-2022
12:00 – 1:00	LUNCH BREAK				
1:00 – 3:00	Writing of executive summary of the DEDP 2017-2022	Prepare the executive summary of the DEDP	Rachel R. Pogoy Master Teacher III Leilani T. Señires Teacher III	Laptop, DEDP	Completed executive summary of the DEDP
1:00 – 5:00	Finalization of the reviewed DEDP 2017-2022	Finalize the reviewed DEDP 2017-2022	DEDP TWG	Laptop, DEDP	Finalized DEDP 2017-2022 ready for printing
Peter-Jason C. Senarillos EPS II - SocMob		Day 2 Facilitator of Activities			

Day 3: May 11, 2018

Time	Activity	Objectives	Person in Charge	Resources Needed	Output / Outcome
8:00 – 8:15	Prefatory Makabayan Song - AVP Prayer – AVP	Set the participants for the day's activity	Myleen C. Robiños PDO II - LRMDs	Laptop, projector	Participants were set and ready for the day's activity
8:15 – 9:15	Presentation of the cover page	Present the cover page of the DEDP 2017-2022 to the group for comments and suggestions	Myleen C. Robiños PDO II - LRMDs	Laptop, DEDP cover page	Finalized DEDP cover ready for printing
9:15 – 10:15	Discussion for printing requirements of the DEDP	Decide on the printing requirements for the DEDP 2017-2022	Myleen C. Robiños PDO II - LRMDs	Laptop, DEDP	Determined the number of copies, pages, type of paper and other requirements for the final printing of the DEDP 2017-2022
10:15 – 12:00	Discuss the AVP requirements for the launching of the DEDP	Decide on the details of the AVP for the launching of the DEDP 2017-2022	Maria C. Jadloc EPS II – M&E	Laptop, DEDP	Decided on the storyline of the AVP
12:00 – 1:00	LUNCH BREAK				
1:00 – 4:30	Printing and submission of the DEDP 2017-2022 to the Regional Office XI	Print and submit the DEDP 2017-2022 to the Regional Office XI	Xavier S. Fuentes SEPS – PRS DEDP TWG	Laptop, projector, DEDP	Printed and submitted the DEDP 2017-2022 to the PPRD and the RD
4:30 – 5:00	Closing Program	Distribution of certificates	Jake Lloyd M. Vencio Administrative Assistant III		
Jake Lloyd M. Vencio Administrative Assistant III		Day 3 Facilitator of Activities			