



September 24, 2018

REGIONAL MEMORANDUM
No. 530, s.2018

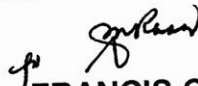
SIP Deepening Through Stakeholders' Engagement



To: Schools Division Superintendents
This Region

1. DepEd CO through the Bureau of Human Resource and Organizational Development (BHROD) has released a memorandum entitled **"SIP Deepening Through Stakeholders' Engagement"** dated September 3, 2018.
2. This capacity building aims to deepen the roles of the stakeholders in the process of SIP crafting and as a preparation for the next School Improvement Plan cycle.
3. The said capacity building will be held on **October 8-11, 2018 at Davao NEAP RELC (E.Quirino Avenue, Davao City, Davao del Sur)**.
4. The participants are as follows:

Dr. Fluellen Cos	Surigao del Sur
Dr. Felix Bagnol	Surigao City
Dr. Marilou Curugan	Agusan del Sur
Mrs. Jean Ramirez	Butuan City
Mr. Rexan Bolotaolo	Agusan del Norte
Mrs. Carolina Niepes	Chief – FTAD, RO
Mr. Roy Rele	EP Specialist – HRDD, RO
5. Participants are required to accomplish the Participant Confirmation Slip (Annex 3) of the attached memorandum, which will be sent to bhrod.sed@deped.gov.ph or thru fax (02) 633-5397 on or before October 1, 2018.
6. For travel expenses and reimbursement, and other details of the said capacity building, please refer to the attached memorandum.
7. This memorandum serves as **Travel Authority** of the participants.
8. For your information and guidance.


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

Enclosure: As stated
TO BE INDICATED IN THE FOLLOWING SUBJECTS
Capacity Building SIP Schedule/Participants

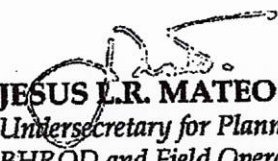
Ftad04/rralas



DEPARTMENT OF EDUCATION
**BUREAU OF HUMAN RESOURCE
AND ORGANIZATIONAL DEVELOPMENT**

MEMORANDUM

TO : ALL REGIONAL DIRECTORS
ALL OTHERS CONCERNED

FROM : 
JESUS L.R. MATEO
*Undersecretary for Planning
BHROD and Field Operations*

SUBJECT : SIP Deepening Through Stakeholder's Engagement

DATE : September 3, 2018

An effective school-based management entails an active and supportive internal and external stakeholder in planning, implementing, monitoring, and evaluating school programs, projects, and activities. Collaborative and harmonious working relationships between the school and its stakeholders are reinforced when responsibilities are shared and delegated, and decisions are consulted.

In preparation for the next School Improvement Plan cycle, BHROD-SED is undertaking activities to deepen the roles of the stakeholders in the process. In this regard, the School Effectiveness Division will be conducting series of capacity building on Stakeholder Engagement. For Batch 2, it will be held on October 8-11, 2018 at Davao NEAP RELC (E. Quirino Avenue, Davao City, Davao del Sur). Attached are the following for your reference:

- List of expected participants (Annex 1)
- Indicative Program of Activities (Annex 2), and
- Template for the confirmation of participants (Annex 3)

For administrative concerns, please take note of the following:

1. Travel expenses of participants shall be charged to CO-GASS (BHROD-SED) fund with activity code : AC-18-BHROD-SED-GASS-055
2. To facilitate the reimbursement of travel expenses, please bring original copies of the following documents during the workshop:
 - Travel Order/Travel Authority duly signed by respective Regional Directors/ Schools/Division Superintendents;
 - Boarding pass (hard copy) of those who are taking air travel;
 - Bus tickets, and other transportation receipts (if applicable).

[BHROD-SED/fondo]

3. An SED staff will coordinate with you concerning your respective flight details prior to the conduct of this activity.
4. Please send the accomplished confirmation slip (Annex 3) thru email or fax on or before October 1, 2018.

NOTE: The region/division has the option to replace Team B facilitator/s (National SIP Trainers) who will not be able to attend this training (Batch 2), provided that such replacement is well-versed in the SIP process.

5. Please refer to the matrix below regarding meals and board & lodging:

Date	Breakfast	Lunch	Dinner	Board & Lodging
October 7 (Day 0)		✓	✓	✓
October 8 (Day 1)	✓	✓	✓	✓
October 9 (Day 2)	✓	✓	✓	✓
October 10 (Day 2)	✓	✓	✓	✓
October 11 (Day 3)	✓	✓		Check Out: 12:00 nn

All expenses are subject to the existing accounting and auditing rules and regulations.

