



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



**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 LI. 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)

1. 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.
2. 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:**

|                      | Dates                |
|----------------------|----------------------|
| Cluster 1a – Admin   | February 4 – 7, 2019 |
| Cluster 1b - Finance | February 6 – 9, 2019 |

3. 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.
4. Participants are advised to register via the link for faster processing: [http://bit.ly/DepEd\\_SIPAG\\_2019](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.

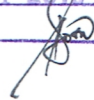
  
**WINNIE E. BATOON, EdD**  
Officer-In-Charge  
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
19-27115

DATE: JAN 24 2019 TIME: 10:10 AM

BY: 

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



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



**LIST OF PARTICIPANTS AND SCHEDULES**

**DEPED SIPAG 2019  
SUBIC BAY EXHIBITION AND CONVENTION CENTER**

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

Winnie E. Batoon, EdD  
OIC-SDS

Melanie P. Estacio, PhD, CESE  
OIC-ASDS

Sollie B. Oliver, LLB, MATE - SGOD Chief  
Francis Jude D. Alcomendras – AO V  
Ida I. Juezan – PSDS  
Rosario B. Diamante – AO IV (Cash)  
Myhrra Faye LI. Bontia – AO IV (Records)  
Marcelino E. Ranollo – AO IV (Supply)  
Stephen R. Pascual – ITO I  
Helen N. Franconas – Engineer III  
Reyzen O. Monserate – SEPS SMM&E  
Dr. Jasmin A. Asarak – Dentist II  
Julie Anne N. Posadas – PDO I

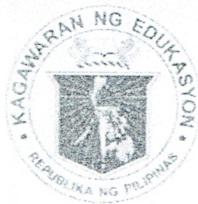
**Cluster 1 – Batch B (February 6 – 9, 2019)**

Noreliza A. Misal – Accountant III  
Neptune L. Tambilawan – AO V (Budget)



Mr. O/Mr,  
Kon sa no.

WEP



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

DepEd Schools Division of Digos City  
RECORDS SECTION  
 **RECEIVED** 26762  
DATE: 21 JAN 2019 TIME: 2:44  
BY:

**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.

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**:

|                      | Regions                  | Dates          |
|----------------------|--------------------------|----------------|
| Cluster 1a – Admin   | IV-A, IV-B, NCR, V       | February 4-7   |
| Cluster 1b – Finance | IV-A, IV-B, NCR, V, ARMM | February 6-9   |
| Cluster 2a – Admin   | X, XI, XII, CARAGA       | February 11-14 |

RXI - Feb. 4-7  
Feb 6-9

**Office of the Undersecretary for Administration**  
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, School Facilities, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo





|                      |                    |                       |
|----------------------|--------------------|-----------------------|
| Cluster 2b – Finance | X, XI, XII, CARAGA | February 13-16        |
| Cluster 3a – Admin   | I, II, III, CAR    | February 18-21        |
| Cluster 3b – Finance | I, II, III, CAR    | February 20-23        |
| Cluster 4a – Admin   | VI, VII, VIII, IX  | February 24-27        |
| Cluster 4b – Finance | VI, VII, VIII, IX  | February 26 - March 1 |

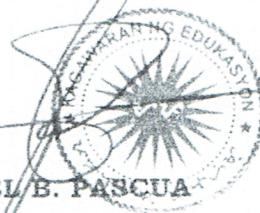
Attached for reference is a list of participants for every cluster and portion (Annex A) and the program (Annex B). Meals and accommodation are inclusive of the activity, while travel expenses are chargeable to local funds.

Participants are advised to register via the link for faster processing: [http://bit.ly/DepEd\\_SIPAG\\_2019](http://bit.ly/DepEd_SIPAG_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.

