



October 16, 2019

Regional Memorandum
No. 646 s. 2019

CAPABILITY BUILDING OF NEWLY INSTALLED CARAGA DEPED KEY OFFICIALS

To All Schools Division Superintendents
This Region

1. Pursuant to DepEd Order No. 16 series of 2019 dated July 12, 2019 entitled "Amendment to DECS Order No. 7 s. 1999 (Policies on Selection/ Appointment and Transfer/Reassignment of DECS Regional Officials), the simultaneous transfer/reassignment of Assistant Regional Director (ARD), Schools Division Superintendents (SDSs) of DepED Caraga will be in October, 2019.
2. In order to have smooth transition of management and leadership in the different divisions, a capability building and write shop will be conducted on October 22, 2019. Venue to be announced later.
3. This forum specifically aims to:
 - a. identify available resources of the division specifically on the total number of classrooms, number of teaching and non-teaching personnel, and the remaining budget/cash available for the last quarter for the different PAPs;
 - b. recognize some gaps/issues which need to be addressed or programs and projects which is essential to be sustained for the improvement of learning outcomes of the K to 12 learners within the areas of responsibilities.
 - c. prepare for Catch-up Plans to be incorporated in the OPCRf of the newly assigned office
4. The expected participants are the following:

Division	SDS	ASDS	CID Chief	SGOD Chief	AO V (Budget Officer)	AO IV (HRMO)	Div. Accountant	Total
1. Agusan del Norte	1	1	1	1	1	1	1	7
2. Agusan del Sur	1	1	1	1	1	1	1	7
3. Bayugan	1	1	1	1	1	1	1	7
4. Bislig	1	1	1	1	1	1	1	7
5. Butuan	1	1	1	1	1	1	1	7
6. Cabadbaran	1	1	1	1	1	1	1	7
7. Dinagat	1	1	1	1	1	1	1	7
8. Siargao	1	1	1	1	1	1	1	7
9. Surigao City	1	1	1	1	1	1	1	7

ASD/gss
10/15/19

2019-10-15826

BARCODE

DCC N



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10. Surigao del Norte	1	1	1	1	1	1	1	7
11. Surigao del Sur	1	1	1	1	1	1	1	7
12. Tandag	1	1	1	1	1	1	1	7
13. RD & ARD								2
14.RO Functional Div. Chiefs								8
15. Secretariat/Guests								6
Grand Total								100

5. List of Participants shall be submitted to the Administrative Services Division c/o Gilda G. Berte on or before October 18, 2019 for final booking of the venue.
6. Participants are expected to bring their Division Education Development Plan, (DEDP 2019-2022), 2019 Office Performance and Commitment Review Form (OPCRF) and Work and Financial Plan, lap tops and extension wires.
7. A write shop will be conducted for the Catch –up Plan of every division for activities to be done for the last quarter to achieve the 2019 division targets. Enclosed is the Activity Matrix.
8. This is a live – out activity. No registration fee will be collected. Breakfast, lunch, dinner, morning and afternoon snacks will be served charged to Regional HRD Funds 2018 (OSEC-13-18-7331). Travel expenses of participants from the 12 SDOs will be charged to the division local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination and strict compliance of this memorandum is highly enjoined.


FRANCIS CESAR B. BRINGAS, CESO V
 Asst. Regional Director
 Officer-In-Charge
 Office of the Regional Director

Reference: DepEd Order No. 16 s. 2019
 Enclosure: As stated

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

LEADERSHIP MANAGEMENT WRITE SHOP PLANS



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CAPABILITY BUILDING OF NEWLY INSTALLED CARAGA DEPED KEY OFFICIALS
October 22, 2019

ACTIVITY MATRIX

Time	Activity	Focal Persons
6:30 am – 7:30 am	Registration	Secretariat
7:30 am – 8:30 am	Breakfast	
8:30 am – 12:00 noon	Turn-over Program by Division	Schools Division Superintendents
12:01 pm - 1:30 pm	Lunch/ Health Break	Secretariat
1:30 pm-4:00 pm	Write shop/Workshop Catch-up Plans Planning	Transition Teams
4:00 pm -6:00 pm	Presentation of Outputs	Schools Division Superintendents
6:00 pm -6:30 pm	Open Forum	
6:30 pm -7:30 pm	Dinner	
7:31 pm	Home Sweet Home	



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