For other concerns, please coordinate with Ms. Marian M. Efondo of BHRD-SED at bhrod.sed@deped.gov.ph or call 633-5397.

For your information and guidance.

[BHRD-SED/efondo]

Department of Education
Bureau of Human Resource & Organizational Development
SCHOOL EFFECTIVENESS DIVISION
LIST OF PARTICIPANTS

SGC Capacity Building - Batch 2 (Deepening of SIP Preparation Through Participatory School Governance)		
1	Field Participants	
	Region I	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region II	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region III	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region IV-A	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region IV-B	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region V	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region VI	FTAD Chief/SBM Coordinator
		HRDD Chief
		5 National SIP Trainers *
	Region VII	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region VIII	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region IX	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *

SGC Capacity Building - Batch 2 (Deepening of SIP Preparation Through Participatory School Governance)		
	Region X	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region XI	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	Region XII	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	CARAGA	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	CAR	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
	NCR	FTAD Chief/SBM Coordinator
		HRDD Chief/Representative
		5 National SIP Trainers *
2	Facilitators/Resource Persons	
	6 Luzon Regions	
	4 Visayas Regions	
	6 Mindanao Regions	
3	SED Management Team	Dexter N. Pante
		Rowena L. Dela Cruz
		Meryll Julia A. Tabin
		Raymond Jason V. Aquino
		Marian M. Efono
		Evelyn S. Corporal
		Cecilio D. Peralta
		Jeric Francis C. Llanto
		Noverose B. Dadole
		Ched Allen S. Martinez
		Administrative Staff
	Total	139

**The national trainers who were trained in November 2015 per DO 44, s. 2015. You may replace if a trainer is unavailable, as long as the said replacement is well-versed in SIP*

Department of Education
Bureau of Human Resource and Organizational Development
School Effectiveness Division
Batch 2 (October 8-11, 2018)

SIP DEEPENING THROUGH STAKEHOLDER'S ENGAGEMENT		
Start	End	
Day 0 (October 7, 2018)		
Day 1 (October 8, 2018)		
8:00	8:30	Registration
8:30	9:00	National Anthem Prayer Recognition of Participants Welcome Remarks
9:00	9:30	Expectation Setting House Rules
9:30	10:00	Break
10:00	10:30	Overview of the Workshop
10:30	12:00	Activity #1
12:00	1:00	Lunch Break
1:00	1:30	Ice Breaker Recap
1:30	3:00	Continuation of Activity #1
3:00	3:30	Coffee Break
3:30	5:00	Activity #2
Day 2 (October 9, 2018)		
8:00	8:30	Management of Learning
8:30	9:00	Recap
9:00	10:00	Continuation of Activity #2
10:00	10:30	Coffee Break
10:30	12:00	Continuation of Activity #2
12:00	1:00	Lunch Break
1:00	1:30	Ice Breaker
1:30	3:00	Activity #3
3:00	3:30	Coffee Break
3:30	5:00	Continuation of Activity #3
Day 3 (October 10, 2018)		
8:00	8:30	Management of Learning
8:30	9:00	Recap
9:00	10:00	Continuation of Activity #3
10:00	10:30	Coffee Break
10:30	12:00	Continuation of Activity #3
12:00	1:00	Lunch Break
1:00	1:30	Ice Breaker
1:30	3:00	Activity #4
3:00	3:30	Coffee Break
3:30	5:00	Continuation of Activity #4
Day 4 (October 11, 2018)		
8:00	8:30	Management of Learning
8:30	9:00	Recap
9:00	11:00	Synthesis
11:00	12:00	Lunch
		Going Home

PARTICIPANT CONFIRMATION SLIP
SIP Deepening Through Stakeholder's Engagement (Batch 2)
October 8-11, 2018
Davao NEAP RELC (E. Quirino Ave, Davao City, Davao del Sur)

LAST NAME	FIRST NAME	MIDDLE INITIAL

Nickname: _____

Birthdate: _____

Sex: (Please check): M _____ F _____

Contact Details:

- Mobile: _____
- Landline (Office): _____
- Email address: _____

Office: _____

Position: _____

Emergency Contact (Name and details):

Schedule of Check-in (Date and time): _____

Schedule of Check-out (Date and time): _____

Food preference (Please specify): _____

Medications/ Allergies: _____

For participants taking plane:

Airport of Origin and Destination (e.g. Cebu-Manila):

Airline: _____

Date of Departure: _____ Expected Time of Departure: _____

Return Date: _____ Expected Time of Departure: _____

Please confirm your attendance by sending this confirmation slip to bhrod.sed@deped.gov.ph
or thru fax (02) 633-5397 on or before **October 1, 2018**.