**ALAIN DEL B. PASCUA**  
Undersecretary



## 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. YFD Coordinator

### Division Level

- FEB 4-7/19*
1. Schools Division Superintendents – SDS BATON
  2. Assistant Schools Division Superintendents – ASDC MPE
  3. School Governance and Operations Division Chiefs (SOLHE)
  4. Administrative Officer V – Admin Section (JUDE)
  5. Bids and Awards Committee Member –
  6. Division Engineer – ENGR. HELEN FRANCIS
  7. Cashier – MRS. DIAMANTE
  8. Records Officer – YEYE
  9. Supply Officer – JUN
  10. ICT Officer – STORMEN
  11. DRR Coordinator – REYNOL
  12. SHD Coordinator – DR. ASHRAK
  13. YFD Coordinator – ANGEL

### FINANCE:

- FEB 6-9/19*
- NARIE
  - NEPTUNE

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 Superintendents





# ANNEX B – DepEd SIPAG 2019 Program

Synchronized Instructions, Procedures and Guidelines

Regional Cluster Conferences in Administration, Procurement, Finance and Operations

Subic Bay Freeport Zone, February-March 2019

CLUSTER A - ADMIN

## TENTATIVE PROGRAMME

### DAY 0 (Arrival)

|               |                                                                        |             |                                     |                                               |
|---------------|------------------------------------------------------------------------|-------------|-------------------------------------|-----------------------------------------------|
| 12:00nn       | Registration                                                           |             |                                     |                                               |
| 1:00 – 5:00pm | Presentation and Roll out of Facebook Workplace; Creation of WP Groups | IT Officers | Help Desk for DepEd Email Addresses | All Delegates who have arrived and registered |
| 6:00 – 7:00pm | Dinner                                                                 |             |                                     |                                               |

### DAY 1 (Plenary Sessions)

|                |                                                                                                                                                                                         |  |  |  |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 8:00 – 9:00am  | Opening Program                                                                                                                                                                         |  |  |  |
| 9:00 – 12:00nn | <b>Execom Hour – Directions for 2019-2022</b><br>Undersecretary Alain Pascua, Undersecretary Anne Sevilla, Assistant Secretary Revsee Escobedo, Assistant Secretary Salvador Malana III |  |  |  |
| 12:00 – 1:00pm | Lunch                                                                                                                                                                                   |  |  |  |
| 1:00 – 2:30pm  | <b>On Financial Literacy</b>                                                                                                                                                            |  |  |  |
| 2:30 – 4:00pm  | Presentation and Discussion of Admin Strand Proposals for RatPlan Review (Results of the National Consultation on OUA Strand Program Implementation and Inter-Office Coordination)      |  |  |  |
| 4:00 – 5:30pm  | Presentation and Roll-out of Facebook Workplace; Activation of WP Groups                                                                                                                |  |  |  |
| 5:30 – 7:30pm  | Preparation for Cultural Presentations and Dinner                                                                                                                                       |  |  |  |
| 7:30 – 9:30pm  | <b>Solidarity and Cultural Night</b><br>- By Region (4)<br>- By Program Strand or Organization (9-11)<br>- Central Office (1)<br>- Host RO/DO (2)                                       |  |  |  |

