



Republic of the Philippines  
**Department of Education**  
REGION VII, CENTRAL VISAYAYS  
**SCHOOLS DIVISION OF CEBU PROVINCE**

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 005, s. 2019

**ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 806, s. 2019 (MANAGING  
CONFLICT: INTENSIFYING CONFLICT RESOLUTION ACROSS ALL LEVELS)**

**To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors/Coordinators  
Senior Education Program Specialists/EPS II/EPsAs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
And All Others Concerned**

1. This Office announces the additional information and the changes of dates relative to Division **Memorandum No. 806, s. 2019**. The said activity will be postponed/conducted on **January 9 - 11, 2020**, instead of December 26-28, 2019, due to typhoon "URSULA".
2. Members of the training team, speakers, admin/logistics support staffs and participants will be given Compensatory Time-off (CTO) for services rendered during Sunday, Saturday or Holiday (January 11, 2020) in accordance to the existing Civil Service Commission (CSC) or DepEd Orders Issuances.
3. Participants from Bantayan and Camotes Islands, Members of the Program Management Team/Training Support Staff are given **Day Zero** for the ocular inspection as well as for the preparation of materials to be used for the said activity. Dinner will also be provided. Expenses such as, venue, accommodation and as well as their breakfast on the following day shall be charged against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
4. All other provisions in the said Memorandum remain in effect.
5. Wide dissemination of and strict compliance of this Memorandum is desired.

**MARILYN S. ANDALES, Ed.D., CESO V**  
Schools Division Superintendent



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**Activity Schedule:**

| TIME                                 | Day 1   | Day 2   | Day 3   |
|--------------------------------------|---|---|---|
| 6:30- 7:59                           | Arrival/Registration  | MOL   | MOL   |
| 8:00-8:29                            | Opening Program   | Management of Learning<br>by Host District  | Management of Learning<br>by Host District  |
| 8:30-10:00                           | Session 1: Who Am I?<br>(My Stake in Conflict<br>Management)<br>(Dr. Leah B. Apao, ASDS)  | Session 3:<br>Building My Competencies<br>in Handling Grievances<br>(Dr. Leah B. Apao)                    | <b>Session 4:</b><br>Crafting District/School<br>Grievance Implementation<br>Plan (D/SGIP)<br>(Atty. Orville T. dela Cerna,<br>Atty.III, Legal Officer) |
| 10:00-10:10                          | BREAK   | BREAK   | BREAK   |
| 10:10-<br>12:00                      | Session 1: Continuation<br>Who Am I?<br>(My Stake in Conflict<br>Management)<br>(Dr. Leah B. Apao, ASDS)  | Continuation:<br>Building My<br>Competencies in Handling<br>Grievances<br>(Dr. Leah B. Apao)              | Continuation:<br>Crafting District/School<br>Grievance Implementation<br>Plan (D/SGIP)<br>(Atty. Orville T. dela<br>Cerna,<br>Atty.III, Legal Officer)  |
| 12:00-1:00                           | LUNCH   | LUNCH   | LUNCH   |
| 1:00-2:00<br>PM                      | Session 2: DepED's<br>Conflict Resolution<br>Mechanisms:<br>Grievance Machinery<br>under DO 35, s. 2004<br>(Atty. Cirille Anne Dimalos,<br>Legal Officer IV)  | Workshop:<br>Building My Competencies<br>in Handling Grievances<br>(Dr. Leah B. Apao)                     | Presentation and<br>Critiquing of DIP<br><br>(Atty. Orville T. dela<br>Cerna,<br>Atty.III, Legal Officer)   |
| 2:01-2:50<br>PM                      | Discussion on the REVISED<br>RULES OF PROCEDURE OF<br>THE DEPARTMENT OF<br>EDUCATION IN<br>ADMINISTRATIVE CASES<br>(DO NO. 49, s. 2006) and ADR<br>under DO 15, s. 2012<br>(Atty. Cirille Anne Dimalos,<br>Legal Officer IV)                                    |   |   |
| 2:51-3:00                            | BREAK   | BREAK   | BREAK   |
| 3:00-4:30                            | Continuation: Discussion on<br>the REVISED RULES OF<br>PROCEDURE OF THE<br>DEPARTMENT OF<br>EDUCATION IN<br>ADMINISTRATIVE CASES<br>(DO NO. 49, s. 2006) and<br>ADR under DO 15, s. 2012<br>(Atty. Cirille Anne Dimalos,<br>Legal Officer IV)<br><br>Open forum | Continuation: Workshop<br><br>Building My<br>Competencies in Handling<br>Grievances<br>(Dr. Leah B. Apao) | Continuation:<br>Presentation and<br>Critiquing of DIP  |
| 4:31 – 5:00                          |   |   | <b>CLOSING PROGRAM</b>  |
| 5:01 – 5:30                          | Debriefing  |   |   |
| Online<br>Monitoring &<br>Evaluation | Mrs. Maria Socorro A. Relacion (SEPS-M&E)   |   |   |
| OD/TRAINING<br>MANAGEMENT            | Training Team : DR. MARGARITA A. NIERRA (SEPS - HRD) ; MR. LOUIE G. MONTEROSO (EPSII-HRD);<br>and MRS. MARISSA DELOS REYES, Principal (Secretariat & Process Observer)  |   |   |