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

18 Oct 2023

DIVISION MEMORANDUM
No. 565 s. 2023

WORKSHOP ON THE PREPARATION OF POLICY IMPLEMENTATION PLAN, REVIEW AND RECOMMENDATION, ALIGNED WITH THE MATATAG AGENDA

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

1. Pursuant to Republic Act (RA) 9155 or the "Governance of Basic Education Act of 2001" and RA 10533 or the "Enhanced Basic Education Act of 2013", DepEd implements programs, projects, and major activities to ensure access to and improve the quality of basic education, an end toward which all operating units at all governance levels have attendant roles, tasks, and responsibilities for which they are principally accountable.

2. In line with this and in support to DepEd **MATATAG** Agenda and to **CALABARZON** (Complete, Accessible, Learning Atmosphere for Better Academic Results through Zones of Networking), a workshop titled above shall be conducted on **October 24-26, 2023**, in a venue to be announced in a separate Memorandum.

3. Attached are Enclosure 1: List of Participants and Enclosure 2: Technical Working Committee.

4. Travel and incidental expenses shall be charged against local funds, subject to usual accounting and auditing rules and regulations.

5. For immediate dissemination and strict compliance of all concerned.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

RECEIVED
DATE: 10-19-23

By:

ANTONIO P. FAUSTINO JR.
OIC Assistant Schools Division Superintendent

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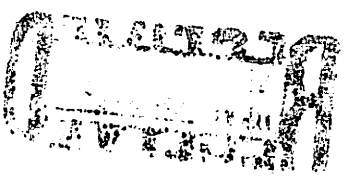

Encl: as stated
Reference: Republic Act (R.A.) 9155
To be indicated in the Perpetual Index
under the following subjects:

POLICY IMPLEMENTATION PLAN, REVIEW AND RECOMMENDATION WORKSHOP

SGOD- workshop on the preparation of policy implementation plan, review and recommendation, aligned with the matatag agenda
None/October 18, 2023

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Enclosure 1

List of Participants

No.	Name	Sex	Office
1	Celedonio B. Balderas Jr.	M	OSDS
2	Antonio P. Faustino Jr.	M	OSDS
3	Montano A. Agudilla	M	SGOD
4	Joseph Jay U. Aureada	M	CID
5	Edna E. Eclavea	F	CID
6	Nathaniel G. Balbarosa	M	OSDS
7	Maria Corazon A. Borbon	F	SGOD
8	Joan Kathleen T. Brizuela	F	SGOD
9	Teofila Ocumin	F	CID
10	Ariel C. Cabuyao	M	SGOD
11	Dexter C. Cabuyao	M	OSDS
12	Jerome A. Chavez	M	CID
13	Arjoy C. Demandante	F	SGOD
14	Jaypee Escobar	M	SGOD
15	Louie L. Fulledo	M	CID
16	Conrado C. Gabarda	M	OSDS
17	Ermelo A. Escobiñas	M	CID
18	Grasiela L. Hernandez	F	OSDS
19	Jerome A. Javin	M	OSDS
20	Marife R. Lagar	F	SGOD
21	Nicole May R. Lagar	F	SGOD
22	Joyce Anne P. Limbo	F	OSDS
23	Michael Leonard D. Lubiano	M	CID
24	Jeanette M. Buera	F	OSDS

25	Benjamin A. Millares	M	OSDS
26	Josefina R. Oabel	F	OSDS
27	Dr. CJ Supetran	F	SGOD
28	Sherwin C. Questa	M	CID
29	Agnes M. Luzadas	F	OSDS
30	Jean Rose B. Rabano	F	SGOD
31	Imelda C. Raymundo	F	SGOD
32	Edwin R. Rodriguez	M	CID
33	Luzviminda E. Saludares	F	SGOD
34	Frenalyne B. Tabernilla	F	CID
35	Dianah G. Tan	F	OSDS
36	Generosa F. Zubieta	F	CID
37	Mark Bryan F. Valencia	M	OSDS

Enclosure 2

Technical Working Committee (TWC)
October 24-26, 2023

Over-all Chairperson: CELEDONIO B. BALDERAS JR.
Co- chairpersons: ANTONIO P. FAUSTINO JR.
IMELDA C. RAYMUNDO

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Luzviminda E. Saludares, PhD	• Prepares Training Design and other Training Package requirements. • Coordinates with SEPS-M&E on other activity requirements. • Prepares and submits activity completion report (ACR) to SEPS-M&E
Over-all L&D Management including (Logistics)	Luzviminda E. Saludares, PhD	• Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR. • Oversees the cleanliness, sanitation, and orderliness

		in the venue/s . • Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Montano Agudilla, PhD	• Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Cris John V. Supetran	• Ensures observance/compliance of health protocols including but not limited to conduct of Triage. • Administers first aid and health services during the event. • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Edwin R. Rodriguez Maria Corazon A. Borbon	• Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff	Arjoy C. Demandante Jerome A. Javin	• Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished.

		• Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Luzviminda E. Saludares	• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Jean Rose A. Rabano	• Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference
Utility/Physical Plant	N/A	• Prepares and maintains cleanliness and orderliness of session hall. • Ensures that left-over food and used food packs are properly disposed. (N/A) • Ensures that comfort room have enough supply of water..
Process Observer/s	Montano A. Agudilla Jr. Joan Kathleen T. Brizuela	• Observe/s the processes being employed by the speaker/facilitator. • Engage/s in the debriefing sessions.

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Class Managers	N/A	• Monitor attendance of the participants and assist speakers on the whole durations. • Assist the speaker/facilitator throughout the session. • Take over the session when the speaker/facilitator attends to an emergency call/ matter. • Conducts the MOL.