All Delegates



**DAY 2 (Breakout Sessions)**

|                |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 – 12:00nn | <b>On Field Operations with</b><br>Assistant Secretary Revsee Escobedo <ul style="list-style-type: none"> <li>- RDs, ARDs</li> <li>- SDS, ASDS</li> </ul>                                                                                                                                                                                                                           | <b>On Admin Strand with</b><br>Undersecretary Alain Pascua and Assistant Secretary Salvador Malana III <ul style="list-style-type: none"> <li>- ESSDs, AO5s</li> <li>- SGODs, AO5s</li> <li>- BAC Chairs/Members</li> </ul> | <b>Per Program/Office Interaction with CO Directors, Chiefs and Program Focal Persons</b> <ul style="list-style-type: none"> <li>- ICTS - IT Officers</li> <li>- EFD - Engineers</li> <li>- DRRMS - DRRM Coordinators</li> <li>- YFD - Youth Formation Coordinators</li> <li>- SHD - Health and Nutrition Officers</li> <li>- AMD - Supply Officers</li> <li>- CD - Cashiers</li> <li>- RD - Records</li> <li>- GSD - General Services</li> </ul>      |
| 12:00 – 1:00pm | Lunch                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1:00 – 3:00pm  | <b>On May 2019 Elections with</b><br>Undersecretary Alain Pascua, Assistant Secretary Revsee Escobedo and Atty Marc Baragado <ul style="list-style-type: none"> <li>- RDs, ESSDs, AO5s</li> <li>- SDS, SGODs, AO5s</li> </ul>                                                                                                                                                       | <b>On Procurement with Assistant Secretary Salvador Malana III</b> <ul style="list-style-type: none"> <li>- ARDs</li> <li>- ASDS</li> <li>- BAC Chairs/Members</li> </ul>                                                   | <b>Continuation of Per Program/Office Interaction with CO Chiefs and Program Focal Persons</b> <ul style="list-style-type: none"> <li>- ICTS - IT Officers</li> <li>- EFD - Engineers</li> <li>- DRRMS - DRRM Coordinators</li> <li>- YFD - Youth Formation Coordinators</li> <li>- SHD - Health and Nutrition Officers</li> <li>- AMD - Supply Officers</li> <li>- CD - Cashiers</li> <li>- RD - Records</li> <li>- GSD - General Services</li> </ul> |
| 3:00 – 5:00pm  | <b>Execom - Admin Strand Execom – RO/DO Dialogue</b> <ul style="list-style-type: none"> <li>- RDs, ARDs, ESSDs, AO5s</li> <li>- SDS, ASDS, SGODs, AO5s</li> <li>- Admin Strand Execom (Directors/Asst and Chiefs/Asst)</li> <li>- Undersecretary Alain Pascua, Undersecretary Anne Sevilla, Assistant Secretary Revsee Escobedo, Assistant Secretary Salvador Malana III</li> </ul> |                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5:00 – 6:30pm  | <b>On Finance and Budget with Undersecretary Anne Sevilla</b> <ul style="list-style-type: none"> <li>- RDs, ARDs, ESSDs, AO5s</li> <li>- Regional Program Focal Persons</li> <li>- SDS, ASDS, SGODs, AO5s</li> <li>- Admin Strand Mancom (Directors/Asst, Chiefs/Asst and Program Focal Persons)</li> </ul>                                                                         | <b>Organizational Meetings of ASTRO (Administration Strand Organizations)</b> <ul style="list-style-type: none"> <li>- ITOAsPh</li> <li>- ADEAP</li> <li>- DRRMCAAP</li> <li>- PSTP, AGCCAP, SGTP</li> </ul>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |





|               |                        |                                                                                                                                                                                                            |                                                                                                                                                                                                                           |
|---------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                        |                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>- DEMS, DEDA, DENNA, DENDA</li> <li>- DENSOA</li> <li>- ROADE</li> </ul>                                                                                                           |
| 6:30 – 7:30pm | Dinner                 |                                                                                                                                                                                                            |                                                                                                                                                                                                                           |
| 7:30 – 9:30pm | Free Time,<br>Checkout | <b>Office/Program/Organizational Consultations</b><br>with Undersecretary Alain Pascua,<br>Undersecretary Anne Sevilla, Assistant Secretary<br>Revsee Escobedo, Assistant Secretary Salvador<br>Malana III | <b>Organizational Meetings of ASTRO (Administration<br/>           Strand Organizations/Federations)</b> <ul style="list-style-type: none"> <li>- AACP</li> <li>- SGODCAP</li> <li>- NASEAS</li> <li>- SHANPAP</li> </ul> |

**DAY 3**

|                |          |  |  |
|----------------|----------|--|--|
| 8:00 – 12:00nn | Checkout |  |  |
|----------------|----------|--|--|



# DepEd SIPAG 2019 Program

Synchronized Instructions, Procedures and Guidelines  
Regional Cluster Conferences in Administration, Procurement, Finance and Operations  
Subic Bay Freeport Zone, February-March 2019

