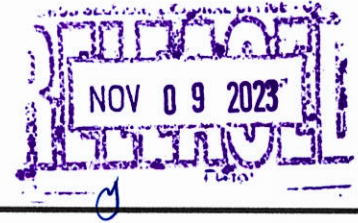




Republic of the Philippines
Department of Education
CARAGA REGION



November 9, 2023

REGIONAL MEMORANDUM
No. 1084, s. 2023

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

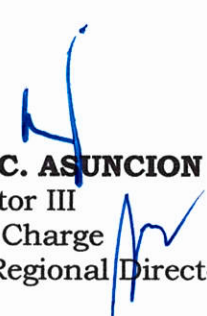
CAPACITY ENHANCEMENT ON INNOVATION AND STRATEGIC PLANNING

1. The Department of Education (DepEd) Caraga through the Human Resource Development Division (HRDD) shall conduct a Capacity Enhancement on Innovation and Strategic Planning on November 22-24, 2023, venue shall be announced later.
2. This activity aims to:
 - a. provide participants with a thorough understanding of the concept of strategic planning, its importance, and its role in guiding an organization's long-term success.
 - b. equip the participants with a range of strategic planning tools, methodologies, and frameworks that they can apply to their specific organizational contexts, facilitating effective strategy development and implementation.
 - c. train participants on methods to monitor and evaluate the execution of strategic plans, enabling them to track milestones, measure outcomes, and make necessary adjustments for continuous improvement.
 - d. develop, design, and implement an Innovative Classroom 4.0 AI in Education: The Future in Learning
3. Below are the participants to this activity:

Position/ Designation	RO	Small SDOs (3) (no. pax per SDO)	Medium SDOs (9) (no. of pax per SDO)	Total
RD	1			1
ARD	1			1
RO FD Chiefs	8			8
RO EPS	18			18
SDS		1	1	12
ASDS		1	1	12

SDO FD Chiefs		2	2	24
SDO EPS		10	11	129
School Heads		2	3	33
Planning Officer	1	1	1	13
PMT	9			9
Total				260

4. SDOs shall endorse the list of participants to this office through email at caraga@deped.gov.ph on or before **November 15, 2023**.
5. Schools Division Superintendents (SDSs) are requested to designate a focal person responsible for coordinating with the Program Management Team.
6. Identified participants are requested to bring personal computer/ laptop and extension wire to the venue.
7. Meals and hotel accommodation of the participants, supplies, and other expenses incurred in this activity shall be charged against Regional Office HRTD Funds while the travel expenses of the participants shall be charged against their respective local funds subject to the usual and auditing rules and regulations.
8. Registration and checking in shall start at 1:00 PM on November 21, 2023 (Day 0). The first meal to be served shall be dinner on day 0 while PM snacks shall be the last provision to be served on November 24, 2023 (Day 3). Checkout shall be at 12NN on Day 3.
9. Enclosed hereto is the Schedule of Activities for reference.
10. For queries and concerns, send email to **Ms. Marlyne M. Villareal**, EPS-HRDD, at marlyne.villareal@deped.gov.ph.
11. For information and compliance.


MARIA INES C. ASUNCION
 Director III
 Office in-Charge
 Office of the Regional Director

Encl/s.: Enclosure No. 1 Schedule of Activities
 Reference/s: NONE
 To be indicated in the Perpetual Index
 under the following subjects:

INNOVATION STRATEGIC PLANNING

HRDD/mmv
 11/09/2023

Enclosure No. 1 to Regional Memorandum No. 1084, S. 2023

SCHEDULE OF ACTIVITIES

Date and Time	Activity
Day 0 (November 21, 2023)	
1:00-4:00 PM	Registration and checking in
4:01-5:00 PM	Opening Program
5:01-9:00 PM	Dinner and Social Night
Day 1 November 22, 2023	
6:01-8:00 AM	Breakfast
8:01-8:30 AM	MOL
8:31-10:00 AM	DepEd Caraga REDP 2023-2028 (1H& 30 min)
10:01-10:15 AM	Health Break (15 min)
10:16-12:00 NN	MaTaTaG Curriculum (1H & 45 min)
12:01-1:00 PM	Lunch Break
1:01-2:30 PM	Personal and Professional Growth and Development (1H & 30 min)
2:31-2:45 PM	Health Break (15 min)
2:46-4:30 PM	Social Graces (1H and 45 min)
4:31-5:00 PM	Clearing house and reminders (30 min)
Day 2 November 23, 2023	
6:01-8:00 AM	Breakfast
8:01-8:30 AM	MOL
8:31-10:30 AM	Strategic Planning Tools and Framework for Basic Education
10:31-10:45 AM	Health Break (15 min)
10:45-12:00 NN	Strategic Planning Tools and Framework for Basic Education (cont.) (3H and 30 min)
12:01-1:00 PM	Lunch Break
1:01-3:00 PM	Design Thinking and Innovation (2H)
3:01-5:00 Pm	Planning Workshop Innovation 4.0 AI in Education: The Future in Learning (2H)

Date and Time	Activity
Day 3 November 24, 2023	
6:01-7:30 AM	Breakfast
7:31-8:00 AM	MOL
8:01-10:00 AM	Presentation of Outputs
10:01-10:15 AM	Health Break (15 min)
10:16-12:00 AM	Monitoring and Evaluation (1H & 45 min)
12:01-1:00 PM	Lunch Break
1:01-2:00 PM	Clearing House
2:01-3:00 PM	Closing Program
3:01 PM	Checking out