



DEPARTMENT OF EDUCATION
 Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
City of Malaybalay
 Tel no. 813 - 2894; 221 - 4597

2013-04-019
 DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 4/1/13 Time: 5:01 PM
 By: _____

DepEd

April 1, 2013

DIVISION MEMORANDUM

No. 91 s., 2013

DIVISION STRATEGIC PLANNING WORKSHOP AND SIGNING OF SCHOOL HEADS COMMITMENT

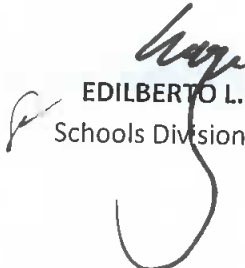
To: Education Program Supervisors/Coordinators Designate
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 Division Unit Heads (Accountant, Planning, Health & Nutrition)
 This Division

1. In line with its commitment for the effective implementation of the different programs, activities, and projects (PAPS) as to achieve high performance, this Office will conduct a three (3) day Division Strategic Planning Workshop and Signing of School Heads Commitment on April 10-12, 2013 at **Bukidnon National High School Library**, Malaybalay City.
2. The Objectives of this Division Strategic Planning Workshop are as follows:
 - a. to orient the schools on strategic planning process & tools on EA and IA;
 - b. to validate and co develop the Division EA and IA with the schools;
 - c. to discuss and agree on Division targets and strategies;
 - d. to work on the indicative Division Situational Analysis;
 - e. to hear situational analysis, targets, strategies, and major programs and projects of the schools.
3. Expected participants are the following:

Districts	School Heads		
1. Central	5	PSDS	6
2. North	9	Secondary	
3. West	8	BNHS & Annexes	7
4. Far East	5	Bangcud NHS	1
5. South	7	Managok NHS & Annexes	3
6. East	7	Silae NHS and Annex St. Peter	2
		San Martin AINHS	1

TOTAL	41		20
		EPS /SDS and Facilitators	9
		AO	1
		Planning Officer	1
		SPED Coordinator	1
		Accountant	1
		Health and Nutrition	1
		Over-all total	75

4. A registration of **One Thousand Four Hundred Fifty Pesos (Php. 1,450.00)** shall be charged against school/local funds, subject to the usual accounting and auditing policies, rules and regulations. This will be used to pay the expenses for the Five (5) meals, Six (6) snacks, and training materials for three (3) days .
5. The participants are expected to be at the venue **7:30** in the morning on April 10, 2013 with their laptop.
6. Enclosed is the Training Matrix for your reference.
7. Immediate dissemination of this Memorandum is desired.


EDILBERTO L. OPLENARIA
 Schools Division Superintendent

DIVISION STRATEGIC PLANNING WORKSHOP & SIGNING OF COMMITMENT OF SCHOOL HEADS

3F Bukidnon National High School Library

April 10-12, 2013

TRAINING MATRIX

TIME	ACTIVITY		
	Day 1	Day 2	Day 3
8:00 AM – 8:30 AM	<ul style="list-style-type: none"> Arrival & Registration of the Participants 	<ul style="list-style-type: none"> Preliminaries Presentation of Output 3 District to prepare strategies and targets for gallery walk 	<ul style="list-style-type: none"> Schedule of presentation by District Signing and Submission of Commitment
8:31 AM – 9:00 AM	<ul style="list-style-type: none"> Opening Program 		
9:00 AM – 12:00 NN	<ul style="list-style-type: none"> Revisiting the Performance Indicators (PDP and DO Targets) Workshop 1 – Quick Program Assessment Presentation of Output 1 	<ul style="list-style-type: none"> Workshop 4: Summary of Situational Analysis (Attachment 2C) Presentation of Output 4 	
1:00 PM – 4:00 PM	<ul style="list-style-type: none"> Workshop 2 : Situational Analysis (SWOT – Attachment 2A) Presentation of Output 2 	<ul style="list-style-type: none"> Synthesis Facilitated by District Steward and Tips for Hearing Preparation of Presentation of Strategies and Targets by District 	
4:01 PM – 5:00 PM	<ul style="list-style-type: none"> Workshop 3: Strategy Formulation (Attachment 2B) 		