## Objectives

### CLUSTER B - FINANCE

1. Provide ROs/SDOs updates/Share experiences of the CO and RO on the utilization of 2018 Funds and 25% OA of the CO
2. Gather updates from the field on their implementation of the 2018 Continuing budget and the 25% OA (first 2 months, when applicable)
3. To identify and discuss policy and operational issues of Re-enacted 2018 budget and 2018 Extended Budget
4. To synchronize the plans and budget for FY 2019 and ensure that all delivery units are ready for budget execution (if possible even without the 2019 approved GAA)

## Expected Outputs :

1. Participants provided with updates on Financial Performance based on reports
2. ROs/Dos provided with (a) Guidance on conduct of activities including procurement activities and utilization of budget, and (b) overview of the multi-year planning
3. On BCCs: (a) Updates provided as of 31 December 2018, and (b) BCCs that need to be addressed as reflected in the delivery system.

## Participants

: CO – ExeCom, OUFBPM, OAFBPM, Program Managers/Focal Persons, Budget Division, Planning Service – PPD & PPRD, EPDU

## Duration

RO – RDs, Finance Officer, Planning Officer, Program Officers and Procurement Officers, and SDS  
: 1 ½ days

## Tentative





| TIME                   | ACTIVITIES                                                                                                                                                             | POINT PERSON                                                        | MATERIALS                                                                                                    | METHODOLOGY/PROCEDURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DAY 0 – Check in – 2PM |                                                                                                                                                                        |                                                                     |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Day 1                  |                                                                                                                                                                        |                                                                     |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8:00 AM – 8:15 AM      | <ul style="list-style-type: none"> <li>Preliminaries</li> <li>National Anthem</li> <li>Opening Prayer</li> </ul>                                                       | <ul style="list-style-type: none"> <li>To assign EMCEE</li> </ul>   | <ul style="list-style-type: none"> <li>Philippine Flag</li> <li>Audio/Video of National Anthem</li> </ul>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8:15 AM – 9:15 AM      | <ul style="list-style-type: none"> <li>Intro of Pax</li> <li>Welcome Remarks</li> <li>Presentation of Objectives</li> <li>2018 BUR</li> </ul>                          | <ul style="list-style-type: none"> <li>UAS C1, C2 and C3</li> </ul> | <ul style="list-style-type: none"> <li>Powerpoint presentation with objectives, 2018 BUR</li> </ul>          | <ul style="list-style-type: none"> <li>USEC Anne to deliver the welcome message.</li> <li>Immediately after, the presentation of the objectives followed by the Budget Utilization Report by PAs, by Region and by Division (by rank).</li> <li>Interim process presentation</li> <li>Balances by program to be shown.</li> <li>Presentation of the 2018 Procurement Status</li> <li>Guidance on Procurement: 25% OA, 2018 Continuing Appropriations and 2019 Budget Procurement Reforms</li> <li>Each region to present the first two months experiences and plans (Jan – March) for the 2018 Continuing Appropriations / 25% Obligational Authority</li> <li>Process adopted/implemented Plans for 2019</li> </ul> |
| 9:15AM – 10:15AM       | Procurement Updates                                                                                                                                                    | UAP/ASM                                                             | Presentation of OUA/ASM                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10:15AM – 11:00AM      | <ul style="list-style-type: none"> <li>Sharing of Experiences / Plans /Issues on Conduct of Activities/Budget Utilization by Region</li> <li>Plans for 2019</li> </ul> | <ul style="list-style-type: none"> <li>RDs</li> </ul>               | <ul style="list-style-type: none"> <li>Template for presentation</li> <li>Powerpoint presentation</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 11:00AM – 12NN         | Open Forum                                                                                                                                                             |                                                                     |                                                                                                              | <ul style="list-style-type: none"> <li>A moderator will be assigned to manage the open forum.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



