



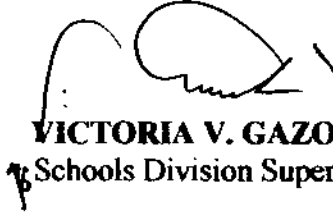
Republic of the Philippines  
Department of Education  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

DAM 2022-01-036  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: JAN 17 2022 4:09 PM  
BY: JAN 17 2022

**DIVISION MEMORANDUM**

No. 076, s. 2022

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
All Others Concerned

From:   
**VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent

Date: January 17, 2022

**SUBJECT: 2022 MALAYBALAY CITY DIVISION PLANNING CONFERENCE**

- To set strategic directions on education systems and operations of the Division for the calendar year 2022, a planning conference will be conducted on January 31 – February 2, 2022 at Mountain Pines Place, Bagalangit, Manolo Fortich, Bukidnon.
- Head of office of each functional division are hereby directed to select a facilitators and secretariat during the breakout session and conduct pre-work activity prior to the schedule of the planning conference at their most convenient time and modality for gathering of data, views and opinions that are useful on the said conference.
- Enclosed are the list of participants, matrix of the activity and the mechanics of the presentation. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.

Copy furnished:  
Records Unit  
Planning and Research





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**MATRIX OF THE ACTIVITY**

**MALAYBALAY CITY DIVISION STRATEGIC PLANNING**

<b>PROGRAMME: January 31, 2022</b>		
9:00-11:00	<b>Travel Time</b>	
11:00A.M- 1:00P.M	<b>Check In, Lunch, Preparation for the Activity</b>	
1:00-1:30	Opening Program	
	National Anthem Prayer DRRM Opening Remarks	<b>Multimedia Presentation</b> <b>Multimedia Presentation</b> <b>Multimedia Presentation</b> <b>Lorenzo O. Capacio</b> <i>Chief Education Supervisor, SGOD</i>
	Message	<b>Victoria V. Gazo, PhD, CESO V</b> <i>Schools Division Superintendent</i>
	Closing Remarks	<b>Ralph T. Quirog</b> <i>Chief Education Supervisor, CID</i>
	Overview of the Program	<b>Aliena S. Dajay</b> <i>Assistant Schools Division Superintendent</i>
1:30-2:00	Presentation on the mechanics of the activity	<b>Ria K. Alcuizar</b> <i>Senior Education Program Specialist Planning and Research</i>
<b>C.Y. 2021 Management Review on 2021 (Presentation of 2021 accomplishment vs. target with data on implementation, issues, challenges and concerns and revisiting performance , effectiveness of quality management , resources risk and opportunities) and Presentation of Plans for C.Y. 2022</b>		
2:00-7:00	By Functional Division <ul style="list-style-type: none"> <li>• CID</li> </ul>	<p style="text-align: center;"><b>RALPH T. QUIROG</b> <i>Chief Education Supervisor</i> Facilitator</p> <p style="text-align: center;"><b>GRETCHEN V. CATANE</b> <i>Education Program Specialist II</i></p>





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	<ul style="list-style-type: none"><li>• SGOD</li>                      <li>• OSDS</li></ul>	<p>Documenter</p> <p><b>LORENZO O. CAPACIO</b> <i>Chief Education Supervisor</i> Facilitator</p> <p><b>MARY GLADYS J. DUBLAS</b> <i>Education Program Specialist II</i> Documenter</p> <p><b>MANUEL D. DINLAYAN II</b> <i>Administrative Officer V</i> Facilitator</p> <p><b>FLORABELLE R. PORRAS</b> <i>Administrative Officer IV</i> Documenter</p>
7:00 -8:00	<i>DINNER</i>	
<b>February 1, 2022</b>		
8:00-8:30	<ul style="list-style-type: none"><li>• Preliminaries</li><li>• Attendance Check</li><li>• Presentation on the mechanics of the activity of the day</li></ul>	<p><b>Ria K. Alcuizar</b> <i>Senior Education Program Specialist</i> <i>Planning and Research</i></p>
8:30-10:00	<ul style="list-style-type: none"><li>• Presentation of Management Review output and plans</li></ul>	<p><b>RALPH T. QUIROG</b> <i>Chief Education Supervisor</i> Curriculum Implementation Division</p>
10:00-10:30	AM. BREAK	
10:30-12:00	<ul style="list-style-type: none"><li>• Presentation of Management Review output and plans</li></ul>	<p><b>LORENZO O. CAPACIO</b> <i>Chief Education Supervisor</i> School Governance and Operations Division</p>
<i>LUNCH BREAK</i>		
1:00-2:30	<ul style="list-style-type: none"><li>• Presentation of Management Review output and plans</li></ul>	<p><b>MANUEL D. DINLAYAN II</b> <i>Administrative Officer V</i> Office of the Schools Division Superintendent</p>
2:30-7:00	<ul style="list-style-type: none"><li>• Open forum</li></ul>	<p><b>WOODROW WILSON B. MERIDA</b></p>





