

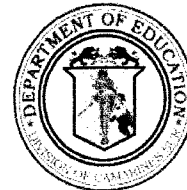


# Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



## DIVISION MEMORANDUM

NO. 17 s. 2018

TO: Asst. Schools Division Superintendents  
Chief Education Program Supervisors  
Selected SDO Personnel  
All Others Concerned

FROM:   
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

DATE: June 18, 2018

SUBJECT: **LIVE-IN SEMINAR-WORKSHOP ON PERFORMANCE REVIEW AND  
2018 STRATEGIC PLANNING**

1. The division will conduct the **Live-in Seminar-Workshop on Performance Review and Strategic Planning for CY 2018 on July 4-6, 2018** at Hunongan Cove, Caramoan, Camarines Sur.
2. The seminar-workshop aims to:
  - a. assess the office and individual employee's performance vis-à-vis targets for CY 2018;
  - b. review the year one implementation of the DEDP, and
  - c. accomplish the OPCRf and IPCRF for CY 2018.
3. The expected participants will be the following:

Schools Division Superintendent	1
Assistant Schools Division Superintendent	3
Chiefs	2
Education Program Supervisor-(1 – SGOD; 3 CID)	4
Public Schools District Supervisor (Elementary & Secondary)	2
Senior Education Program Specialist	3
Planning Officer	1
Nurse	1
Section Heads of Administrative Offices (General Services, Budget, Accountant, Personnel, Cash, Property and Supply)	6
ICT	1
OIC Legal Officer	1
Staff (includes 1 EPS of HRD)	3
4. The schedule of activities is found in enclosure no. 1 and the Working Committees in enclosure no 2 of this Memorandum. All participants are requested to bring their CY 2017 Accomplishments, Summary of ratings of OPCRf/IPCRf, and SPATRES.
5. A **Division Staff Orientation Workshop (DSOW)** shall be conducted on **June 27, 2018 and July 2, 2018 at 9:00AM** at the **Division Conference Hall**, DepEd Camarines Sur Division, Freedom Sport Complex, San Jose, Pili, Camarines Sur. Participants to this workshop is found in enclosure 1 and 2 of this Memorandum.
6. Travel and other expenses shall be charged against school/Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum is desired.

**ONE** Vision and Mission  
**ONE** Camarines Sur  
**ONE** Goal: Quality Education

SEMINAR – WORKSHOP MATRIX

Time	Day 1	Day 2	Day 3	
06:00	Departure from Division Office  Travel Time to Caramoan			
08:00 – 08:30 AM		Training Preliminaries		
08:30 – 09:30 AM		2018 Division Strategic and Policy Directions  <i>Dr. Cecille Bernadette P. Rivera</i> <i>Schools Division Superintendent</i>	08:30 – 11:00 AM	Presentation of Output/Plan and Critiquing ( <i>Breakout Sessions</i> )
09:30 – 10:00 AM				
10:00 – 10:30 AM		2018-2019 Target (OPCRF) and AIP 2018-2019 Review of KRAs New Compendium  <i>Dr. Cecile C. Ferro</i> <i>Assistant Schools Division Superintendent</i>	11:00 – 11:45 AM	Finalization of the Output ( <i>Plenary</i> )
10:30 – 11:00 AM	Registration			
11:00 – 12:00 N	Opening Preliminaries ( <i>Plenary</i> ) Orientation of the Activity <i>Ms. Raquel Papa</i> <i>Planning Officer</i>		11:45 – 12:00 N	Evaluation <i>Dr. Delfin A. Bondad</i> <i>SEPS, SMME</i>
12:00 – 01:00 PM	Healthy Break			
01:00 – 03:00 PM	Performance Review <ul style="list-style-type: none"><li>Presentation of DEDP</li><li>OPCRF and AIP 2017-2018</li></ul> <i>Dr. Josephine C. Doroin</i> <i>SEPS, Research and Planning</i>	Preparation of PAPs and Budget <i>Dr. Dolores Q. Mapusao</i> <i>Assistant Schools Division Superintendent</i>	01:00 – 02:00 PM	Closing Program ( <i>Plenary</i> )
03:00 – 05:00 PM	<ul style="list-style-type: none"><li>Division Accomplishment Report s/y 2017-2018 and Office Performance Review 2017-2018</li></ul> <i>Dr. Lita T. Mijares</i> <i>Chief, CID</i> <i>Mr. Sueño S. Luzada, Jr.</i> <i>Chief, SGOD</i> <i>Ms. Gina A. Valenciano</i> <i>Administrative Officer V</i>	Workshop ( <i>Breakout Sessions</i> ) <ul style="list-style-type: none"><li>OSDS</li><li>CID</li><li>SGOD</li></ul>		
05:00 – 08:00 PM	2017 Performance Gaps <i>Dr. Susan S. Collano</i> <i>Assistant Schools Division Superintendent</i>			Home Sweet Home

