
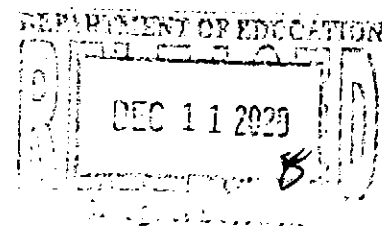
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422- 7501	
	DIVISION MEMORANDUM No. 214 s. 2020	

TO: School Governance and Operations Division
 School Nurses
 School Guidance Counselors

FROM: 
BENILDA M. DAYTACA, EDD, CESO VI
 Schools Division Superintendent



SUBJECT: SCHOOL GOVERNANCE AND OPERATIONS DIVISION
 ADIVAYAN

DATE: December 10, 2020

1. The School Governance and Operations Division will be having its first Adivayan on December 14, 15, and 18, 2020 at Dap-ayan Restaurant Mini Hall, Pico La Trinidad, Benguet.
2. This activity aims to improve the camaraderie of the SGOD team, strengthening teamwork to ensure quality implementation of projects, programs, and activities aligned to Department of Education's Mission, Vision, and Goals.
3. The participants are the following:

CES	1
Admin Aid CES office	1
Physical Facilities	2
SMN	2
SMM&E	2
DRRM	1
HRDS	2
SGOD EPS	1
SHN	6
YFP	2
P&R	3
Guidance Counselors	10
Guest / Resource Speaker	2
TOTAL	35

4. Participants are required to bring with them their laptop, extension cord, WIFI connection, and other necessary materials and documents needed to accomplish the activities indicated in enclosure 1.
5. Prescribed health and safety protocols like wearing of mask and face shield, social distancing, and washing / sanitizing of hands at all times during the conduct of the activity must strictly be observed by on-site participants.
6. Meals and snacks shall be charged against HRTD fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired

SGOD ADIVAYAN

DAY 1: December 11, 2020

Time	Activity	Resource Speaker / Person Responsible
8:00 AM – 8:30 AM	Registration	Wilma Atos
8:30 AM – 9:00 AM	Opening Program Prayer Nationalistic Song Opening Message	SGOD
9:00 AM – 10:00 AM	SDS hour	Benilda M. Daytaca, EDD, CESO VI
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 11:15 AM	SGOD CES Hour	Lucio B. Alawas
11:15 AM – 12:00 NOON (10 mins /section)	Reporting of Section / Unit Accomplishments <i>(following DMEA PPT format)</i> Education Program Supervisor Planning and Research School Health and Nutrition DRRM Social Mobilization and Networking Youth Formation Human Resource and Development Physical Facilities Guidance Counselors	All Sections
12:00 Noon – 1:00 PM	Lunch Break	
1:00 PM – 1:30 PM	Continue with the reporting	
1:30 PM – 2:00 PM	Feedback / Processing of Reports	Lucio B. Alawas
2:00 PM – 2:30 PM	Update on Reports to be submitted and templates to use IPCRF 2020 review and MOV completion IPCRF 2021 Plan Action Plan 2021	SGOD – CES
2:30 PM – 5:00 PM	Workshop	
3:00 PM – 3:15	Health Break	

DAY 2: December 14, 2020

Time	Activity	Resource Speaker / Person Responsible
8:00 AM – 8:30 AM	Registration	Wilma Atos
8:30 AM – 9:00 AM	MOL	HRDS
9:00 AM – 10:00 AM	Review of ISO documents (Process Flow, forms etc.)	
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 NOON	Revision / Editing of ISO documents	
12:00 Noon – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Stress Management	Roland Malafu, RGC
3:00 PM – 3:15 PM	Health break	
3:15 PM – 5:00 PM	Continue with team building activities	