



DEPARTMENT OF EDUCATION

DIVISION OF CEBU PROVINCE

SUDLON, LAHUG, CEBU CITY



DIVISION MEMORANDUM

No. 594, s. 2018

CHANGES IN DIVISION MEMORANDUM NO. 571, S. 2018

(ORIENTATION CUM WORKSHOP FOR SCHOOL HEADS AND MASTER TEACHERS ON THE RPMS MANUAL FOR TEACHERS AND SCHOOL HEADS THAT IS ALIGNED WITH THE PHILIPPINE PROFESSIONAL STANDARDS FOR TEACHERS)

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. Relative to Division Memorandum No. 571, s. 2018 entitled **"Orientation Cum Workshop for School Heads and Master Teachers on the RPMS Manual for Teachers and School Heads that is Aligned with the Philippine Professional Standards for Teachers"**, the following changes have been made:

A. Date and Venue

Original Date	New Date	Cluster	Original Venue	New Venue
Sept 11-14	Sept. 18-21	Cluster B	DepED Ecotech Center	Golden Peak Hotel
Sept 18-21	Sept. 17-20	Cluster C	DepED Ecotech Center	Still at Ecotech

Note: All the Clusters are directed to conduct DsMEA within this week (Sept. 10-14, 2018) to cater the said changes of schedule.

B. Preparation of the Required Stuffs

Admin	Supply	SGOD	CID	ICT
Three (3) Job Orders (JOs) to help in collating the RPMS-PPST Manual and other workshop materials. (Mr. Jeremy Denampo is advised to assign 3 JOs to do the job.)	Reproduction of RPMS-PPST Manual, templates, and other workshop handouts <i>(Mr. Wilfredo Amaro and Mr. James Ceballos are instructed to fast track the reproduction of the said documents and turn over them to SGOD and CID for collation)</i>	Collation of RPMS-PPST Manual, LCD/Projector, Tarpaulin, and other materials, e.g. pentel pens, manila paper, assorted cartolina, pair of scissors, meta strips, masking tapes, reams of bondpaper, post it, expanded green folders, fastener, puncher, etc. Provision of additional (4) First Aiders	District labels, Registration and Attendance Sheets in folder per district, Process Observation and other templates, program (hardcopy and ppt), Matrix, and workshop handouts/ materials per session (Please coordinate with the speakers)	10 laptops with installed eSAT, camera, Certificate of Appearance, Certificate of Participation & Recognition <i>(Mr. Rommel Tanggol is requested to assist in the preparation and layouting of the certificates. Please work collaboratively with Dr. Margairta Niera and Mrs. Zennifer Corpus)</i>

Note:

Dr. Novie Mangubat, Dr. Mary Ann Flores, Mr. Emmanuel Mendoza, and Mr. Jeremy Denampo, and Mr. Patricio Gonzaga shall ensure that all the required stuffs **MUST** be available on or before Friday, Sept. 14, 2018. Please be guided accordingly.

C. Organization of two (2) Program Management Teams (PMTs) and two (2) groups of Secretariat

Two (2) Program Management Teams (PMTs) and 2 groups of Secretariat shall be organized to manage the smooth conduct of the Orientation Cum Workshop. Dr. Leah B. Apao is tasked to organize the PMTs and the Secretariat to be deployed to the two venues. They are advised to report to DepED Ecotech Center on Sept. 11, 2018 at 8:00 A.M. to 5:00 P.M.

2. Expenses for 2 snacks (A.M. and P.M.), lunch, travelling, and other incidental expenses incurred by the PMTs and the Secretariat shall be chargeable against Division/Local Funds subject to the usual accounting and auditing rules and regulations.
3. All other provisions stated in DM No. 571, s. 2018 shall remain in effect.
4. Wide dissemination of this Memorandum is highly desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent 