



August 19, 2019

REGIONAL MEMORANDUM

No. 456, s. 2019

STAKEHOLDERS ENGAGEMENT CAPABILITY BUILDING



TO: Schools Division Superintendents
Asst. Schools Division Superintendents
This Region

1. In our effort to invite more stakeholders to our schools in order to develop a harmonious relationship to possibly achieve the set goals, the field is hereby informed of the conduct of a Live- In Five-Day Capacity Building on Stakeholders Engagement on September 16-20, 2019 at the venue to be announced later.
2. Participants to this activity are the seven (7) Central Office Personnel, one (1) RO Personnel, five (5) participant of the Deepening on SIP Preparation through Participatory School Governance held last October 8-11, 2018 at RELC RO 11, Davao City whose names are listed in the table below, select SDO personnel and school heads in elementary and secondary schools.
3. Distribution of participants are as follows:

Divisions	Participants				Total
	Div. SBM Coordinator	SEPS M&E	Elementary School Principal	Secondary School Principal	
Agusan del Norte	1	1	Dr. Rexan Bolotaolo plus 2 school heads	2	7
Agusan del Sur	1	1	3	Dr. Marilou Curugan plus 2 school heads	8
Bayugan City	1	1	2	2	6
Bislig City	1	1	3	2	7
Butuan City	1	1	3	Ms. Jean Ramirez plus 2 school head	8
Cabadbaran City	1	1	2	2	6
Dinagat Islands	1	1	3	2	7
Siargao	1	1	3	2	7
Surigao City	1	1	Dr. Felix Bagnol plus 2 school heads	2	7

FTAD/apm
8/19/2019

DCC No.

DepEdRO13-F-REC-013/R1/5-28-2019



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Surigao del Norte	1	1	3	2	7
Surigao del Sur	1	1	3	Fluellien Cos plus 2 school heads	8
Tandag City	1	1	2	2	6
Total	12	12	33	27	84

4. Since the SDOs are expected to roll-out the activity, school heads participants shall be selected based on their character, credentials and competence.
5. In case the Division SBM Coordinator is also the SEPS M&E, this office suggests to send the Division Planning Officer or the SEPS in Planning and Research.
6. Meals and snacks, room accommodation and travelling expenses and per diem of the participants shall be charged to the downloaded funds from the Central Office.
7. Reimbursement of travelling expenses and per diem shall be claimed at the respective Division Offices after receipt of the fund transfer subject to the submission of the required documents.
8. Check in time is September 16, 2019 (Day 0) at 2:00PM and First meal is dinner of September 16, 2019 while last meal is dinner on September 20, 2019.
9. The Division SBM Coordinators are enjoined to submit the list of participants using Annex 1 through email to ftad_caraga@deped.gov.ph on September 10, 2019 attention Dr. Alejandro P. Macadatar, Regional SBM Coordinator.
10. For information and guidance.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

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Annex 1 List of Participants during the Stakeholders Engagement Capacity Building

Division of _____

No.	Name			Contact Number	Gender	Position	Check in Date	Check out Date
	Family Name	Given Name	MI					

Prepared by:

Approved by:

Division SBM Coordinator

Schools Division Superintendent

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