



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 011

To: DR. LORENZO M. DIZON - ASDS
DR. FAY C. LUAREZ - ASDS
DR. VICTOR A. YBAÑEZ - OIC, ASDS
DR. MARY ANN P. FLORES - CHIEF, CID
DR. GLADYS S. BALAGTAS - OIC CHIEF, SGOD
DR. JEREMY DENAMPO - Admin. Officer V
ATTY. ORVILLE DE LA CERNA - Division Legal Officer III
MR. EMMANUEL F. MENDOZA - Division ITO
MRS. MONINA SARAH POMAREJOS - Division HRMO
MR. ROMEO A. GO - Division Accountant III
MRS. MAXIMA TRUYA - Budget Officer
MS. MA. TERESA PERALTA - Division Cashier
MR. FLOREN SEMBLANTE - Division Records Officer
MR. PATRICIO GONZAGA - Division Property & Supply Officer
MR. FRANCIS MIKHAIL CABIGON - Division General Support Services Officer
All Others Concerned

From: 
SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

Subject: **2023 DIVISION VALUES REORIENTATION AND YEAR-END CUM PROGRAM IMPLEMENTATION REVIEW**

Date: December 13, 2023

1. This Office announces the conduct of the **2023 Division Values Reorientation and Year-end Cum Program Implementation Review** on December 20 2023 starting 8:00AM at the Division Office and DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The participants in this activity are all Division Office-based personnel and staff including the fifty-eight (58) Public Schools District Supervisors (PSDSs)
3. The participants in this one-day activity are expected to demonstrate an enhanced commitment to shared values and an improved understanding of program implementation strategies, contributing to a more cohesive and effective workforce within the Department of Education Cebu Province Division.
3. Specifically, the participants are expected to:



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: 032-424-9000

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Website: www.cebuprovince.deped.gov.ph

- a. internalize the importance of DepEd Core Values in the achievement of SDO's strategic goals,
 - b. evaluate program implementation strategies for improvement, and
 - c. promote a culture of Continuous Improvement (CI).
4. In view of this, you are hereby directed to participate in a meeting of Division Chiefs/Section Heads on December 18, 2023 at 9:00 AM in the office of the Schools Division Superintendent.
 5. The Administrative Officer V is enjoined to advise all clients that the Division Office personnel shall not handle or carry out transactions during the conduct of the abovementioned activity.
 6. Attached herewith are the activity/program content matrix and the program management structure for your guidance and information.
 7. Travel, meals, board and lodging, venue rental and other incidental expenses incurred during the conduct of this activity shall be charged against the **DIVISION MOOE**, all subject to its availability and the usual government accounting and auditing rules and regulations.
 8. This Memorandum serves as the **Authority to Travel** of all participants.
 9. Attendance is a **MUST**.
 10. For your guidance and compliance.

SPPP/LMD/FCL/VAY/SGOD/GSB/lgm_2023

2023 DIVISION VALUES REORIENTATION AND PROGRAM IMPLEMENTATION REVIEW

December 20, 2023

Division Office and DepEd Ecotech Center, Sudlon, Lahug, Cebu City

A. Activity/Program Management Structure and Working Committees

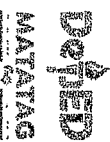
Activity/Program Management Structure and Working Committees	NAME OF PERSONNEL IN-CHARGE
Over-all Chairman	SDS Senen Priscilo P. Paulin
Vice-Chair	Dr. Lorenzo M. Dizon, ASDS Dr. Fay C. Luarez, ASDS Dr. Victor A. Ybañez, OIC ASDS
Program	CID headed by Dr. Mary Ann P. Flores
Physical Set-up	SGOD headed by Dr. Gladys Balagtas
LED wall, Lights and Sounds	Mr. Emmanuel F. Mendoza & staff
Food	Dr. Jose Garry R. Napoles Mr. Louie G. Monteroso
Prizes & Give-aways	OSDS/Accounting and Disbursing Sections
Liturgy/Holy Mass	OSDS (Legal/HR/Records/Property & Supply)
Invitation	Medical and Dental Sections
Registration	SGOD headed by Dr. Gladys Balagtas
Activity Design and Memo	SGOD headed by Dr. Gladys Balagtas
Lodging for SDO personnel/staff who need a place to stay after the year-end fellowship	Mr. Jeremy C. Denampo

B. Resource Speakers/Facilitators:

SESSION	NAME OF RESOURCE SPEAKERS/FACILITATORS
Understanding and Internalizing Core Values	Division Chiefs/Section Heads
Evaluating and Enhancing Program/Project Implementation Strategies	Division Chiefs/Section Heads
Promoting a Culture of Continuous Improvement and Action Planning	Division Chiefs/Section Heads

ACTIVITY / PROGRAM CONTENT MATRIX

Specific Objectives	Content	Suggested Activities	Duration	Persons Responsible	Expected Output
1. internalize the importance of DepEd Core Values in the achievement of SDO's strategic goals	Understanding and Internalizing Core Values	<p>Discussion / Sharing that will focus on:</p> <ul style="list-style-type: none"> - Defining and articulating the core values of the Department of Education Cebu Province Division. - Reflecting on personal values and their alignment with the division's mission and vision. - Engaging in interactive sessions and discussions that promote a deeper understanding of the importance of values in the workplace. - Participating in group activities that encourage collaboration and teamwork based on shared values. 	3 hrs. 8:30 AM – 10:30 AM.	Division Chief/Section Head, DO personnel and staff	Each participant submits a written statement reflecting on personal values and their alignment with the core values of the Department of Education Cebu Province Division. <i>(template may vary as required by the Division Chief/ Section Head)</i>
2. evaluate program / project	Evaluating and Enhancing	Planning / Discussion that will focus on:	3.5 hrs.	Division Chief/Section	Participants collaboratively develop



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<p>implementation strategies for improvement</p>	<p>Program/Project Implementation Strategies</p>	<p>- Analyzing the current programs, projects, and activities of the division through a structured review process.</p> <p>- Identifying strengths, weaknesses and gaps in the existing program/project implementation strategies.</p> <p>- Collaborating with colleagues to propose innovative solutions and improvements to enhance program effectiveness.</p>	<p>10:31AM - 12:00NN 1:00PM- 2:00PM</p>	<p>Head, DO personnel and staff</p>	<p>and present proposals outlining specific strategies for enhancing the implementation of one or more existing programs, projects, or activities within the division/section.</p> <p><i>(template may vary as required by the Division Chief/Section Head)</i></p>
<p>3. promote a culture of Continuous Improvement (CI).</p>	<p>Promoting a Culture of Continuous Improvement and Action Planning</p>	<p>Planning Session/Group Discussion/Output Presentation that will focus on:</p> <ul style="list-style-type: none"> - Recognizing the significance of continuous improvement in the educational context. - Engaging in open dialogue sessions to share insights, challenges, and success stories related to program implementation. - Contributing actively to discussions on fostering innovation and adaptability within the division. - Developing a commitment to ongoing professional development and learning to stay 	<p>1 hr. 2:01 PM- 3:01 PM</p>	<p>Division Chief/Section Head, DO personnel and staff</p>	<p>Action Plan</p> <p>Each participant develops an action plan detailing concrete steps to integrate identified best practices and values into their daily work, contributing to the division's overall effectiveness</p>

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		<p>abreast of evolving educational trends and challenges.</p> <p>- Developing a personalized action plan for incorporating best practices into day-to-day work to contribute to the overall success of division initiatives.</p>			<p><i>(template may vary as required by the Division Chief/ Section Head)</i></p>
<p>4. Strengthen collaborative work environment</p>		<p>Holy Mass & Year-end Fellowship @DepEd Ecotech Center, Sudlon, Lahug, aQCebu City</p>	<p>3:30PM Onwards</p>	<p>All SDO personnel</p>	<p>Documentation of Group Activities Post-activity Feedback and Evaluation Forms</p>
<p>Note: All expected outputs shall be collected from each functional division/section by the Human Resource and Development Section of SGOD. (Attn.: Dr. Gladys S. Balagtas, Mr. Louie G. Monteroso, Dr. Destreee Manugay and Mr. Romeo Banaday)</p>					