



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
AUGUST 29, 2025

BY: *MLG*

10:03AM
TIME: _____

REGIONAL MEMORANDUM
No. **0903**, s. 2025

To: Schools Division Superintendents
All Others Concerned

**QUARTER 3: KAMUSTAHAN WITH THE DIVISION PLANNING OFFICERS
(DPOs), SEPS-RESEARCH AND PLANNING, AND POLICY PLANNING
AND RESEARCH DIVISION (PPRD)**

1. In support of the Department's thrust on data management and research, a Kamustahan will be conducted for the Division Planning Officers (DPOs), SEPS-Research and Planning, and SGOD Chiefs for the 3rd Quarter of 2025. This activity is scheduled for September 11, 2025, at the NEAP-Caraga Gold Hall, Teacher Development Center, Butuan City.
2. Objectives:
 - a. Discuss preparations for the upcoming Medium-term Planning, and National Planning Conference;
 - b. Identify and resolve issues regarding data management such as LIS, BEIS, NSBI, PMIS and other related concerns; and
 - c. Discuss and resolve issues and concerns pertaining to research.
3. Participants:
12 SGOD Chiefs
12 Division Planning Officers
12 SEPS-Research and Planning
PPRD personnel.
4. Participants will be provided with breakfast, lunch, and two snack servings.
5. Expenses for meals, venue rental, and dorm accommodation for participants from Division Offices shall be charged against the regional MOOE funds, subject to existing government accounting and auditing rules and regulations. Travel expenses and per diem shall be charged to their respective SDO's local funds.
6. Please find attached enclosure – Activity Matrix.
7. For your information and guidance.

M
MARIA INES C. ASUNCION
Director IV
Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

KAMUSTAHAN

PLANNING

RESEARCH

PPRD/egmp
08/22/2025

Enclosure to Regional Memorandum No. ⁰⁹⁰³ s. 2025

QUARTER 3: KAMUSTAHAN WITH THE DIVISION PLANNING OFFICERS
(DPOs), SEPS-RESEARCH AND PLANNING, AND POLICY PLANNING
AND RESEARCH DIVISION (PPRD)

FOR THE 3RD QUARTER OF 2025

September 11, 2025 @ NEAP Gold Hall, Butuan City

ACTIVITY MATRIX

Time	Activity	Focal Person
8:00 a.m - 8:30 a.m.	Breakfast/Registration	PMT (PPRD)
8:30 a.m. – 9:00 a.m.	Opening Program	
9:00 a.m. – 10:00 a.m.	Session 1: National Planning Conference	Violeta C. Nunez Caroline L. Guerta-Dultra
10:00 a.m. – 10:15 a.m.	Break	
10:16 a.m. – 12:00 nn.	Session 2: Medium-Term Planning	Violeta C. Nunez Caroline L. Guerta-Dultra
12:00 Noon-1:00 p.m.	LUNCH BREAK	
1:00 p.m. – 3:00 p.m.	Session 3: Identify and resolve issues on data management and collection - LIS, BEIS, and NSBI	Dandee Jonathan F. Monton Empha Grace M. Perez Glenn P. Aspe
3:00 p.m. – 3:15 p.m.	Break	
3:16 p.m. – 4:30 p.m.	Session 4 Research Updates - BERF Funds, SEF, other Funds Action and Basic Research SIPs (Teachers and Students)/Issues/Resolutions	Caroline L. Guerta-Dultra Winston C. Eben
4:30 p.m. – 5:00 p.m.	Ways Forward/Closing Program	Violeta C. Nuñez