



Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

October 1, 2024


**DIVISION MEMORANDUM**

No. 474, s. 2024

**MONTHLY CALENDAR OF ACTIVITIES IN SDO CATANDUANES**

TO : Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Beginning this month of October 2024, this Office will issue a calendar of approved activities in the SDO Functional Divisions (OSDS, CID and SGOD) every month to provide guidance to all personnel.
2. The preparation of the monthly calendar begins with the submission of the approved unit activities for the following month to the Office of the SDS by the Division Chiefs and Unit Heads of the SDO every third Friday of the current month. The Office of the SDS then consolidates the submitted activities ensuring that there are no conflicts in schedule/participants and that "time on task" in offices and schools is observed. Afterwards, the calendar is issued to all personnel in a division memorandum.
3. For days in the calendar which are still free (or without scheduled activities), new activities may be proposed by program owners and may be conducted upon the approval of the OIC -Schools Division Superintendent.
4. Dissemination of this memorandum is desired.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosure:

October 2024 SDO Catanduanes Calendar of Activities



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**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**CALENDAR OF ACTIVITIES FOR OCTOBER 2024**

Date	Day	Time	Activity	Venue	Responsible Unit/s / Person	Participants
1	Tue					
2	Wed	8:00 AM-5:00 PM	Division ALS Program Planning & Monitoring Conference	Virac CES	CID-ALS	EPS, PSDS/In-Charge of the Districts, Division ALS Focal Person, EPS II-ALS and 68 ALS Teachers of the 20 districts
			Conduct of Research Paper Proposal and Completed Research Reports	SGOD Conference Area	SGOD-PRU	Selected Teachers, Head Teachers
3	Thu	8:00 AM-5:00 PM	School/District Teachers' Day Celebration	Schools/Districts	School Head/PSDSs	Teachers
4	Fri	08:00 AM-05:00 PM	Writeshop on DEDP Aligned with Matatag Agenda - Day 1	Queen Maricel Inn	SGOD-PRU	EPS, EPS -Fil, PO, SEPS PRU, Selected Teachers
			National Teachers' Month Culminating Activity	School-Based Municipal	PSDSs	Teachers
		9:00 AM-11:00 AM	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats
		2:00 PM-4:00 PM	DEXECOM Meeting	SDS Office	OSDS	DEXECOM Members
5	Sat	8:00 AM-5:00 PM	Writeshop on DEDP Aligned with MATATAG Agenda - Day 2	Queen Maricel Inn	SGOD-PRU	EPS, EPS -Fil, PO, SEPS PRU, Selected Teachers
			Division Science and Technology Fair, and Robotics Olympics for SY 2024-2025	VPES	CID-Science and Math EPS	PSDSs and SHs
6	Sun	8:00 AM-5:00 PM	Division Science and Technology Fair, and Robotics Olympics for SY 2024-2025	VPES	CID-Science and Math EPS	PSDSs and SHs
7	Mon	8:00 AM-5:00 PM	Conduct of Regional Echo Training of Universal Prevention Curriculum (UPC) on Substance Use: Curriculum 5 School-Based Prevention Intervention - Day 1	Amenia Beach Resort	SGOD-SHN	5 Representatives from 13 Divisions
			Monthly PSDSs Consultative Conference (Zone 1)	CID Office	CID	EPS, PSDS/In-Charge of the Districts
			Municipal Athletic Association Planning	By Municipality	SGOD-DSO	MSAC, Selected PSDS, Teachers
		2:00 PM-4:00 PM	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats



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8	Tue	8:00 AM-5:00 PM	DSOW – Division Echo-Training on the Implementation of ADM – Education in Emergencies	TBA	CID-LRMDS	Selected PSDS, Head Teachers/School Principals, PDO II, Librarian
			Conduct of Regional Echo Training of Universal Prevention Curriculum (UPC) on Substance Use: Curriculum 5 School-Based Prevention Intervention – Day 2	Amenia Beach Resort	SGOD-SHN	5 Representatives from 13 Divisions
			Evaluation of the Innovation and IGP proposals & Terminal Report	SGOD Office	Committee Chair	Selected Teachers and School Heads Committee
			Municipal Athletic Association Planning	By Municipality	SGOD-DSO	MSAC, Selected PSDS, Teachers
9	Wed	8:00 AM-5:00 PM	Monthly PSDSs Consultative Conference (Zone 2)	CID Office	CID	EPS, PSDS/In-Charge of the Districts
			Conduct of Regional Echo Training of Universal Prevention Curriculum (UPC) on Substance Use: Curriculum 5 School-Based Prevention Intervention – Day 3	Amenia Beach Resort	SGOD-SHN	5 Representatives from 13 Divisions
			Evaluation of the Innovation and IGP proposals & Terminal Report	SGOD Office	Committee Chair	Selected Teachers and School Heads Committee
			Municipal Athletic Association Planning	By Municipality	SGOD-DSO	MSAC, Selected PSDS, Teachers
10	Thu	8:00 AM-5:00 PM	Monthly PSDSs Consultative Conference (Zone 3)	CID Office	CID	EPS, PSDS/In-Charge of the Districts
			Conduct of Regional Echo Training of Universal Prevention Curriculum (UPC) on Substance Use: Curriculum 5 School-Based Prevention Intervention – Day 4	Amenia Beach Resort	SGOD-SHN	5 Representatives from 13 Divisions
			Evaluation of the Innovation and IGP proposals & Terminal Report	SGOD Office	Committee Chair	Selected Teachers and School Heads Committee
			Municipal Athletic Association Planning	By Municipality	SGOD-DSO	MSAC, Selected PSDS, Teachers
11	Fri	8:00 AM-5:00 PM	Monthly PSDSs Consultative Conference (Zone 4)	CID Office	CID	Chief, EPS, PSDS/In-Charge of the Districts
			Conduct of Regional Echo Training of Universal Prevention Curriculum (UPC) on Substance Use: Curriculum 5 School-Based Prevention Intervention	Amenia Beach Resort	SGOD-SHN	5 Representatives from 13 Divisions
			Evaluation of the Innovation and IGP proposals & Terminal Report	SGOD Office	Committee Chair	Selected Teachers and



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						School Heads Committee
			Municipal Athletic Association Planning	TBA	SGOD-DSO	MSAC, Selected PSDS, Teachers
			Deadline for the submission of documents for EPS, EPS II and SEPS, Accountant I, Nurse II, Medical Officer III and Administrative Aide VI	SDO	HRMPSB	HRMPSB Members and Secretariats, Applicants
		9:00 AM-11:00 AM	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats
12	Sat	8:00 AM-5:00 PM	Writeshop on DEDP Aligned with Matatag Agenda	Queen Maricel Inn	SGOD-PRU	EPS, EPS -Fil, PO, SEPS PRU, Selected Teachers
			Division Orientation on the Preparation of Documents of Athletes	Calatagan HS	SGOD-DSO	Municipal Screening and Accreditation Committee (MSAC), Selected School Heads, Dentist II
13	Sun					
14	Mon	1:00 PM-5:00 PM	Monthly District Coordination Meeting	By Districts	CID	PSDS/In-Charge of the Districts
		2:00 PM-4:00 PM	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats
15	Tue	8:00 AM-5:00 PM	Division Echo-Training on the Implementation of ADM-EIE	TBA	CID	Selected PSDS, Head Teachers/School Principals, PDO II, Librarian
16	Wed	8:00 AM-5:00 PM	Administration of CRLA, RLA, PhilIRRI & RMA	Schools	CID	EPS, PSDS/In-Charge of the Districts
			Division Echo-Training on the Implementation of ADM-EIE	TBA	CID	Selected PSDS, Head Teachers/School Principals, PDO II, Librarian
17	Thu	8:00 AM-5:00 PM	Training-Workshop on Writing and Speaking Effectively, "English Language Assistance for Non-Teaching Personnel"	TBA	SGOD-HRD	48 Admin Aid and Assistants
			Validation of School OPCRf	Schools	CID	OPCRf Validation Team
			Administration of CRLA, RLA, PhilIRRI & RMA	Schools	CID	EPS, PSDS/In-Charge of the Districts



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			Division Capability Building on Beginning Reading for ALS Teachers	TBA	CID-ALS	EPS, PSDS/In-Charge of the Districts, Division ALS Focal Person, SHs
			Division Echo-Training on the Implementation of ADM-EIE	TBA	CID	Selected PSDS, Head Teachers/School Principals, PDO II, Librarian
<b>18</b>	<b>Fri</b>	8:00 AM-5:00 PM	Municipal Athletic Meet	By Municipality	SGOD-DSO	Athletes, TWG
			Validation of School OPCRf	Schools	CID	OPCRf Validation Team
			Administration of CRLA, RLA, Phil IRRI & RMA	Schools	CID	Chief, EPS, PSDS/In-Charge of the Districts
			Division Capability Building on Beginning Reading for ALS Teachers	TBA	CID-ALS	EPS, PSDS/In-Charge of the Districts, Division ALS Focal Person, SHs
		9:00 AM-11:00 AM	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats
<b>19</b>	<b>Sat</b>	8:00 AM-5:00 PM	Municipal Athletic Meet	By Municipality	SGOD-DSO	Athletes, TWG
			Monitoring of the Implementation of MEP in Public Madaris	VPES	CID	Chief, Div. MEP Focal Person, PSDSs, SHs & MEP Coordinators, Asatidz
<b>20</b>	<b>Sun</b>					
<b>21</b>	<b>Mon</b>	8:00 AM-5:00 PM	Psychological First Aid Training	TBA	SGOD-DRRM	TBA
			Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on Emergencies (ADM-EIE) – San Andres and Virac Districts	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS Coordinator of Zone I
			Zonal Division Management Committee Meeting – Zone IV	TBA	OSDS	School Heads, PSDSs, Identified Division MANCOM Members
		2:00 PM-4:00 PM	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats
<b>22</b>	<b>Tue</b>	8:00 AM-5:00 PM	Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS



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			Emergencies (ADM-EIE) – San Andres and Virac Districts			Corrdinator of Zone I
			Zonal Division Management Committee Meeting – Zone II	TBA	OSDS	School Heads, PSDSs, Identified Division MANCOM Members
<b>23</b>	<b>Wed</b>	<b>8:00 AM-5:00 PM</b>	Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on Emergencies (ADM-EIE) - Baras, Bato, Gigmoto and San Miguel Districts	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS Coordinator of Zone II
			Zonal Division Management Committee Meeting – Zone III	TBA	OSDS	School Heads, PSDSs, Identified Division MANCOM Members
<b>24</b>	<b>Thu</b>	<b>8:00 AM-5:00 PM</b>	Monthly Coordination Meeting (Kumustahan sa CID) with EPS and other CID Personnel	TBA	CID	EPS, PSDS/In-Charge of the Districts, Other CID Personnel
			Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on Emergencies (ADM-EIE) - Baras, Bato, Gigmoto and San Miguel Districts	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS Coordinator of Zone II
			Zonal Division Management Committee Meeting – Zone I	TBA	OSDS	School Heads, PSDSs, Identified Division MANCOM Members
<b>25</b>	<b>Fri</b>	<b>8:00 AM-5:00 PM</b>	Monthly Coordination Meeting (Kumustahan sa CID) with PSDS/In-Charge of the Districts	TBA	CID	Chief, EPS, PSDS/In-Charge of the Districts, Other CID Personnel
			DSOW-Training on I-Lead	TBA	SGOD-HRD	117 HTs/TICs and Aspiring Principals
			Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on Emergencies (ADM-EIE) – Viga, Panganiban and Bagamanoc Districts	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS Coordinator of Zone III
		<b>3:00 PM Onwards</b>	GSP Encampment	Schools	GSP	Teachers, Students
		<b>8:00 AM-5:00 PM</b>	Division Training on Coaching and Officiating in All Sports Events	TBA	SGOD-DSO	DSO, Selected School Heads, PSDS
		<b>9:00 AM-11:00 AM</b>	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats



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<b>26</b>	<b>Sat</b>	8:00 AM-5:00 PM	Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on Emergencies (ADM-EIE) - Viga, Panganiban and Bagamanoc Districts	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS Coordinator of Zone III
			Division Training on Coaching and Officiating in All Sports Events	TBA	SGOD-DSO	DSO, Selected School Heads, PSDS
<b>27</b>	<b>Sun</b>					
<b>28</b>	<b>Mon</b>	8:00 AM-5:00 PM	Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on Emergencies (ADM-EIE) - Caramoran and Pandan Districts	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS Coordinator of Zone IV
		2:00 PM-4:00 PM	Regular Division BAC Meeting	ASDS Office	BAC	BAC Members and Secretariats
<b>29</b>	<b>Tue</b>	8:00 AM-5:00 PM	Training on I-LEAD	TBA	SGOD-HRD	117 HTs/TICs and Aspiring Principals
			Zonal Rollout on the Implementation of Alternative Delivery Mode-Education on Emergencies (ADM-EIE) - Caramoran and Pandan Districts	TBA	CID-LRMDS	School Heads, PSDSs, MHPSS Coordinator of Zone IV
<b>30</b>	<b>Wed</b>	8:00 AM-5:00 PM	Training on I-LEAD	TBA	SGOD-HRD	117 HTs/TICs and Aspiring Principals
<b>31</b>	<b>Thu</b>	8:00 AM-5:00PM	Division Fun Games	SDO	SGOD-DSO	SDO Color Teams

**Legend: Saturday, Sunday and Holiday CID SGOD OSDS REGION All**  
**TBA - To Be Announced**

Prepared by:

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Approved:

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 Officer-In-Charge  
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