



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of negros oriental

**Office of the Schools Division Superintendent**

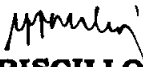
MEMORANDUM

MLA-2021- 493

TO : **DR. RACHEL B. PICARDAL, SGOD Chief**  
**MRS. DAE P. HABALO, SEPS P & R**  
**DR. KARL T. CREDO, PO III**  
**DR. DAN P. ALAR, EPS MAPEH/Concurrent SEPS HRDS**  
**MS. IRYLL MAE S. MACAHIG, EPS II HRDS**

(Through the Public Schools District Supervisor)

**MRS. ROSA LEAH E. DAGOY, P1 - VALENCIA CES**

FROM :   
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

10/13/2021


SUBJECT : **PARTICIPATION IN THE WORK PROCESS IMPROVEMENT: VIRTUAL ORIENTATION CUM WORKSHOP ON ACTIVITY AND BUDGET PLAN BASED ON RO7 STRATEGIC DIRECTIONS AND KEY PERFORMANCE INDICATORS TARGET**

DATE : October 13, 2021

1. In line with the Regional Memorandum No. 0916, s. 2021 dated October 12, 2021, this Office informs the personnel enumerated above to attend the three-day virtual orientation cum workshop on activity and budget plan on **October 20-22, 2021**.
2. Attached is the Regional Memorandum for your reference.
3. The meeting link will be sent to the participants before the actual date of activity.
4. For your guidance and strict compliance.

SPP/ JMA-MKP/SGOD/RBP/dph  
10/13/2021



  
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4 OCT 2021



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. \_\_\_\_\_, s. 2021

**WORK PROCESS IMPROVEMENT: VIRTUAL ORIENTATION CUM WORKSHOP  
ON ACTIVITY AND BUDGET PLAN BASED ON RO7 STRATEGIC DIRECTIONS  
AND KEY PERFORMANCE INDICATORS TARGET**

To: Schools Division Superintendents  
All others concerned

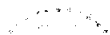
1. In harmony with the Regional Office strategic directions and key performance indicators target, a three-day virtual orientation cum workshop on activity and budget plan is slated on October 12-13, 2021 (PPRD Personnel only), October 20-22, 2021 (with SDO Participants). It is desired that each team of participants shall cascade this initiative to the schools under their authority.
2. The participants to this activity are enumerated in the table below:

Schedule	Office	Participant
October 12-13, 2021	PPRD	All personnel
October 20-22, 2021	Schools Division Office	SGOD Chief
		Planning Unit SEPS/Coordinator
		Planning Officer
		HRD SEPS
	School Head (Elem or Sec)	
	PPRD	All personnel

3. Food provisions including snacks will be afforded to the participants during the activity to be charged against their office MOOE/Local Funds.
3. Immediate and wide dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV

STJ/CAE/PPRD/bdt/2021



**Enclosure A**

## **ACTIVITY OUTLINE**

<b>WORK PROCESS IMPROVEMENT: VIRTUAL ORIENTATION CUM WORKSHOP ON ACTIVITY AND BUDGET PLAN BASED ON RO7 STRATEGIC DIRECTIONS AND KEY PERFORMANCE INDICATORS TARGET</b>	
<i>Source of Funds</i>	MOOE/Local Funds
<i>Date of Activity</i>	October 12, 13, 20, 21, 22, 2021
<i>Functional Division</i>	Policy, Planning and Research Division (PPRD)

**I. Objectives**

- a. Plan and Adjustments for FY 2021 for 4<sup>th</sup> Quarter (as per PIR Result)
- b. Adjustments of the DEDP 2017-2022 based on the Status of the KPIs
- c. Prepare the needed materials and resources (CSE) for the FY2022 Activities
- d. Plan for the Activities for FY 2022, Quarters 1-4
- e. Workshop on Templates for the following:
  - Strategic Plan Template
  - Activity Proposals (harmonize with WFP template)
  - Implementation Plan Template
  - Monitoring and Evaluation Plan Template

**II. Legal Basis**

- Approved 2021 WFP for Planning Service (AC-21-GASS-011)
- DepEd Order No. 15, s. 2017

**III. Matrix of Activities**

	<b>Time</b>	<b>Activity</b>	<b>Locus of Control</b>
<b>Day 1 October 12, 2021 For PPRD Personnel Only</b>	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	8:01 AM to 8:20 AM	Preliminaries • Philippine National Anthem • Prayer • Objective of the Activity	PPRD Staff
	8:20 AM to 12:00 PM	Session 1: (for PPRD Staff Only) • Mock Presentation for the SDO Strategic Plan Templates	Chief and PPRD Staff
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Session 1: <i>Continuation</i> • Mock Presentation for the SDO Strategic Plan Templates • Adjustments of the Samples	Chief and PPRD Staff
<b>Day 2 October 13, 2021 For PPRD Personnel Only</b>	QQ	Registration and Breakfast	PPRD Staff
	8:01 AM to 8:20 AM	Preliminaries and MOL • Day 2 Agenda and Instructions	PPRD Staff
	8:20 AM to 12:00 PM	Session 2: • Finalization of the Mock Presentation • Finalization of the MS PowerPoint Presentation of the SDO Orientation on StratPlan	Chief and PPRD Staff
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Session 2: (Continuation) • Final Walk-Through Presentation • Assignments of Committees • Final Preparation of the Virtual Link • Final Run-Through of the Templates for Orientation • Final Adjustments of the whole preparation for the SDO Orientation Preparation	Chief and PPRD Staff