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	<ul style="list-style-type: none"><li>• Submission of approved plans for Generation of Division Calendar of Activities</li></ul>	<i>Senior Education Program Specialist Human Resource Development</i>  <b>Rex C. Dacanay</b> <i>Education Program Specialist II</i>
<b>7:00 -8:00</b>	<i>DINNER</i>	
<b>February 2, 2022</b>		
<b>8:00-8:30</b>	<ul style="list-style-type: none"><li>• Preliminaries</li><li>• Attendance Check</li><li>• Presentation on the mechanics of the activity of the day</li></ul>	<b>Ria K. Alcuizar</b> <i>Senior Education Program Specialist Planning and Research</i>
<b>8:30-10:00</b>	<ul style="list-style-type: none"><li>• Presentation approved Plans and Activities</li><li>• Monitoring and Evaluation process</li></ul>	<b>Edelina M. Eborá</b> <i>Senior Education Program Specialist Monitoring and Evaluation</i>
<b>10:00-10:30</b>	<b>A.M. BREAK</b>	
<b>11:00-12:00</b>	Closing Program	<b>Ria K. Alcuizar</b> <i>Senior Education Program Specialist Planning and Research</i>
<b>12:00-1:00</b>	<b>LUNCH</b>	
<b>1:00 -3:00</b>	<b>Check out preparation and Departure</b>	





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**PARTICIPANTS for the 2022 MALAYBALAY CITY DIVISION PLANNING CONFERENCE**

	Name	Position
1	Dr. Victoria V. Gazo	Schools Division Superintendent
2	Dr. Aliena S Dajay	Asst. Schools Division Superintendent
3	Ralph T. Quirog	Chief Education Supervisor
4	Lorenzo O. Capacio	Chief Education Supervisor
5	Manuel D. Dinalayan	Administrative Officer V
6	Jasmin J. Adriatico	Education Program Supervisor
7	Imelda S. Bentillo	Education Program Supervisor
8	Dindo M. Gabales	Education Program Supervisor
9	Virgilyn R. Pizarro	Education Program Supervisor
10	Analy L. Ocier	Education Program Supervisor
11	Rosie A. Salupado	Education Program Supervisor
12	Maria Concepcion S. Reyes	Education Program Supervisor
13	Rachel R. Valde	Education Program Supervisor
14	Jovy G. Molina	Public Schools District Supervisor
15	Noel A. Tan Nery	Public Schools District Supervisor
16	Ferdinand V. Mortera	Public Schools District Supervisor
17	Aba Q. Allaba	Public Schools District Supervisor
18	Bonifacio M. Palo Jr.	Public Schools District Supervisor
19	Manny B. Pimentel	Public Schools District Supervisor
20	Vicente G. San Miguel	Public Schools District Supervisor
21	Evernold C. Berial	Public Schools District Supervisor
22	Romil T. Jabonero	Public Schools District Supervisor
23	Liza G. Balintongog	Public Schools District Supervisor
24	Purisima J. Yap	Education Program Supervisor
25	Gretchen V. Catane	Education Program Specialist II
26	Ethyl Jane B. Lussier	Education Program Specialist II
27	Emelyn D. Razo	Librarian
28	Rosalio P. Arangco	Education Program Supervisor
29	Ria K. Alcuizar	Senior Education Program Specialist
30	Novem A. Sescon	Planning Officer
31	Leslie T. Fontanilla	Engineer
32	Edelina M. Eborá	Senior Education Program Specialist
33	Mary Gladys J. Dublas	Education Program Specialist II
34	Marsfifth M. Mamawag	Senior Education Program Specialist





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35	Rio G. Arbutante	Education Program Specialist II
36	Woodrow Wilson B. Merida	Senior Education Program Specialist
37	Rex C. Dacanay	Education Program Specialist II
38	Paul Redgie R. Mabelin	Medical Officer III
39	Marcusjulita K. Fulgencio	Dentist II
40	Marcela Panganiban	Dentist II
41	Marie Cris V. Obeñita	Nurse II
42	Keziah Fatima M. Un	Nurse II
43	Jimdandy S. Lucine	PDO II
44	Lucilyn M. Calucom	PDO II
45	Rufelia J. Limbengco	Administrative Officer IV
46	Guia Ma. G. Villahermosa	Administrative Officer IV
47	Florabelle R. Porras	Administrative Officer IV
48	Darvy C. Daguimol	Administrative Officer IV
49	Rhysa Cyle C. Rosalejos	Accountant III
50	Sibyl L. Maputi	Administrative Officer V
51	Atty. Wincerbogne L. Pesisano	Attorney III
52	Paul John P. Arias	ITO I
53	Pamela L. Astudillo	Administrative Officer II
54	Edgar B. Blase	Administrative Aide IV
55	Claudio L. Egan	Administrative Aide IV
56	Brayan B. Garces	Administrative Officer II





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**MECHANICS OF THE PRESENTATION AND MANAGEMENT REVIEW**

**BREAKOUT SESSION**

**I. Presentation of Accomplishment and Plans**

1. Each program holder/ unit head shall prepare a 5 minute powerpoint presentation consisting the following:
  - a. accomplished programs, activities and projects for C.Y. 2021.

KRA	Accomplishment	Remarks

- b. issues, concerns and problems encountered during implementation of the PAPs
  - c. PAP's to be implemented for C.Y. 2022 following the format below:

Date	Program, Activity	Responsible Person	Participants	No. of Pax	Items (Please indicate the budget)	Proposed Budget

2. Upload the PAP's to be implemented for C.Y. 2022 using the link provided during the Workshop.

**II. Management Review**

1. Each functional division should conduct management review in the following agenda or topics:





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- a. Status of actions from previous management reviews
- b. Changes in external and internal issues that are relevant to the QMS
- c. Information on the performance and effectiveness of the quality management system, including trends in:
  - a. Customer satisfaction and feedback from relevant interested parties
  - b. Extent to which quality objectives have been met
  - c. Process performance and conformity of products and services
  - d. Nonconformities and corrective actions
  - e. Monitoring and measurement results
  - f. Audit results
  - g. Performance of external providers
  - h. Review of the policy and Context of the Organization
- d. Adequacy of resources
- e. Effectiveness of actions taken to address risks and opportunities
- f. Opportunities for improvement

