



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 03 2020
BY: [Signature]

DIVISION MEMORANDUM

No. 469, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Section and Unit Heads
This Division

FROM: *[Signature]* **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: December 3, 2020

**SUBJECT: TECHNICAL WORKING COMMITTEE FOR THE PREPARATION OF
DIVISION EDUCATION DEVELOPMENT PLAN FOR 2022-2027**

1. In line with the preparation of the Division Education Development Plan (DEDP) 2022-2027, and the preparation of the adjustment plan in alignment to the Division Learning Continuity Plan in times of Pandemic, this Office creates the Technical Working Committee (TWC) and their respective duties and responsibilities to wit:

FUNCTION	PERSON INVOLVED	DUTIES AND RESPONSIBILITIES
Chairman	Aliena S. Dajay, PhD, CESE Assistant Schools Division Superintendent	➤ Serves as chairman of the planning team and supervise the preparation of the DEDP and leads in all the planning sessions.
Co-Chairs	Lorenzo O. Capacio, EdD Chief Education Supervisor, SGOD Ralph T. Quirog Chief Education Supervisor, CID	➤ Perform the duties and responsibilities of the Chairman in case of absence or on official travel. ➤ Manage the preparation of the plan sections by Division. ➤ Give necessary Technical Assistance during the preparation of the office assigned.





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		<ul style="list-style-type: none"> ➤ Perform tasks relative to the planning processes, preparation to production of the new operational plan.
Members	<p>Vicente G. San Miguel, EdD Public Schools District Supervisor/Concurrent SEPS for Planning and Research</p> <p>Noel A. Tan Nery Public Schools District Supervisor</p> <p>Liza G. Balintongog Public Schools District Supervisor</p>	<ul style="list-style-type: none"> ➤ Collect, gather, consolidate and analyze data schools, learning centers and the operations. ➤ Perform tasks relative to the planning processes, preparation to production of the new operational plan. ➤ Assist the DEDP Production.
	<p>Rachel R. Valde Education Program Supervisor</p> <p>Jasmin J. Adriatico Education Program Supervisor</p> <p>Gretchen V. Catane Education Program Specialists II-ALS</p>	<ul style="list-style-type: none"> ➤ Facilitate the data gathering, analysis of the data from Curriculum Implementation Division (CID) for input to the plan. ➤ Help the packaging of the plan. ➤ Perform other tasks assigned from time to time.
	<p>Edelina M. Eborá Senior Education Program Specialists- M &E</p> <p>Mary Gladys J. Dublas Education Program Specialists II-M & E</p>	<ul style="list-style-type: none"> ➤ Facilitate the data gathering, analysis of the data from School Governance and Operations Division (SGOD) for input to the plan. ➤ Assist the packaging of the plan. ➤ Perform other tasks assigned from time to time.
	<p>Novem A. Sescon Planning Officer III</p>	<ul style="list-style-type: none"> ➤ Prepare the necessary data for GER, NER, DR, CSR, CR, Transition Rate for Kindergarten to Grade 1, Grade 6-7, Grade 10-11 and related





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	<p style="text-align: center;">Rosalio P. Arango Education Program Supervisor</p>	<p>data for input to the plan in graphical presentation with three school years comparison 2017-2018, 2018-2019, 2019-2020.</p> <p>➤ Supervise the preparation of the necessary data from the Planning Officer in consultation to the chief and assure the availability for the use.</p>
	<p style="text-align: center;">Sibyl L. Maputi Administrative Officer V- Budget</p>	<p>➤ Facilitate the data gathering, analysis of the data for funding's from the GAA and other sources.</p> <p>➤ Assist the packaging of the plan.</p> <p>➤ Perform other tasks assigned from time to time.</p>
	<p style="text-align: center;">Manuel D. Dinlayan III Administrative Officer V- Services</p>	<p>➤ Facilitate the data gathering, analysis from the Office of the Schools Division Superintendent.</p> <p>➤ Assist the packaging of the plan.</p> <p>➤ Perform other tasks assigned from time to time.</p>
Contributors	All program holders (EPS, SEPS, PSDS) will prepare a characterization of the data to be submitted mentioning the Curriculum Support System (CSS) and technical assistance given	
Consultant/Adviser	Victoria V. Gazo, PhD, CESO V – Schools Division Superintendent	

2. Further, this Office directs the preparation, strategic planning sessions, data gathering, analysis and synthesis to be attended by the Division Planning Team as follows:

DATE	ACTIVITIES	Responsible Person
December 1-31, 2020	Preparation, collection and gathering of e-copies for the use of the strategic planning. (Chief shall collect the data and analyze for input.)	Section/Unit Heads/Division





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January 14-15,2021	Strategic Planning Sessions (The activity will be facilitated by the ASDS)	Technical Committee (TWC)	Working
January 18-31,2021	Writing of the DEDP Parts (The TWC will assign group of writers per parts of the DEDP)	Assigned Writers	
February 19,2021	Presentation of the Output and critiquing (during the activity assigned secretariat per part shall take note the comments for incorporation)	Assigned Presenter by parts of the DEDP	
February 20-March 25, 2021	Revision and incorporation of vital suggestions	Technical Committee (TWC)	Working
March 26, 2021	Presentation of version 2 Output and critiquing(during the activity assigned secretariat per part shall take note the comments for incorporation)	Assigned Presenter by parts of the DEDP	
March 27, 2021-April 15, 2021	Revision and incorporation of vital suggestions	Technical Committee (TWC)	Working
April 16, 2021	Presentation of version 3 Output and critiquing(during the activity assigned secretariat per part shall take note the comments for incorporation)	Assigned Presenter by parts of the DEDP	
April 17, 2021- June 3, 2021	Final Revision	Technical Committee (TWC)	Working
June 4, 2021	Final Presentation	SEPS in Planning and Research	
June 5- July 31, 2021	Final editing/revision	Technical Committee (TWC)	Working
August 6, 2021	Submission of the Proposed final plan to the Office of the SDS	Technical Committee (TWC)	Working
August 7, - September 9, 2021	Printing & Binding (This activity will be facilitated by the SEPS in Planning and Research	SEPS in Planning and Research	
September 10, 2021	Final submission of the DEDP 2022-2027 version	Technical Committee (TWC)	Working
December 10, 2021	DEDP 2022-2027 Launching (This	Whole Division	





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	activity will be Spearheaded by the Chief Education Supervisor of SGOD in coordination with Office of the ASDS and SDS.	
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3. This activity seeks to
 - a. Assess the current situation in implementing the Projects, Programs and Activities (PPA).
 - b. Revisit, review and present the accomplishments of the DEDP in the last five years,
 - c. Re-orient the new composition Division Planning Team on the components of the DEDP,
 - d. Alignment of the masterplan to the Division Learning Continuity Plan in times of Pandemic.

4. Queries related to this can be relayed to **Vicente G. San Miguel, EdD**, Public Schools District Supervisor and Concurrent Senior Education Program Specialists at 09778091156.

Copy furnished:

Records Unit
Planning & Research Section
To be posted in the website.

PRS/vince

