
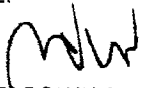
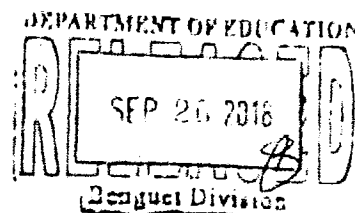
	<p>Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet</p>		<p>Document Code: SDO-GQF-QF-CID-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018</p>
DIVISION MEMORANDUM		Name of Office: OSDS	

September 14, 2018

No. 432 s. 2018

To: OSDS, CID & SGOD unit/section heads
PSDS/CP

From: 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent



Subject: **Conduct of 2018 Third Quarter Division Monitoring & Evaluation Adjustment (DMEA), DAIP/WFP review Conference cum ISO-Certification Benchmarking Activities**

1. A Three-day Division Monitoring & Evaluation Adjustment, DAIP/WFP Conference cum ISO-Certification Bench Marking activities will be conducted at Paradiso Beach Resort, Aringay, La Union and San Carlos City Schools Division, Pangasinan respectively on October 2 to 4, 2018.

2. The agenda of the conference are the following;

- a. Benchmark processes and best practices for ISO Certification.
- b. Assess the 3rd quarter accomplishments vis a vis targets from the different school districts and functional SDO offices.
- d. Assess the 2018 SDO accomplishments vis a vis DAIP/WFP 2018.
- e. Identify issues and concerns for TA and plan adjustments.
- d. Finalized 2019 DAIP.

3. Following are the participants to this conference. (see inclosure 1)

Participants	Number
OSDS: SDS, ASDS, AO V, Accountant, Budget Officer, Legal, ITO, Personnel, Supply, Records, Cashiering	11
CID: Chief, EPS, PSDS/CP, PDO	25
SGOD: Chief, EPS, PRD, P.O., HRD, SocMob, SMME, Physical Facilities, PDO Sports Coordinator	12
Secretariat	2
TOTAL	50

5. Participants are expected to present a power point presentation of their July to September, 2018 major accomplishments vis a vis DAIP, implementation of PPAs and identified issues and concerns for plan adjustments and technical assistance. Attached to this Memorandum is the 2018 3rd Regional Monitoring, evaluation and adjustment monitoring tool for your reference.

6. Transportation vehicle to ferry the participants from the SDO to the San Carlos City Schools Division then to Paradiso Beach Resort and from Paradiso Beach Resort to SDO-Benguet on October 2, 2018, meals and snacks and lodging shall be charged against SDO funds, subject to the usual accounting and auditing rules and regulations. Afternoon snack will be served at Paradiso Beach Resort on October 2, 2018 while the last snack will be served in the afternoon of October 4, 2018.

7. For information and compliance of all concerned.



GENERAL MATRIX

DAY 1

Time	Activities	Facilitator/Speaker	Expected Output
		Facilitator: Ms. Corazon Quipot	
5:30-6:00am	Assembly time		
6:00- 9:00am	Trip to San Carlos City Division	Mrs. Flor Balanon	
9:30 – 11:30am	Benckmarking activity at San Carlos City Division	Mrs. V. Basatan	ISO Best Practices Identified
12:00- 1:30pm	Trip to Paradiso Beach Resort		
2:00 – 3:00pm	opening program	C/O SGOD	
	Presentation of 2 nd qtr RMEA catch up plan implementation	SMME	
3:00 – 3:15pm	Break		
3:15- 6:30pm	presentation of accomplishments CID	EPS– Sir W. Bagsao PSDS – Sir J. Pacpaco LRMDS – Maam S. Dupagan ALS - Sir T. Bestre	reports on accomplishment of PPA & TA provided



