



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

15 July 2024

DIVISION MEMORANDUM
No. 475 s. 2024

**INTERVIEW AND FOCUS GROUP DISCUSSION WITH
SELECT GROUPS OF PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with **Republic Act 11032**, titled **Ease of Doing Business and Efficient Government Service Delivery Act of 2018**, that aims to streamline the current systems and procedures of government services, and **DepEd Memorandum No. 14, s. 2022**, titled **The DepEd Quality Management System Manual and Procedures and Work Instructions Manual**, this Office advises all concerned to attend the Focus Group Discussion (FGD), to be conducted by Luzviminda E. Saldares, PhD., as a partial requirement in her Public Management Development Program (PMDP).

2. The FGD aims at listening to the opportunities and challenges in the different units in the school division office, in the schools, and in the learning centers, which can be used as sources of data and information for Ms. Saldares' capstone project, aimed at streamlining processes to improve service delivery.

3. The schedule are as follows:

Date	Group	Mode
July 16, 2024	Officers of School Heads	Face-to-Face
July 17, 2024	Officers of Teachers' Organizations	Online or Face-to-Face
July 18, 2024	School-Based Administrative Officers	Online or Face-to-Face
July 16-19, 2024	SDO Units (as per availability)	Face-to-Face

4. Immediate dissemination and strict compliance of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

References: R.A. 11032 and DM No. 14, s. 2022

To be indicated in the Perpetual Index

Under the following subject:

SYTEMS AND PROCEDURES

SGOD – interview and focus group discussion with select groups of personnel
SGOPBKED-001270 / July 15, 2024