

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 2, 2025

DIVISION MEMORANDUM

No. 327 s. 2025

SDO CATANDUANES CALENDAR OF ACTIVITIES FOR APRIL 2025

To: OIC-Assistant Schools Division Superintendent

Chief Education Supervisors SGOD and CID Personnel

OSDS Unit Heads and Personnel

School-Based Personnel All Others Concerned

The Calendar of Activities for April 2025, prepared by the Division Chiefs and AOV Admin and consolidated by the ITO and SEPS-PRS, is hereby released for guidance of all concerned.

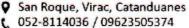
By Authority of the OIC - Schools Division Superintendent

EVA S. TOLENTINO
Admin Officer V











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CALENDAR OF ACTIVITIES FOR APRIL 2025

Date	Day	Time	Activity	Venue	Responsible Unit/s	Participants
1 to 30	Monday to Friday	8:00 A.M. to 5:00 P.M.	Monitoring of SDHCP Clinics/Monitoring of HLI Pilot implementation	TBA	SGOD- SHNU	18 SDHCP beneficiaries; 30 Last Miles Schools beneficiaries
	Fg [a-colabel	Conduct of WINS Validation (Table Validation and Onsite)	SGOD/ schools with 2 & 3 stars	SGOD- SHNU	Schools with stars during table validation
1	Tue		(SPECIAL	HOLIDAY) Eid a	l-Fitr	
2		8:00 A.M. to 5:00 P.M.	Division Orientation - Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Rakdell Hotel	CID (EPS In- Charge of ADM)	EPS Focal Person, Secondary School Heads and Secondary Agriculture Teachers
		1:00 to 5:00 P.M.	Online Meeting on the Status Update of NEAP E-Learning Courses Intake 1	Online	SGOD-HRDS	Selected Teachers
	5113	2:00 to 5:00 P.M.	Online Progress Monitoring of the Implementation of Basic Education Research Funded Under CY 2025 BERF Facility	Online	SGOD-PRS	CY 2025 BERF Grantees
3	Thu	8:00 A.M. to 5:00 P.M.	HRIS Installation & Implementation	SDO	OSDS - ICTU (ITO)	IT Staff, IT Team of Camarines Sur, HR in- charge of HRIS









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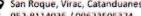
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		T	Division Orientation -	Rakdell	CID (EPS In-	Secondary
			Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Hotel	Charge of ADM)	School Heads and Secondary Agriculture Teachers
4	Fri	8:00 A.M. to 12:00 P.M.	National Earth Month kick-off	TBA	SGOD - YFD	SDO Personnel
		8:00 A.M. to 5:00 P.M.	Division Orientation - Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Rakdell Hotel	CID (EPS In- Charge of ADM)	Secondary School Heads and Secondary Agriculture Teachers
			Oral Presentation of Research Proposals HRIS Installation & Implementation	SDO	SGOD – PRS OSDS - ICTU (ITO)	Research Proponents IT Staff, IT Team of Camarines Sur, HR in- charge of HRIS
5	Sat	8:00 A.M. to 5:00 P.M.	Oral Presentation of Innovation Proposals	ТВА	SGOD - PRS	Innovation Project Proponents
			Division Orientation - Workshop on the EIE - Dynamic Learning Program and Guidelines in the Establishment of Rural Farm Program as ADM in Secondary Education	Rakdell Hotel	CID (EPS In- Charge of ADM)	EPS Focal Person, Secondary School Heads and Secondary Agriculture Teachers









