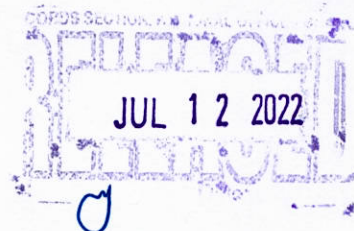




Republic of the Philippines
Department of Education
CARAGA REGION



July 4, 2022

REGIONAL MEMORANDUM
No. 0606, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE REGIONAL FUNCTIONAL DIVISIONS
This Region

TRAINING ON REGIONAL AND DIVISION EDUCATION PLAN FORMULATION

1. The Regional Office shall conduct a Training on Regional and Division Education Plan Formulation on **July 25-29, 2022**. The venue is in **Spacebar Resort, Cagwait, Surigao del Sur**.
2. The objectives of the activity are the following:
 - a. to discuss the planning Framework: VMOKRAPISPATRes and SAPADAPA (Situational Analysis/IA & EA, Problem Analysis, Decision Analysis, Programming Analysis)
 - b. to explain the different technologies and processes, and
 - c. to come up with a strategic plan
3. The training matrix is attached as enclosure 1 for your reference.
4. The number of participants per functional division in the region and schools division offices is composed of three (3) members of the planning team. The expected participants are: **Schools Division Superintendents, Assistant Schools Division Superintendent, Division Planning Officer or DEDP Focal Person**. The summary of participants is attached as enclosure 2.
5. The participants shall preregister in this link <https://tinyurl.com/redpformulation> before or on July 13, 2022.
5. Participants must bring a copy of the travel authority and it must be submitted to the secretariat for liquidation purposes. **NO Travel Authority, NO Certificate of Appearance**.
6. The participants are also required to bring their vaccination card or results of antigen test as a requirement of the hotel.
5. This is a **live in activity**. Check-in time will be on July 24, 2022 in the afternoon. First meal will be served is dinner. Check-out time is noontime of July 29, 2022 and the last meal is lunch.
6. Transportation expenses and travel allowance of the participants are chargeable against local funds subject to usual accounting rules and regulations.



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7. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: Training Matrix and Summary of Participants
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

STRATEGIC PLANNING

RBEP FORMULATION

PPR/clg
07/06/2022

Enclosure 2. Summary of Participants from the SDOs

SDO	SDS	ASDS	DIVISION PLANNING OFFICER or DEDP FOCAL PERSON	TOTAL
AGUSAN DEL NORTE	1	1	1	3
AGUSAN DEL SUR	1	1	1	3
BAYUGAN CITY	1	1	1	3
BISLIG CITY	1	1	1	3
BUTUAN CITY	1	1	1	3
CABADBARAN CITY	1	1	1	3
DINAGAT ISLAND	1	1	1	3
SURIGAO CITY	1	1	1	3
SIARGAO	1	1	1	3
SURIGAO DEL NORTE	1	1	1	3
SURIGAO DEL SUR	1	1	1	3
TANDAG CITY	1	1	1	3
Total	12	12	12	36
REGIONAL OFFICE				TOTAL
CLMD				3
ESSD				3
FTAD				3
QAD				3
FD				3
ASD				3
ORD	Note: including the RD's secretary			3
HRDD				3
PPRD				3
Program Management Team				3
RESOURCE SPEAKERS				4
TOTAL				34
GENERAL TOTAL				70

Enclosure 1.

TRAINING MATRIX
CAPACITY BUILDING ON REGIONAL BASIC EDUCATION PLAN (REDP) FORMULATION
July 25-29, 2022

Activity	Objective	Participant	Duration	Expected Output
Preliminary Meeting on the Specifics of the Project	• Clarify the project charter, roles, and timeline • Present overview of the Planning Framework to be used • Establish norms • Review organization's vision, mission, and core values • Agree on the elements, format, length, etc. of the REDP/DEDP document • Establish the timeline for the succeeding meetings and workshops based on the Planning Framework	• Senior Management • Project Team	2 hours	Minutes of the Meeting Highlighting Critical Issues, Decisions, and Agreements
Day 1: Overview on Strategic Planning and Situational Analysis				
Overview on Strategic Planning	• Level Expectations • Present overview of the Planning Framework to be used • Establish norms • Review organization's vision, mission, and core values	• SDO/RO Planning Teams	2 hours	List of Expectations
Situational Analysis (IA & EA) with mini-workshop in the Development of IA and EA Tools	• Define the internal environment of the organization (SDO proper or entire schools division) • Decide on what aspects of the defined internal and external environment will be assessed and analyzed ○ Suggested Aspects of the External Environment ▪ General (PESTLE) ▪ Stakeholders ▪ Schools ▪ Central Office, Regional Office, Other SDOs ▪ Oversight Agencies (COA, CSC, DBM) ○ Suggested Aspects of the Internal Environment ▪ Resources	• SDO/RO Planning Teams	4 hours	Sample IA and EA Tools

	• Human • Financial • Physical ▪ Elements of the McKinsey 7-S Framework • Strategy (Plans) • Structure (Organizational) • Systems (Processes, Procedures, Technology) • Shared Values • Skills • Style • Staff ▪ Performance Outcomes • Budget Utilization Rate • Filling Up of Vacancies • Process Cycle Times • Customer Satisfaction			
Simulation on the Conduct of the Situational Analysis (IA and EA)	• Develop the IA and EA tools based on the agreed aspects to look into • Decide on the IA and EA process using the developed tools • Assign responsibilities in the conduct of the IA and EA • Decide on the duration of the conduct of the IA and EA • Schedule the presentation of IA and EA findings • Gather data on the internal and external environment based on the agreed process using the developed tools	• SDO/RO Planning Teams	2 hours	Samples of Accomplished IA and EA tools
Day 2: Identifying Strengths, Weakness, Opportunities and Threats (SWOT)				
Continuation of the Simulation on the Conduct of the		• SDO/RO Planning Teams	4 hours	Samples of Accomplished IA and EA tools

Situational Analysis (IA and EA)				
SWOT Analysis Workshop	- Present the IA and EA findings - Arrive at a consensus in determining the Strengths, Weakness, Opportunities, and Threats based on the findings	SDO/RO Planning Teams	4 hours	Accomplished SWOT Matrix
Day 3: Problem Analysis				
Problem Analysis Workshop	- Familiarize the Problem Tree as a problem analysis tool - Identify the problems of the organization - Validate the problems identified - Analyze the causes of the problem based on the IA and EA findings using a Problem Tree	SDO/RO Planning Teams	4 hours	Problem Tree per problem identified
Objective Tree	- Present Problem Trees - Convert Problem Trees	SDO/RO Planning Teams	4 hours	Objective Trees
Day 4: Decision Analysis (Strategy Formulation)				
Decision Analysis (Strategy Formulation) Workshop	- Formulate strategies based on: - Vision and Mission Statements - Performance Indicators - Problem Trees - SWOT	SDO/RO Planning Teams	4 hours	Formulated Strategies
Day 5: Programming Analysis (Operational Planning)				
Programming Analysis (Operational Planning) Workshop	- Orient SDO/RO Planning Teams on operational planning - Familiarize the Work Breakdown Structure as a programming tool - Familiarize the Operation Plan template to be used - Work on and present Operational Plans	Project Team	8 hours	Samples of Accomplished Operational Plans
End of Engagement				