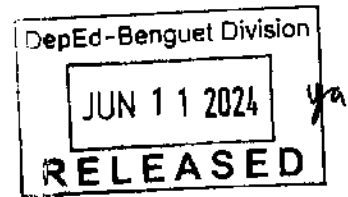




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



05 June 2024

**DIVISION MEMORANDUM**

No. 184 s. 2024

**POST-EVALUATION OF THE PROGRAM MANAGEMENT TEAM IN THE CONDUCT OF THE  
DIVISION TRAINING OF SCHOOL TRAINERS- MATATAG CURRICULUM**

To: Office of the Assistant Schools Division Superintendent  
Chief SGOD and CID  
Public Schools District Supervisors & Coordinating Principals  
Concerned School Heads and Non-Teaching Personnel  
All Others Concerned

1. This office announces the conduct of the **Post-Evaluation of the Program Management Team in the Conduct of the Division Training of School Trainers- MATATAG Curriculum** on **June 14-15, 2024**, at Ina's Sagada Inland Resort, Sagada, Mountain Province.
2. The activity aims to discuss ways in which the Regional Office can expedite a timely and more efficient delivery of basic services to teaching and non-teaching personnel of the Schools Division Office.
3. Specifically, it aims to:
  - a. assess performance, identify areas for improvement, and the extent to which the activity met its goals and objectives.
  - b. discuss feedback, successes, and challenges during the conduct of the activity.
  - c. acknowledge and celebrate the achievements and hard work of the program management team to boost morale and motivation.
4. See the attached enclosures for the List of Participants and Activity Matrix.
5. Non-teaching personnel shall be granted one **(1) day Compensatory Time-off (CTO)** as per CSC-DBM Joint Circular No.2 s. 2004 (Non-Monetary Remuneration for Overtime Services).
6. Meals and snacks shall be chargeable against the Division MOOE while travel and other incidental expenses shall be charged against local funds subject to usual auditing and accounting rules.
7. Immediate and widest dissemination of this memorandum is desired.

  
**SALLY E. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

sgod/smme

Reference:

DepEd Order No. 44 s. 2023 re: *Interim Guidelines for the Quality Assurance and Monitoring of the National Educators Academy of Philippines Core Programs*



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Enclosure to SDO Memo No. \_\_\_\_ s. 2024

**LIST OF PARTICIPANTS**

No.	NAME	SEX	Position
1	Xylene Grail D. Kinomis	F	SEPS-HRD
2	Ide A. Liwanen	M	EPS II-HRD
3	Corazon C. Quipot	F	SEPS-SMME
4	Joven B. Agtani	M	EPS II-SMME
5	Caiver B. Olay	M	AO II-Tublay
6	Jayferd T. Pulac	M	AO II-Tublay
7	Chiqui Anne T. Montes	F	ADAS III
8	Kimberly Parian	F	ADAS III
9	Beverly B. Marzo	F	ADAS III
10	Freda E. Paclos	F	AO II- La Trinidad
11	Gary B. Frondarina	M	AO II- Itogon I
12	Cherrylyn B. Embes	F	ADAS III-Tublay
13	Gracety Callisen	F	AO II-Tuba
14	Anna Mairiam K. Santos	F	AO II-Tuba
15	Divine C. Rosana	F	AO II-Tuba
16	Sheila Paleng	F	AO II-Itogon II
17	Juvy K. Langpawen	F	AO II-Tuba
18	Jonalyn C. Gayaso	F	AO II-Tuba
19	Libina A. Sarac	F	AO II-Tuba
20	Jayson G. Gonzales	M	PDO I- La Trinidad
21	Karren C. Gaqui	F	Nurse II-Tuba
22	Jeoben Agnaonao	M	ADAS II- Tuba
23	Jake Battateng	M	AO II- Mankayan
24	Anfe M. Calapen	F	AO II-Mankayan
25	Twinkle D. Asudera	F	AO II-Itogon II
26	Julie Ann B. Soriano	F	AO II-La Trinidad
27	Jacqueline Balwang	F	AO II-La Trinidad
28	Shelby G. Sangao	F	Nurse II-La Trinidad
29	Mary Ann Digmayo	F	AO II-Atok
30	Shiela Marie L. Ocampo	F	ADAS III-SDO



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**INDICATIVE ACTIVITY MATRIX**

Activity	Session Objectives	In-charge
<b>DAY 1:</b> Preliminaries		PMT
<b>Session 1: Review of Activity Outcomes</b>	To assess the extent to which the activity met its goals and objectives	SMME & HRD
<b>Session 2: Performance Evaluation</b>	To analyze the performance of the team and the individual members, including adherence to timelines, budget and resource utilization	SMME & HRD
<b>Workshop 1: Feedback Generation</b>	To assess what worked well and areas where improvements are needed To collect feedback from participants, resource persons and program management team as basis for improvement To determine best practices	SMME
<b>DAY 2:</b> Preliminaries		MOL In-charge
<b>Workshop 2: Documentation/ Report Preparation</b>	To finalize documentary requirements aligned to NEAP Standards	HRD
<b>Session 3: Interfacing/Presentation of Outputs</b>	To present reports and outputs for refinement and finalization To recognize team effort and hard work of the program management team	PMT
<b>Action Planning, Ways Forward and Closing Program</b>	To set clear, actionable steps for improvements in future and similar activities	PMT



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