<b>Day 3 October 20, 2021</b>	<b>Time</b>	<b>Activity</b>	<b>Locus of Control</b>
	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	8:01 AM to 8:20 AM	Preliminaries <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Acknowledgment of Participants</li> <li>• Statement of Purpose Day</li> <li>• Message</li> </ul>	PPRD Staff -Mrs. J Sarsaba -Mrs. J Sarsaba -Dr. B Tiongzon -Dr. S Jimenez
	8:20 AM to 12:00 PM	Session 3 Orientation Proper <ul style="list-style-type: none"> <li>• Strategic Directions</li> <li>• KPI Status</li> <li>• Introduction to the Different Templates: <ul style="list-style-type: none"> <li>◦ Strategic Plan Template</li> </ul> </li> </ul>	-Dr. C Eco -Dr. B Tiongzon
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Session 3 (Continuation) <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Workshop by SDOs</li> </ul>	-Dr. B Tiongzon
<b>Day 4 October 21, 2021</b>	<b>Time</b>	<b>Activity</b>	<b>Locus of Control</b>
	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	8:01 AM to 8:20 AM	Preliminaries and MOL <ul style="list-style-type: none"> <li>• Day 4 Agenda and Instructions</li> </ul>	PPRD Staff
	8:20 AM to 12:00 PM	Session 4 <ul style="list-style-type: none"> <li>• Introduction of the Different Templates: <ul style="list-style-type: none"> <li>◦ Activity Proposals (harmonize with WFP template)</li> <li>◦ Implementation Plan Template</li> </ul> </li> </ul>	-Mr. JM Libre -Dr. R Tan
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Session 4 (Continuation) <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Workshop by SDOs</li> </ul>	PPRD Staff
<b>Day 5 October 22, 2021</b>	<b>Time</b>	<b>Activity</b>	<b>Locus of Control</b>
	6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
	9:01 AM to 9:20 AM	Preliminaries and MOL <ul style="list-style-type: none"> <li>• Day 5 Agenda and Instructions</li> </ul>	PPRD Staff
	9:30 AM to 12:00 PM	Session 5 <ul style="list-style-type: none"> <li>• Introduction of the Different Templates: <ul style="list-style-type: none"> <li>◦ Monitoring and Evaluation Plan Template</li> </ul> </li> </ul>	-Dr. C Villanueva, Jr
	12:00 PM to 1:00 PM	Lunch	PPRD Staff
	1:00 PM to 5:00 PM	Session 5 (Continuation) <ul style="list-style-type: none"> <li>• Workshop by SDOs</li> </ul>	

## V. Food/Meals

Item	Day 1	Day 2	Day 3	Day 4	Day 5
	OCT 12, 2021	OCT 13, 2021	OCT 20, 2021	OCT 21, 2021	OCT 22, 2021
<b>Food/Meals:</b>					
Breakfast (Special)	7 pax	7 pax	7 pax	7 pax	7 pax
AM Snacks (Special)	7 pax	7 pax	7 pax	7 pax	7 pax
Lunch (Special)	7 pax	7 pax	7 pax	7 pax	7 pax
PM Snacks (Special)	7 pax	7 pax	7 pax	7 pax	7 pax
Dinner (Special)	7 pax	7 pax	7 pax	7 pax	7 pax

## VI. Budget

Item	Day 1	Day 2	Day 3	Day 4	Day 5
	OCT 12, 2021	OCT 13, 2021	OCT 20, 2021	OCT 21, 2021	OCT 22, 2021
Breakfast (Special)	7pax X 200	7pax X 200	7pax X 200	7pax X 200	7pax X 200
AM Snacks (Special)	7pax X 100	7pax X 100	7pax X 100	7pax X 100	7pax X 100
Lunch (Special)	7pax X 400	7pax X 400	7pax X 400	7pax X 400	7pax X 400
PM Snacks (Special)	7pax X 100	7pax X 100	7pax X 100	7pax X 100	7pax X 100
Dinner (Special)	7pax X 400	7pax X 400	7pax X 400	7pax X 400	7pax X 400
<b>Total Budget</b>					
Total Amount	8,400.00	8,400.00	8,400.00	8,400.00	8,400.00
5% Service Fee	420.00	420.00	420.00	420.00	420.00
Total Amount with Service Fee	8,820.00	8,820.00	8,820.00	8,820.00	8,820.00
<b>Grand Total</b>					<b>44,100.00</b>

## VI. Required Resources:

### Office Supplies:

4 Reams	Bond Paper - Short Size (8.5 X 11)	19 pieces	Folders - Short Size (8.5 X 11)
4 Reams	Bond Paper - Long / Legal Size (8.5 X 13)	19 pieces	Folders - Long / Legal Size (8.5 X 13)
1 Ream	Bond Paper - A4 Size (11.7 x 8.3)	7 pieces	Bell Pens
2 bottles	Canon Ink - # 790 (black)	1 bottle	Canon Ink - # 790 (cyan)
1 bottle	Canon Ink - # 790 (magenta)	1 bottle	Canon Ink - # 790 (yellow)