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			HRIS Installation & Implementation	SDO	OSDS - ICTU (ITO)	ITO, IT Staff, IT Team of Camarines Sur, HR in- charge of HRIS
6	Sun			P	p	
7	Mon	8:00 A.M.	SBFP Milk	TBA	SGOD-HNU	All Elementary
		to	Implementation			Schools
		5:00 P.M.	Workshop on the	SGOD	SGOD- PRS,	SDS, ASDS,
			Development of SDO		SMME	Section/Unit
			Investment Program			Heads
			for FY 2027			
		Fourth Quar	ter Academic Examinatio	n in Schools		
8	Tue	Fourth Quar	ter Academic Examinatio	n in Schools		
		8:00 A.M.	COA Exit Conference	TBA	OSDS - (Top	Тор
		to	for FY 2024 with		Management	Management,
		12:00 P.M.	Implementing Units		& AO V	School Heads,
					Admin.)	BAC
						Chairpersons/
					*	Sec, DOs of
						Implementing Units
8	Tue	8:00 A.M.	CY 2025 Quarter 1	SGOD	SGOD-SMME	Тор
		to	SDO Program	-	3000 3111112	Management,
		5:00 P.M.	Implementation and			Chiefs, Unit
		3.00 F.IVI.	Performance			Heads, Major
			Assessment (PIRPA)			Program
						Owners
9	Wed					
		8:00 A.M.	Orientation-	TBA	SGOD-PRS	Public, LUC/s
		to	Workshop on the			SUC and
		5:00 P.M.	Analysis and			Private Schoo
		2	Management of			Heads/
			DRRM Data and other			Coordinators/
			BEIS Data Elements		-	AOs/ADAS
10	Thu	Final Deliber	ration of Honors in Schoo	ls.	A	4
		8:00 A.M.	COA Exit Conference	Office of the	OSDS -(Top	Unit Heads
		to	for FY 2024 with SDO	SDS	Management	and Identified
	1	12:00 P.M.	Proper Unit Heads		& AOV Admin)	Participants









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		8:00 A.M. to 5:00 P.M. 1:00 P.M. to 5:00 P.M.	Conference with NSPC Qualifiers	CID Office	CID- (EPS In- Charge)	NSPC Qualifiers and Coaches
			Orientation- Workshop on the Analysis and Management of DRRM Data and other BEIS Data Elements	TBA	SGOD-PRS	Public, LUC/s SUC and Private School Heads/ Coordinators/ AOS/ADAS
			Online FGD on IPBT Implementation	Online	SGOD- EPS, HRDS, SocMobNet	Mentors, School Heads. Master Teachers
11	Fri	8:00 A.M. to 5:00 P.M.	Group Growth Session for SDO Personnel	TBA	OSDS - Top Management & AOV Admin.	All SDO Personnel

12	Sat			Service Construction Construction					
13	Sun				*				
14	Mon	End-of-Scho	End-of-School Year Rites in Schools						
15	Tue	End-of-School Year Rites in Schools							
		Last day of a	application for Transfer(To	eachers and Sch	nool Heads)				
16	Wed	Start of Tea	chers' and Learners' EOSY	Break					
17	Thu		REGULAR HO	LIDAY - Maundy	y Thursday				
18	Fri		REGULAR I	HOLIDAY - Good	d Friday				
19	Sat		Black Saturday						
20	Sun		Easter Sunday						
21	Mon	8:00 A.M. to 5:00 P.M.	Onboarding of School Heads on Healthy Learning Institution	TBA	SGOD-SHNU	School Heads of Public elementary & secondary school heads			
		4:00 to 5:00 P.M.	Wellness Session	SDO Proper	SGOD-SHNU	All SDO Main Employees			
22	Tue	8:00 A.M. to 5:00 P.M.	DSOW on Procurement and Finance 101: Essential Updates for Bookkeepers (SBs) and Disbursing Officers (DOs)	ŢBA	SGOD – HRDS and OSDS	Program Management Team			









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23	Wed					
24	Thu	8:00 A.M. to 5:00 P.M.	Procurement and Finance 101: Essential Updates for SBs and DOs	ТВА		Bookkeepers, AO II, AA III, Disbursing Officers
			CID Coordination Meeting for EPS	TBA	CID Chief	All EPS, 2 staff
25	Fri	8:00 A.M. to 5:00 P.M.	Procurement and Finance 101: Essential Updates for SBs and DOs	TBA	SGOD – HRDS and OSDS	Bookkeepers, AO II, AA III, Disbursing Officers
25	Fri	8:00 A.M. to 5:00 P.M.	CID Coordination Meeting for PSDS	TBA	CID Chief	Chief, All PSDSs/ICODs, 2 staff
26	Sat					
27	Sun					A STATE OF STREET
28	Mon	2:00 to 5:00 PM	CY 2024 ONDRA AWARDS	ТВА	OSDS -PRAISE Committee	SDO and School Personnel
29	Tue				•	
30	Wed					

Legend: Saturday, Sunday and Holiday

CID

SGOD OSDS All

Prepared by

AO V Admin

CID Chief

. ROMERO

Recommended for Approval by

DELFIN A. BONDAD OIC ASDS

APPROVED by

CECILE C. FERRO OIC SDS