DAY 2

Time	Activity/ies	Facilitator : Stephen Bulalin	Expected Output
6:45- 7:30am	MOL	C/O CID	
7:30- 10:00	Continuation of presentation of accomplishments – SGOD & OSDS	SGOD – Sir Sagubo Health - Dra. MG Matias OSDS – Ann Fe Calapen	reports on accomplishment of PPA & TA provided
10:00- 10:15am	Break		
10:30 – 12:00am	2018 DAIP and WFP implementation review and enhancement	Florabel Buclay	DAIP/WFP adjustment plan
12:00- 1:00am	Lunch Break		
1:00 – 3:00pm	Synthesis for SDO's accomplishment for 3rd qtr. RMEA Report	SMME and Budget	SDO 3 rd quarter RMEA Report 2018 DAIP enhanced
3:00 – 3:15pm	Break		
3:15- 6:00pm	2019 DAIP Review/ 2019 SEF Plan	Florabel Buclay C/o Sir Luma-ang	

DAY 3

Time	Activities	Facilitator: Joven Agtani	Expected Output
6:45-7:30	MOL	C/O OSDS	
7:30- 10:00am	Workshop re: 2019 DAIP SEF 2019 Plan	Xylene Grail Kinomis	Per office
10:00- 10:15am	Break		
10:30 – 12:00am	Critiquing/finalization of 2019 DAIP and SEF Plan	Per office AIP	DAIP/ section/unit finalized
12:00- 1:00am	Lunch Break		
1:00 – 3:00pm	Presentation of Final 2019 DAIP and SEF Plan	Xylene Grail Kinomis	SDO 2019 DAIP and SEF Plan finalized
3:00 – 3:15pm	Break		
3:15- 4:30pm	Wrap-up		
4:30- 5:00pm	Closing		

5: 15 pm Home sweet home

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			Name of Office: OSDS

Participants to the 2018 3rd Qtr Division Monitoring and Evaluation Adjustment cum DAIP/WFP Review Conference and benchmarking activity at SDO San Carlos City & Paradiso Beach Resort, Aringay, La Union respectively on October 2-4, 2018.

Name	Office	Affix signature to confirm
1. Marie Carolyn B. Verano	SDS	
2. Annafe Anton	ICT	
3. Glenn N. Duguis	Admin	
4. Susan CJ Dawang	Personnel	
5. Jeanette I. Kiong	Planning	
6. Florabel E. Buclay	Budget	
7. Florinda C. Pagoy	Accounting	
8. Sylvia J. Rimban	EPS	
9. Sasha Joseph Daganos	EPS	
10. Wilfredo Bagsao	EPS	
11. Warden Baltazar	EPS	
12. Ceasar B. Luma-ang	EPS	
13. Delarosa Delmas	PSDS	
14. William Abance	PSDS	
15. Joseph Pacpaco	PSDS	
16. Herminia Osting	Coordinating Principal	
17. Simon Bakian	Coordinating Principal	
18. Ludenia Sano-an	Coordinating Principal	
19. Virginia V. Basatan	SGOD-SM M&E	
20. May Claire A. Jimenez	SGOD-SMN	
21. Stephen P. Bulalin	SGOD- SMN	
22. Brylen A. Moresto	SGOD-HRD	
23. Corazon C. Quipot	SGOD- HRD	
24. Xylene Gail D. Kinomis	SGOD- PRD	
25. Elmer R. Sagubo	SGOD- SMME	
26. Mary Grace Matias, MD	Medical Officer III	
27. Gemma V. Basatan	Nurse II	
28. Mel W. Alingbas	ADAS	
29. Florabel C. Balanon	Supply	
30. Joyce B. Gavino	cashiering	
31. Anfe Calapen	Records	
32. Rodriguez Belino	ALS	
33. Joven Agtani	YFP	
34. Nerissa I. Barbosa	DRRM	



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet



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Name of Office: **OSDS**

**Participants to the Regional Teachers' Day and to follow at Paradiso Beach Resort,
Aringay, La Union**

Name	Office	Affix signature to confirm
1. Nestor L. Bolayo	OSDS	
2. Lucio B. Alawas	SGOD	
3. Francis Peckley	EPS	
4. Tito Bestre	EPS	
5. Samuel Ayangdan	EPS	
6. Macarthy Malanes	EPS	
7. Sonia Dupagan	EPS	
8. Georgina Ducaiso	EPS	
9. Gloria Suayan	PSDS	
10. Molly Ablaza	PSDS	
11. Rosita Dayag	PSDS	
12. Jonathan Sadey	District in Charge	
13. Erlinda Quinuan	District in Charge	
14. Atty. Nover Singangan	Legal	
15.		