



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



October 31, 2019

DIVISION MEMORANDUM

No. 955 series of 2019

CONDUCT OF THE STAKEHOLDER ENGAGEMENT CAPACITY-BUILDING WORKSHOPS

TO: Chief Education Supervisors (CID&SGOD)
Concerned Public Schools District Supervisors
Concerned School Heads
Concerned Schools Division Office Personnel

1. Attached is the unnumbered Regional Memorandum dated October 25, 2019 entitled "Conduct of the Stakeholder Engagement Capacity-Building Workshops" which will be held on **November 4-8, 2019 at Ritz Hotel, Bo. Obrero, Davao City.**

2. The activity aims to enhance the knowledge and skills of SBM implementers in the engagement of stakeholders towards the realization of an effective school.

3. The participants of this activity are as follows:

1. Jasmine Asarak	Dentists II
2. Hazel Marie Escabillas	Nurse II
3. Rachel Pogoy	School Head, Mahayahay ES
4. Felipe Degamo Jr.	School Head, Kapatagan NHS
5. Antonia Jumawan	School Head, Don Mariano Marcos ES
6. Nelson Lucero	School Head, A. Maniapao ES

4. Details on the first and last meals are as follows:

	Nov. 4, 2019 (Day 0)	Nov. 5 Day 1	Nov. 6 Day 2	Nov. 7 Day 3	Nov. 8 Day 4
Breakfast	/	/	/	/	/
AM Snacks	/	/	/	/	/
Lunch	/	/	/	/	/
PM Snacks	/	/	/	/	/
Dinner	/	/	/	/	/

5. Board and lodging shall be charged to SARO No. OSEC-11-19-3152 while travel expenses shall be charged to the downloaded funds, all are subject to the usual accounting and auditing rules and regulations.

6. For your information and compliance.

WEP
WINNIE E. BATOON, EdD

Officer-In-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
415587

DATE: **NOV 01 2019**

TIME: **11:24 AM**

BY: *[Signature]*

Encls: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE SBM CAPACITY-BUILDING
31 October, 2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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Contact/Telefax Numbers: (082) 291-1665; (082) 221-6147

Email: region11@deped.gov.ph
Website: www.denedrox11.ph

DepEd Schools Division of Digos City
RECORDS SECTION



RECEIVED

DATE: OCT 29 2019

TIME: 8:36 AM

BY: [Signature]

MEMORANDUM

To : All Schools Division Superintendents
Chief ES of the Field Technical Assistance Division

Subject: CONDUCT OF THE STAKEHOLDER ENGAGEMENT
CAPACITY-BUILDING WORKSHOPS

Date : October 25, 2019

Attached is the Memorandum DM-PHRODFO-2019-00749 dated August 19, 2019 on the Stakeholder Engagement Capacity-Building Workshops that will be conducted in the 12 identified regions of the country. For Region XI, the said capacity-building workshop shall be conducted on November 4-8, 2019 at Ritz Hotel, Bo. Obrero, Davao City. This activity aims to enhance the knowledge and skills of SBM implementers in the active engagement of stakeholders towards the realization of an effective school.

The participants are the following to wit:

Name	Number	Total
A. Regional Office		
1. Dr. Mary Jeanne B. Aldeguer, Chief ES – FTAD	3	3
2. Ronnie S. Mercado, EPS – FTAD		
3. Juliet S. Nicolas, ADAS – FTAD		
B. SDOs (2per SDO)		
1. SBM Coordinator	2	22
2. Any SDO Personnel		
C. School (4 per school)		
1. School Heads	4	44
D. Speakers/Facilitators		
1. Christopher B. Gonzales, Principal I, Davao del Norte	6	6
2. Almer T. Davis, Ed.D., PSDS, Davao Occidental		
3. Florifes A. Colmenares, Ed.D., PSDS, Mati City		
4. Gregorio Acebedo, Ed.D., PSDS, Tagum City		
5. Neil Michael A. de Asis, PSDS, Panabo City		
6. Jayson Barnes, Principal I, Davao City		
Total		75

Quality Assurance Division (QAD) is hereby advised to provide personnel to conduct QATAME of the said capability building.

Speakers and facilitators are requested to report on November 4, 2019 (day 0), 9:00 o'clock in the afternoon at the above-mentioned venue for a conference relative to the final preparation and briefing of the said capacity-building activity.

Empowerment Adaptability Goal-oriented Leadership Excellence

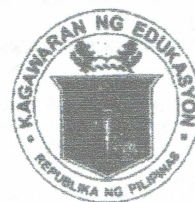
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Details on the first and last meals are as follows:

	Nov. 4, 2019 Day 0	Nov. 5 Day 1	Nov. 6 Day 2	Nov. 7 Day 3	Nov. 8 Day 4
Breakfast	/	/	/	/	/
AM Snacks	/	/	/	/	/
Lunch	/	/	/	/	/
PM Snacks	/	/	/	/	/
Dinner	/	/	/	/	/

Board and lodging of the participants shall be charged to SARO No. OSEC-11-19-3152 while travel expenses shall be charged to the downloaded funds, all are subject to the usual accounting and auditing rules and regulations. Other details are contained in the said attached memorandum for reference.

For information and dissemination.


EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: As stated.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
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By: 
Date: 10/24/19 Time: 3:27 PM
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Batch	Date	Region	Venue
5	October 14-18, 2019	VIII	Tacloban
6	October 21-25, 2019	IV-B	Manila
		V	Naga
7	November 4-8, 2019	VI	Bacolod
8	November 11-15, 2019	CAR	Baguio
		VII	Bohol

The participation of selected officials/personnel from your respective regions, divisions, and schools in the conduct of these workshops is hereby requested.

Attached are the following for your reference:

- List of expected participants (Annex 1),
- Indicative Program of Activities (Annex 2),
- Sub-ARO for board and lodging (Annex 3), and
- Sub-ARO for travel expenses (Annex 4).

For administrative concerns, please take note of the following:

1. Board and lodging shall be charged to OPDNSP funds downloaded per region (Annex 3).
2. Travel expenses of the participants shall be charged to the pool of funds downloaded by region (Annex 4). Thus, the host regions/divisions are requested to provide financial staff during the workshop to process the reimbursements for travel expenses. To facilitate the reimbursement process, participants are requested to submit original copies of the following documents to the Secretariat during the workshop:
 - Travel Order/Travel Authority duly signed by the respective Regional Director/Schools Division Superintendent;
 - Boarding pass (hard copy) for those who are taking air travel; and
 - Bus tickets, and other transportation receipts (if applicable).
3. Host regions/divisions are advised to issue a Memorandum or Advisory on this matter to inform participants of workshop details.

All expenses are subject to the existing accounting and auditing rules and regulations.

For other concerns, please coordinate with Ms. Marian M. Efondo of BHROD-SED through email address: bhrod.sed@deped.gov.ph or telephone no.: 633-5397.

For your appropriate action.

BHROD-SED/Efondo

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