



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

DIVISION MEMORANDUM
No. 014.s. 2020

JAN 09 2020

ORIENTATION-WORKSHOP ON THE USE OF ANALYSIS OF TEACHERS NEED AND DEPLOYMENT TOOLS

TO: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Educational Supervisors/Division Coordinators
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads

1. In the effort of the division to address the needs of school in terms of teaching personnel, this office will conduct a one day Orientation on the Use of Analysis of Teachers Need and Deployment Tools for public elementary, junior and senior high school.

2. Participants of this activity are School **ICT Coordinators in-charge of Data Management and Information System Support (EBEIS/LIS)** in all district on January 11 and 25 at Deped Ecotech Center Sudlon, Lahug Cebu City. Schedule of the training are as follow;

January 11, 2020	-	South Area
January 25, 2020	-	North Area

3. School ICT Coordinators are required to bring the following;

- Laptop and extension wire
- Portable Wifi device
- School Personnel Assignment List and Basic Profile (SF 7)
- School Form 4
- EBEIS and LIS Data

4. Member of the training team, facilitators, technical working groups will be given Compensatory Time-off (CTO) for services rendered during Sunday, Saturday or Holiday while , Teacher participants will be given Service Credits for the service rendered on January 11 and 18 in accordance to the existing Civil Service Commission (CSC) or DepEd Order issuances.

5. Facilitators are required to be at the venue on Day Zero (January 10 and 24) for ocular inspection as well as preparation of materials to be used for the said activity. Expenses such as, venue, accommodation and as well as their breakfast of the following day shall be chargeable against **Division MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

6. Travel and other expenses incurred on this training of the participants and facilitators are chargeable against **School MOOE** while food, venue and other activity materials are chargeable against **Division MOOE funds** subject to usual accounting and auditing rules and regulations.

7. This memorandum serves as **Authority to Travel** of all participants, facilitators and Technical Working Group.

8. Wide dissemination and strict compliance of this Memorandum is desired.

MARILYN S. ARDALES Ed.,D. CESO V
Schools Division Superintendent

LIST OF FACILITATORS AND TEACHNICAL WORKING GROUP

Training Managers	:	DR. MARILYN S. ANDALES CESO V
	:	DR. MARGARITA A. NIERRA
	:	MR. EMMANUEL F. MENDOZA
	:	DR. NOVIE O. MANGUBAT
	:	DR. MARY ANN P. FLORES
Facilitators	:	MR. WALTER Z. RELACION – Cansuje Elementary School
	:	MR. ARIEL G. ANDALES – Vincente Cabahug NHS
	:	MR. CHESTER S. ROSALEJOS – Bakhawan NHS
Technical Working Group	:	MR. PABLITO CATUBAY – Division Office
	:	MR. MARCONI ATILLO – Division Office

TRAINING MATRIX

Specific Objectives	Content	Facilitator	Suggested Activity	Duration	Expected Output
			Registration and Settling Down	7:00 – 8:00 AM	Registration and Attendance
Opening Program	Philippine National Anthem Sugbo Hymn Prayer Welcome Address Rationale Message Presentation of Participants Introduction of Facilitators House Rules Energizer	Dr. Mary Ann Flores Mr. Emmanuel F. Mendoza Dr. Marilyn S. Andales CESO V Mr. Ariel G. Andales Mr. Walter Z. Relacion Mr. Chester S. Rosalejos	Opening Program	8:00 – 8:30 AM	Overview of the Training
TRAINING PROPER					
- Familiarized with the Legal basis in support of the Analysis of Teachers Needs and Deployment Tools	Legal Basis	Mr. Ariel G. Andales	- Discussion on legal basis of Analysis of Teacher Needs and Deployment Tools	9:00 – 10:00 AM	- Understand the legal basis of Analysis of Teachers Needs and Deployment Tools
- Familiarized with the Analysis of Teachers Needs and Deployment Tools - Use and encode data in the Analysis of Teachers Needs and Deployment Tools	Analysis of Teacher Needs and Deployment Tools for Elementary Analysis of Teacher Needs and Deployment Tools for JHS and SHS	Mr. Walter Z. Relacion Mr. Chester A. Rosalejos	- Encoding of Data in the Analysis of Teacher Needs and Deployment Tools	10:00- 12:00 PM	- Submission of Teacher Needs and Deployment Tools per School Softcopy
LUNCH BREAK					
- Familiarized with the Analysis of Teachers Needs and Deployment Tools - Use and encode data in the Analysis of Teachers Needs and Deployment Tools	Analysis of Teacher Needs and Deployment Tools for Elementary Analysis of Teacher Needs and Deployment Tools for JHS and SHS	Mr. Walter Z. Relacion Mr. Chester A. Rosalejos	- Continuation of Encoding of Data in the Analysis of Teacher Needs and Deployment Tools	1:00-5:00 PM	- Submission of Teacher Needs and Deployment Tools per School Softcopy
Closing Prayer				5:00 – 5:15 PM	Home Sweet Home