|                  |                                     |                               |                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------|-------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LUNCH BREAK      |                                     |                               |                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 12:00NN-1:00PM   |                                     |                               |                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1:00PM - 1:30PM  | Presentation of Updates on the BCCs | EPDU                          | <ul style="list-style-type: none"> <li>Powerpoint presentation on BCCs</li> <li>Printed copy of BCCs for distribution format (in MS Word)</li> </ul>                             | Presentation of major updates on the BCCs derived from previous clustered conferences highlighting issues that were closed/addressed thru policy issuances or ExeCom/Program interventions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1:30 PM - 4:00PM | Workshop on BCCs                    | CO resource persons<br>RO pax | <ul style="list-style-type: none"> <li>Metacards</li> <li>Pens</li> <li>Copy of EPDU Delivery System</li> <li>Masking Tape</li> <li>Manila Paper with Delivery System</li> </ul> | <ul style="list-style-type: none"> <li>There will be grouping by region to work on Major PAPs.</li> <li>The group will be further divided to discuss the programs preferably 3 groups, 3 to 4 programs each group, in consideration of the following: 1) with downloaded funds 2) funds directly released to the OUs/IUs 3) with heavy procurement activities, and 4) budget utilization performance.</li> <li>Issues identified that were not yet addressed from the 2018 implementation and those that came up during the 1st 2 months of implementation will be discussed. If the group feels that these issues hinder/will hinder implementation, then these are BBCs.</li> <li>Likewise, other issues derived from the updates provided/discussions on the presentations which were not addressed in the open forum perceived to cause problems in the implementation may also be included as BBCs.</li> <li>The participants will write down the BCCs in the metacards to be provided and determine where in the particular process in the EPDU Delivery System these issues fall, i.e., IG, Fund release or procurement process among others.</li> </ul> |





|                 |                        |                               |       |                                                                                                                                                                                                                                                                                                                                         |
|-----------------|------------------------|-------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                        |                               |       | <ul style="list-style-type: none"> <li>During the plenary, 10 manila papers representing 10 Major PAPs will be posted on the wall with columns representing the stages in the EPDU delivery system.</li> <li>The group will assign representatives to post the BCCs on the manila paper in the corresponding column/process.</li> </ul> |
| 5:00PM - 6:00PM | Presentation of Output | 10 Volunteers / Selected reps |       |                                                                                                                                                                                                                                                                                                                                         |
| 8:00AM - 8:15AM | Energizer              | Volunteer                     | Day 2 | <ul style="list-style-type: none"> <li>Volunteers will synthesize the BCCs per program posted on the manila paper. The volunteer shall give emphasis on the items needing ExeCom's guidance/decision.</li> </ul>                                                                                                                        |



|                      |                                                                           |                   |                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:15AM –<br>8:30AM   | Recap                                                                     | Selected Reps     | Powerpoint presentation                                                                                                                    | Presentation. More focused on the key take aways from each presentation and the output of the workshop.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8:30AM –<br>10:30AM  | Open Forum /<br>Response of the<br>Execom                                 | ExeCom            | <ul style="list-style-type: none"> <li>List of issues identified from the discussion</li> <li>Syntheses of the workshop outputs</li> </ul> | <ul style="list-style-type: none"> <li>A moderator will be assigned to manage the open forum.</li> <li>A list of issues will be provided to ExeCom prior to the start of the activity to provide time to prepare for responses.</li> <li>Guidance of the Execom on perceived BCCs to be provided</li> <li>Other questions maybe entertained, however if the time does not permit, they can write on a metacard to be provided.</li> <li>Consolidation shall be done and responses will be emailed to all participants.</li> <li>Presentation of the overview of the multiyear planning.</li> <li>Other reminders</li> </ul> |
| 10:30AM –<br>10:45AM | Next Steps: Guidance for the Multiyear Planning and Budgeting (2020-2022) | Budget / Planning | Presentation<br>Printed Copy of Guidelines                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10:45AM –<br>11:AM   | Closing and Check Out                                                     | ARA               |                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12:00NN              |                                                                           |                   |                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

9:30 AM & 3:30PM – SNACKS – Working Break

LUNCH BREAK