OPENING PRELIMINARIES

ACTIVITY	PERSON IN-CHARGED
Pambansang Awit	Gerlie V. Cañas Accountant III
Prayer	Divina A. Calleja OIC, HRMO
Welcome Remarks & Statement of Purpose	Dolores Q. Mapusao Assistant Schools Division Superintendent
Inspirational Message	Cecille Bernadette P. Rivera, CESO V Schools Division Superintendent
Presentation of Participants	Lita T. Mijares Chief Education Supervisor, CID
Orientation of the Activity	Raquel A. Papa Chief Education Supervisor, SGOD

ONE Vision and Mission  
ONE Camarines Sur Division  
ONE Goal: Quality Education

LIST OF PARTICIPANTS

NAME		DESIGNATION
1.	Cecille Bernadette P. Rivera	Schools Division Superintendent
2.	Dolores Q. Mapusao	Assistant Schools Division Superintendent
3.	Susan S. Collano	Assistant Schools Division Superintendent
4.	Cecile C. Ferro	Assistant Schools Division Superintendent
5.	Lita T. Mijares	Chief Education Supervisor, CID
6.	Sueño S. Luzada, Jr.	Chief Education Supervisor, SGOD
7.	William A. Villare	Education Program Supervisor, SGOD
8.	Sarah Christine P. Godoy	Education Program Supervisor, CID
9.	Emily B. Esmabe	Education Program Supervisor, CID
10.	Mariben D. Berja	Education Program Supervisor, CID
11.	Rey G. Avila	Public Schools District Supervisor
12.	Agapito S. Togni	Public Schools District Supervisor
13.	Delfin A. Bondad	Senior Education Program Specialist
14.	Josephine C. Doroin	Senior Education Program Specialist
15.	Sherry T. Peñas	Senior Education Program Specialist
16.	Raquel A. Papa	Planning Officer
17.	Connie DT. Rubi	Nurse In-Charge
18.	Gina A. Valenciano	Administrative Officer V for General Services
19.	Pearlie O. Pineda	Division Cashier III
20.	Elmer V. Tena	Administrative Officer IV for Finance
21.	Gerlie V. Cañas	Accountant III
22.	Maria Divina H. Calleja	Administrative Officer IV for Personnel Services
23.	Benjamin N. Layosa, Jr.	Administrative Officer IV for Property and Supply
24.	Felipe A. Nebreja	Division Information Officer I
25.	Salvador T. Pelingon	OIC, Legal Officer
26.	Maria Salve III V. Gutierrez	Education Program Specialist II
27.	Mercy S. Castillo	Education Program Specialist II
28.	Jesus C. Gamora	Project Development Officer II

WORKING COMMITTEE

Committees	Chairperson	Co-Chair
Program and Invitation	RAQUEL A. PAPA	FELIPE A. NEBREJA
Secretariat and Documentation	MARIBEN D. BERJA	JOSEPHINE C. DOROIN
Food and Accommodation	SHERRY T. PEÑAS	MA. SALVE III V. GUTIERREZ
Hall preparation and restoration	WILLIAM A. VILLARE	BENJAMIN A. LAYOSA, JR.
Logistics &Transportation	SUEÑO S. LUZADA, JR.	DELFIN A. BONDAD
Facilitators	DELFIN A. BONDAD RAQUEL A. PAPA SHERRY T. PEÑAS MA. SALVE III V. GUTIERREZ	