



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO BUILDING Sudlon , Lahug ,Cebu City



DIVISION MEMORANDUM

No. 242, s. 2018

3-DAY PLANNING WORKSHOP FOR EDUCATIONAL LEADERS AND MANAGERS

TO : Assistant School Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Coordinators/Unit Heads
Senior Education Program Specialists (SEPSs)/EPSA
School Heads/Administrators of Public and Private Elem. & Sec. Schools


1. With reference to the 2017 Performance Review and Evaluation, pursuant to DepED Order No. 2, s. 2015, this Office has scheduled a 3-Day Planning Workshop for Educational Leaders and Managers on April 11-13, 2018 at the Ecotech Center, Sudlon, Lahug, Cebu City.
2. The planning workshop aims to calendar activities to be undertaken within April and May 2018. Specifically, it deals with the following:
 - 2.1 Generate significant information from the field practitioners vis-à-vis issues and concerns\ requiring interventions.
 - 2.2 Craft plans of action in preparation for the 2018 Summer Activities.
 - 2.3 Engage the participants to display optimism in ensuring shared governance across all levels.
3. Participants to the said activity are the following:
 - 3.1 Assistant Schools Division Superintendents
 - 3.2 Division Chiefs
 - 3.3 CID Personnel
 - 3.4 SGOD Personnel
 - 3.5 Public Schools District Supervisors
 - 3.5 Unit Heads/Coordinators
 - 3.6 EPSA (ALS)
4. The participants are enjoined to bring the following:
 - 4.1 laptops
 - 4.2 2017 OPCR/IPCR with self-rating already (hard copy)
 - 4.3 2017 Year-End Accomplishment Report (Please see attached Enclosure 1)
 - 4.4 write-up highlighting the best practice for Senior High School (SHS) implementation
5. The SGOD in coordination with the CID shall ensure the smooth conduct of the said planning workshop. Accommodation, workshop venue, handouts, templates, and other materials necessary for the successful implementation of the activity shall collaboratively be prepared.

6. Expenses for board and lodging shall be chargeable against HRD Funds subject to the usual accounting and auditing rules and regulations. *First meal* is breakfast of April 11, 2018. *Last meal* is supper of April 13, 2018.

8. Travelling expenses, per diem, training materials, and other incidental expenses incurred by the participants relative to the participation in the planning workshop shall be chargeable against Division Funds subject to usual accounting and auditing rules and regulations.

7. For your proper guidance and strict compliance.

8. This Memorandum serves as **TRAVEL ORDER**.


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

RMAA/LBA/04-06-2018

Enclosure 1 of Division Memorandum No. _____, s. 2018

2017 YEAR-END ACCOMPLISHMENT REPORT

District/Unit/Office: _____

School Year : _____ Date Submitted: _____

- I. Introduction

- II. Highlights of Accomplishments
 - A. Academic

 - B. Partnership

 - C. Initiatives

 - D. Special Programs and Projects implemented

- III. Pictorials

Submitted by:
