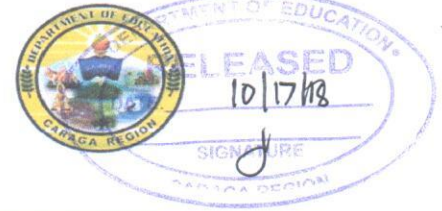




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XIII (Caraga)
 J. P. Rosales Avenue, Butuan City
 Tel. No. (085) 342-8207



October 4, 2018

REGIONAL MEMORANDUM

No. 591 s. 2018

To: Schools Division Superintendents
 Asst. Schools Division Superintendent
 Chiefs of Functional Divisions
 This Region

**LEAPS PROJECT COMPLETION REPORT: VALIDATION VISITS WITH
 SCHOOLS AND DEPED FIELD OFFICES**

1. The Project Management Service through its Project Management Division (PMS-PMD) will conduct validation with schools and DepEd field offices in Caraga Region for the LEAPS (Learning Equity and Accountability Program Support) Project Completion Report on October 22-26, 2018.
2. Anent to this, the Regional Office and the schools division offices' LEAPS Focal Persons are advised to facilitate the activity of the PMS-PMD staff and the five team validators from the Central Office who will conduct the validation to the following schools on the dates indicated.

Teams/ Implementing Units	Focus	Schools to be visited	Schools Division Office	Date
Team 1: Bureau of Learning Delivery (BLD)	ELLN Training, linguistic map, information strategy	Logum ES	Agusan del Sur	Oct. 23, 2018 (PM)
		Tandag Pilot ES	Tandag City	Oct. 24, 2018 (AM)
		Parang ES	Surigao del Sur	Oct. 24, 2018 (PM)
		Requina CES	Bislig City	Oct. 25, 2018 (AM)
		Sta. Cruz ES	Bislig City	Oct. 25, 2018 (PM)
Team 2: Bureau of Human Resource and Organizational Development (BHRD) & School Effectiveness Division (SED)	RPMS, DepEd Grievance Redress System, School Report Card	Agusan NHS	Butuan City	Oct. 23, 2018 (PM)
		Buenavista NHS	Agusan del Norte	Oct. 24, 2018 (AM)
		La Union NHS	Cabadbaran City	Oct. 24, 2018 (PM)
		Sibagat ES	Agusan del Sur	Oct. 25, 2018 (AM)
		Wawa ES	Bayugan City	Oct. 25, 2018 (PM)
Team 3: Education Management Information Systems Division (EMISD) & Indigenous Peoples' Education Office (IPSEO)	Information strategy, linguistic map	Nasipit NHS	Agusan del Norte	Oct. 23, 2018 (PM)
		Surigao City NHS	Surigao City	Oct. 24, 2018 (AM)
		Armando National High School	Surigao del Norte	Oct. 24, 2018 (PM)

		Alegria SHS Stand Alone	Surigao del Norte	Oct. 25, 2018 (AM)
		Cabadbaran City NHS	Cabadbaran City	Oct. 25, 2018 (PM)
Team 4: Bureau of Education Assessment	EGRA and EGMA, K to 12 Assessment	Abilan ES	Agusan del Norte	Oct. 23, 2018 (PM)
		Magallanes CES	Agusan del Norte	Oct. 24, 2018 (AM)
		Kitcharao CES	Agusan del Norte	Oct. 24, 2018 (PM)
		Bonifacio CES	Agusan del Sur	Oct. 25, 2018 (AM)
		Bunaguit ES	Agusan del Sur	Oct. 25, 2018 (PM)
Team 5: Finance Division	FMOM, Project Finance Manageme nt	Carmen NHS	Agusan del Norte	Oct. 23, 2018 (PM)
		Tagasaka NHS	Surigao del Sur	Oct. 24, 2018 (AM)
		Kape ES	Surigao del Sur	Oct. 24, 2018 (PM)
		Labisma ES	Bislig City	Oct. 25, 2018 (AM)
		San Isidro ES	Bislig City	Oct. 25, 2018 (PM)

3. There shall be a Round Table Discussion at the Regional Office on Day 1, Oct. 23, 2018. Representatives from the Region and Divisions in charged of the following program: ELLN, RPMS, EMIS, SRC, MG, MTB-MLE, Finance, Inclusive Education. The participants of this round table discussion are the Focal person on LEAPS, head or able representative of functional divisions, preferably involved in LEAPS implementation from the RO and from the SDO: four (4) participants each from three (3) Divisions - small SDO, medium SDO, and large SDO - 12 total participants. The PMS will facilitate the RTD.

4. The schools division offices' LEAPS Focal Persons are advised to coordinate and accompany with the team members in their visit to schools after the Round Table Discussion on the said date.

5. The schools division offices' LEAPS Focal Persons are advised to coordinate and accompany with the team members in their visit to schools after the Round Table Discussion at the Regional Office on Day 1, Oct. 23, 2018.

6. Below is the composition of the Regional Team and the Central Office Team.

Team	Name	Designation	Division
	Dr. Isidro M. Biol	Chief, CLMD Regional LEAPS Coordinator	CLMD
Team 1	Josephine Chonie Obsenares	Education Program Supervisor	CLMD
	Julieta Erazo	Education Program Supervisor	CLMD
Team 2	Mr. Elizalde G. Bernales,	Special Investigator III	ORD
	FTAD		
	Dr. Caroline Guerta	Education Program Supervisor	PPRD
Team 3	Ariem Cinco	AO V	ORD
	Elizabeth Ysulan	Education Program Supervisor	CLMD
Team 4	Maripaz Magno	Education	CLMD
	QAD		
Team 5	Elaine Navarro	Supervising Accounting Officer	FD

DepEd Central Office Team	
June Romaellan Perena	ADB Consultant
Jojet T. Gabriel	Technical Assistant
Jun Russel Aquino	EA II
Anna Marlaine V. Litonjua	SEPS
Xyproe Angelo Ortiz	SEPS
Januario E. Cortes	EPS II

7. RO and DO representatives to accompany the teams during the school visit. Relevant RO and DO personnel may also be interviewed during this time.
8. Enclosed herewith is the Memorandum for the details of the Activity.
9. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO IV
 OIC-Regional Director 

Encl.: Unnumbered Memorandum dated Sept. 28, 2018

Reference: Unnumbered Memorandum dated Sept. 28, 2018

To be indicated in the Perpetual Index under the following subjects:

COMPLETION REPORT LEAPS PROGRAMS PROJECTS SCHOOL VISITS VALIDATION

Clmd01/imb
5 Oct., 2018



Republic of the Philippines
Department of Education

Office of the Assistant Secretary

OM-PMS/PMD-2018-10-4

MEMORANDUM:

TO : DR. FRANCIS B. BRINGAS
OIC Director IV
CARAGA

FROM : 
ATTY. REVSEE A. ESCOBEDO
Assistant Secretary for Project Management,
BHROD, and Field Operations

SUBJECT: LEAPS Project Completion Report: Validation Visits with
Schools and DepEd Field Offices

DATE : September 28, 2018

A Project Completion Report (PCR) on the implementation of LEAPS will be prepared for the Department by the Project Management Service through its Project Management Division (PMS-PMD) in line with the project closing on December 31, 2018.

Copies of the PCR shall be provided to the World Bank, to other development partners, and to oversight agencies. The report shall contain a narrative accounting of implementation; project interventions and strategies employed; policies developed and issued; issues encountered and actions taken; lessons learned; regional implementation reports; and where applicable, project impact. The PCR will inform the reporting requirement of development partners and oversight agencies hence shall consider pertinent information on finance, monitoring and evaluation, and overall project management.

In line with this, PMS-PMD will be conducting school and field office visits from October 15 to November 9, 2018 to validate findings and gain insights on challenges, gains, and opportunities in the course of implementation of LEAPS in the region.

In this regard, may we request your office to facilitate the following:

1. Prepare and submit list of 25 schools for the field visit to the PMS-PMD. The guidelines for selection of schools is in the enclosed *Attachment 1*.
2. Prepare venue for and invite intended participants to a roundtable discussion (RTD) and workshop at the regional office. The program and intended participants for the RTD and workshop is in the enclosed *Attachment 2*.
3. Conduct of school and field office visits by the teams of PMS and other implementing units from the central office (*Attachment 2*).

4. A courtesy call and exit conference shall be made by the teams to the regional office before and after the school visits. Members of the visiting team are under *Attachment 3*.

We request your office to extend administrative and other support to the teams during this field visit as enumerated under *Attachment 4*.

We would appreciate your valuable support in this and hope to receive the list of schools to be visited on or before October 4, 2018. Please submit the list to Mr. Jojet Gabriel through jojetg@yahoo.com, jojetg@gmail.com or through telefax number (02) 631-05-95.

Should you have clarification or need further information, you may contact Mr. Edgardo Palacol, OIC, PMS-PMD through the following: (02) 631-2579; 0916-466-4749; edgardo.palacol@deped.gov.ph.

For your appropriate action.

Thank you.

Attachment 1:

Guidelines in the Selection and Conduct of Activities during School Visits

Please consider the following in the selection of 25 schools to be visited:

1. Ensure schools across these typologies are represented equally:
 - a. Location : rural & urban area
 - b. Size : Small, Medium, Large
 - c. Type : Implementing Unit and Non-Implementing Unit
2. Five (5) teams, each with particular focus, will visit five (5) schools each.
3. Each team will be composed of a PMS-PMD personnel and representative/s of the central office implementing unit (IU) of particular project activities.
4. The focus of the teams and the composition are as follows:

Team	Focus	IU
Team 1	ELLN Training, Linguistic map, Information strategy	BLD
Team 2	RPMS and DepEd Grievance Redress System	BHROD
	School Report Card	SED
Team 3	Information strategy	EMISD
	Information strategy, Linguistic map	IPSEO
Team 4	EGRA and EGMA, K to 12 Assessment	BEA
Team 5	FMOM, Project finance management	FINANCE

5. Relative to the focus of the teams, the following activities are to be conducted with specific target participants in the selected schools:

Particular/Program of Activities at School	Target Participants				
I. Courtesy Call with SchoolHead, Teachers, and Stakeholders Statement of Purpose of School Visit Sharing of activities and person/s to interview	SchoolHead, Teachers, and Stakeholders (will depend on team focus)				
II. Activity Proper (validation of findings and gathering of additional info)	TEAM				
	1	2	3	4	5
Interview with PSDS	✓	✓			
Interview with Division finance officer/accountant/bookkeeper					✓
FGD/Interview with focal persons on IPed, MG, other Inclusive Ed programs			✓		
Interview with School Head	✓	✓	✓	✓	✓
Interview with School book keeper					✓
Interview with Division EMIS officer			✓		
Interview with School EMIS officer			✓		

Particular/Program of Activities at School	Target Participants				
FGD with Teachers					
Grades 1to3 trained in ELLN	✓				
On EGRA, EGMA				✓	
On MTB-MLE, mother tongue instruction	✓	✓	✓	✓	
On RPMS		✓			
FGD with School Governance Council/PTCA		✓			
Document Review (relevant documents to team)	✓	✓	✓	✓	✓
LAC for ELLN	✓				
INSET, LAC	✓	✓			
SRC		✓			
School financial reports					✓
Division financial reports					✓
III. Exit Conference Sharing of findings, Request for additional info (if needed)	SchoolHead, Teachers, and Stakeholders (will depend on team focus)				

6. Schedule of field visits must consider making available more time at the school than in travel.

Attachment 2:

Schedule and Program of Activities during the Field Visits

I. Date of Visit Per Region

REGIONAL OFFICE				
V	VIII	IX	CARAGA	CAR
Oct 15-19		Oct 22-26		Nov 5-9

II. Schedule of Activities

The following is a draft itinerary is to be finalized in coordination with the Regional Office and Division Office/s.

Day		Activity	Objective / Program	Venue	Team Involved / Venue						Remark
					PMS	1	2	3	4	5	
0	PM	Travel to Region			✓						PMS only
1	AM	RTD-WS with RO and DO LEAPS Focal Persons	P1								
	PM			RO		✓	✓	✓	✓	✓	Team Travels In
2	AM			Courtesy Call	P2	RO	✓	✓	✓	✓	✓
	PM	School Visit	P3			School		S1	S6	S11	S16
3	AM	School Visit		School		S2	S7	S12	S17	S22	
	PM	School Visit		School		S3	S8	S13	S18	S23	
4	AM	School Visit		School		S4	S9	S14	S19	S24	
	PM	School Visit		School		S5	S10	S15	S20	S25	
5	AM	Exit conference	P4	RO	✓	✓	✓	✓	✓	✓	ALL
	PM	Travel to Home			✓	✓	✓	✓	✓	✓	

III. Objectives and Program of Activities

Program 1: Roundtable Discussion-Workshop with RO and DO LEAPS Focal Persons

- Objective/s:
1. Document Challenges, Gains, and Opportunities in the implementation of LEAPS in the region
 2. Draft Regional Report on LEAPS implementation
 3. Endorse data/report requirements with RO and DO

Date/Time	Program of Activities
Day 1 AM	I. Opening Statement of Purpose of RTD and Workshop Sharing of Draft Findings of LEAPS implementation II. Workshop Proper (<i>mechanics, workshop, presentation of outputs</i>) A. Workshop 1: Challenges
Day 1 PM	B. Workshop 1: Gains C. Workshop 1: Opportunities and Recommendation
Day 2 AM	III. Closing Synthesis Commitments – Regional Reports, data requirements
Target Participants	RO (9), SDOs* (4 each): Focal person on LEAPS, head or able representative of functional divisions, preferably involved in LEAPS implementation * DO representatives must come from 3 SDOs (small, medium, large)

Program 2: Courtesy Call with RO

- Objective/s:
1. Share objective of field visit and introduce team
 2. Share schedule of visits to school, activities to be conducted
 3. Set exit conference

Program 3: School Visit (per team)

- Objective/s:
1. Validate findings with school
 2. Gather evidences of findings and /or additional related information (reports, photos, etc)

--- Refer to Program under Attachment 1, No. 5 ---

Program 4: Exit Conference at the Regional Office

- Objective/s:
1. Share findings with RO
 2. Request additional related information (reports, photos, etc)
 3. Retrieve regional report/inputs to regional report
 4. Agree on commitments for finalization of regional report

Attachment 3:

DepEd Central Office Team per Region

Group 1: BATCH 1 Schedule (Region V, October 15-19, 2018)

BATCH 2 Schedule (Region IX, October 22-26, 2018)

Grouping Schedule	OFFICE CONCERNED	TOPIC/COVERAGE	IUs + PMD + RO/DO
Team 1	BLD	ELLN, Linguistic map, information strategy	BLD (2): PMS-PMD: Roel Ugaban + RO/DO
Team 2	BHROD	RPMS, Grievance System	BHROD (1): SED (1): PMS-PMD: Edgar Palacol + RO/DO
	SED	School Report Card	
Team 3	EMISD	Information strategy	EMISD (1): IPSEO (1): PMS-PMD: Mark Anthony Villacorte + RO/DO
	IPSEO	Information strategy, linguistic map	
Team 4	BEA	EGRA/EGMA, K to 12 Assessment Policies	BEA (1): PMS-PMD: Carmelita Veloza + RO/DO
Team 5	FINANCE	FMOM, project finance management	Finance (1): Carmencita Mauleon PMS-PMD: Belen Javier + RO/DO

