



Republic of the Philippines
Department of Education
CARAGA REGION



December 22, 2021

REGIONAL MEMORANDUM

No. 1038, s. 2021

To: ASST. REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENT
ASST. SCHOOLS DIVISION SUPERINTENDENT
This Region

**QUARTERLY CONFERENCE WITH PLANNING OFFICERS AND SEPS
(KAMUSTAHAN)**

1. The Policy, Planning and Research Division, Regional Office, will conduct a Conference with all the Senior Education Program Specialist and Planning Officers in the form of Kamustahan on January 18-20, 2022, at Balanghai Hotel and Convention Center, Butuan City.
2. The expected participants are requested to register to this link <https://forms.gle/xSKqM77Y2C5iS1tx8> not later than January 14, 2022.
3. Participants to this conference are senior Education Program Specialists assigned in SGOD (Research Incharge) and Planning Officers. Each Division shall present accomplishment report of all research/es conducted and its impact to learners for CY 2020 and 2021. On the other hand, planning officers shall also present their accomplishments as to increase/decrease in enrollment for the past two (2) years, problems encountered/issues and concerns, resolutions, and ways forward.
4. Please bring with you along your approved copy of your Travel Authority. No proxies are allowed.
5. Attached hereto is the Activity Matrix.
6. For your information, guidance, and strict compliance.

for.
MA. GEMMA MERCADO LEDESMA
Regional Director



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Encl/s.: As stated

Reference/s: NONE

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

CONFERENCE

KAMUSTAHAN

PPR/mtd

12/22/2021

Program of Activities: Quarterly Conference of All Planning Officers and SEPs (Kamustahan)

Time	Activity Matrix		
	Day 1	Day 2	Day 3
6:00AM-8:30AM	Arrival, Breakfast, and Registration	Breakfast	Breakfast
9:00AM-9:15AM	Opening Prayer & National Anthem	Opening Prayer	Opening Prayer
9:15AM-10:00AM	Kamustahan with Pos and SEPs with the New OIC-PPRD Chief	Issues on LIS/ EBEIS	Mismatch of Teachers in Schools (Secondary)
10:00AM	SNACKS		
10:00AM-12:00NN	Presentation of Accomplishments CY 2020 and 2021 by Division	Enrolment/ Issues/ concerns/ Learner dispute/s	Enrolment/ Issues/ concerns/ Learner dispute/s
12:00 NN – 1:00PM	LUNCH BREAK		
1:00PM – 1:50PM	Unfreezing Activity	Unfreezing Activity	Unfreezing Activity
1:15PM-3:45PM	Presentation of CY 2020 and 2021 Accomplishments	Open Forum	Master Teacher Issues
3:45PM-5:30PM	Issues and Concerns based on Pos presentation	Issues and Concerns based on POs presentation	Ways Forward/ Distribution of Certificates/ Closing Program
6:00 PM	DINNER		

Provision of Meals and Accommodation

	Day 1 January 18,2022	Day 2 January 19, 2022	Day 3 January 20, 2022
Breakfast	√	√	√
AM Snacks	√	√	√
Lunch	√	√	√
PM Snack	√	√	√
Dinner	√	√	√
Accommodation	√	√	√

ACCOMPLISHMENT REPORT
CY 2020 AND 2021

Planning

Issues/Concerns	Year Occurred	Impact	Facilitating Factors	Hindering Factors	Remarks/Ways Forward

Prepared by:

Planning Officer

NOTED:

Schools Division Superintendent

ACCOMPLISHMENT REPORT
CY 2020 AND 2021

Research

Title of Research	Year conducted	Approved Amount	Impact	Facilitating Factors	Hindering Factors	Remarks

Prepared by:

SEPS

NOTED:

Schools Division Superintendent