Group 2: BATCH 3 Schedule (Region VIII, October 15-19, 2018)

BATCH 4 Schedule (Region CARAGA, October 22-26, 2018)

Grouping Schedule	OFFICE CONCERNED	TOPIC/COVERAGE	IUs + PMD (13 PAX)
Team 1	BLD	ELLN, Linguistic map, information strategy	BLD (2): PMS-PMD: Jun Rusell Aquino + RO/DO
Team 2	BHROD	RPMS, Grievance System	BHROD (1): SED (1): PMS-PMD: Jojet Gabriel + RO/DO
	SED	School Report Card	
Team 3	EMISD	Information strategy	EMISD (1): ICTS (1): PMS-PMD: + RO/DO
	IPSEO	Information strategy, linguistic map	
Team 4	BEA	EGRA/EGMA, K to 12 Assessment Policies	BEA (1): OAS (1): + RO/DO
Team 5	FINANCE	FMOM, project finance management	FIN (2): Generosa Belgica & Presentacion Salandanan + RO/DO

Group 3: BATCH 5 – CAR, November 5-9, 2018

Grouping Schedule	OFFICE CONCERNED	TOPIC/COVERAGE	IUs + PMD (13 PAX)
Team 1	BLD	ELLN, Linguistic map, information strategy	BLD (2): PMS-PMD: Jun Rusell Aquino + RO/DO
Team 2	BHROD	RPMS, Grievance System	BHROD (1): SED (1):
	SED	School Report Card	PMS-PMD: Jojet Gabriel + RO/DO
Team 3	EMISD	Information strategy	EMIS D (1): IPSEO (1):
	IPSEO	Information strategy, linguistic map	PMS-PMD: Mark Anthony Villacorte + RO/DO
Team 4	BEA	EGRA/EGMA, K to 12 Assessment Policies	BEA (1): PMS-PMD: Roel Ugaban + RO/DO
Team 5	FINANCE	FMOM, project finance management	FIN (1): Nicolas Collamat PMS-PMD: Belen Javier + RO/DO

Attachment 4:

Administrative and Other Support Required

Activity/Requirement	Details
Team Mobility and Accommodation	The Region is requested to arrange vehicle for duration of the visit: • Pick-up the Team from airport upon arrival to temporary residence; • Pick-up from temporary residence to meeting venues, schools and back; • Pick-up from temporary residence to airport upon completion of the visit. <i>Note: DepEd PMS-PMD Team will arrived first on Sunday afternoon and the rest of the Team on following day (Monday).</i> Region to arrange for the stay of DepEd-CO at the DepEd-RELC
Roundtable Discussion and Workshop on LEAPS Implementation	• Venue to be determined/arranged by the Region or assigned Division; • Program for the Round-Table Discussion (RTD) and Workshop shall be co-prepared by PMS with the Region (<i>see attached program</i>); • Meals shall be arranged by the Region or assigned Division; Meals shall be charged to local funds.
Courtesy Call to the Regional Office	Courtesy Call to be made to the Regional Director and personnel by the whole team
School Visits	The Region is requested to prepare/arrange for the following: • Itinerary for the school visit, ensuring optimal use of time. • Vehicle/s to accommodate five (5) teams of 2-3 members per team – related expenses shall be charged to local funds. • Coordination with schools to be visited and the intended participants (<i>please see Program 3 for participants to be interviewed by each team</i>) Schools are advised to serve just light snacks for participants to activities during the school visits when necessary.
Exit Conference with the Regional Office	• Venue to be determined/arranged by the Region or assigned Division; • Meals shall be arranged by the Region or assigned Division; Meals shall be charged to local funds.