


Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**  
OSDS-SGOD-UM-04-17-2024

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/In-Charge of the Districts  
All Elementary and Secondary School Heads  
All Others Concerned Officials and Personnel

FROM :   
**SOCORRO V. DELA ROSA, CESQ V**  
Schools Division Superintendent

SUBJECT : **ADVISORY FOR THE MUNICIPAL TEACHERS  
ASSEMBLY: CARE FOR TEACHERS' WELFARE AND  
WELL-BEING**

DATE : April 17, 2024

1. Please be informed that the Teacher's Assembly in the **Municipality of Caramoran** will be conducted on **April 23, 2024** at Municipal Covered Court.
2. To facilitate the successful conduct of the activity enclosed are the Program Management Team and Matrix of Activities:
  - 2.1 Program Management Team
  - 2.2 Matrix of Activities



San Roque, Virac, Catanduanes  
052-8114063  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**Enclosure No. 1**

**PROGRAM MANAGEMENT TEAM**

The following are the members of the Program Management Team and their respective Terms of reference.

Municipality: Caramoran

Role	Terms of Reference	Persons' Responsible
Program Managers	<ul style="list-style-type: none"><li>✓ Organizes, supervises, and orients the PMT on their terms of reference, the details of the activities, and oversees the implementation of the entire program</li><li>✓ Leads in crafting the Program Completion Report</li></ul>	SGOD Chief Mary Jean S. Romero  PSDS/PSDS In Charge  Delfin De Leon Irma S. Miraran
Assistant Program Leads	<ul style="list-style-type: none"><li>✓ Assist the Program Manager in organizes, supervises, and orients the PMT on their terms of reference, the details of the activities, and oversees the implementation of the entire program</li><li>✓ Assist in crafting the Program Completion Report</li><li>✓ Ensures the availability of Certificate of Appreciation/Recognition/</li></ul>	Carol P. Gil Hemirose Pongan



San Roque, Virao, Catanduanes  
052-8114063  
catanduanes@deped.gov.ph  
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p>Appearance of pax of the participants</p> <ul style="list-style-type: none"> <li>✓ Captures the registration and attendance of the participants</li> </ul>	
Learning Facilitators	<ul style="list-style-type: none"> <li>✓ Facilitates and discuss the different topics:</li> </ul>	
Technical Assistants/ICT/Logistics	<ul style="list-style-type: none"> <li>✓ Provides assistance in coordination of materials and creation of PMT slide decks</li> <li>✓ Provides assistance with ICT related concerns</li> <li>✓ Ensures all audio-visual equipment in the plenary and training are available and working properly</li> <li>✓ Prepares the training matrix, opening &amp; closing program</li> </ul>	<p style="text-align: center;">Elizabeth S. Urbano</p> <p>Gina I. Dela Cruz          Ma. Cora Johanna P. Alberto          Lea Grace Z. Arcilla</p>
Lead Documenters	<ul style="list-style-type: none"> <li>✓ Captures the event proceedings in writing and images</li> <li>✓ Assists in the preparation of the activity completion report</li> </ul> <p>Submits the completion report</p>	<p>Zarita S. Miraran-Boneo          Mark Lester V. Urbano          Roldan S. Reazon          Joyce S. Valeza</p>
Monitoring and Evaluation	<ul style="list-style-type: none"> <li>✓ Takes charge of Monitoring and Tracking Evaluation Forms</li> <li>✓ Crafts and Quality Assures M &amp; E Tools</li> </ul>	<p style="text-align: center;">Achilles V. Alberto I</p>







Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

	<p>needed to gather relevant data and outputs</p> <ul style="list-style-type: none"><li>✓ Analyzes and Interprets M &amp; E Tools utilized and presents it to the group during debriefing</li><li>✓ Provides suggestions and inputs based from Evaluation Results as basis of improvement of Program Implementation</li></ul>	
<b>Secretariat</b>	<ul style="list-style-type: none"><li>✓ Consolidate the different queries in the open forum</li></ul>	<p>Jonah Ann Valenzuela</p> <p>Leonita D. Isorena Himerose Pongan Dorry T. Zape</p>
<b>Support Staff</b>	<ul style="list-style-type: none"><li>✓ Provide technical support in the implementation of the program</li></ul>	<p>Deolitar T. Mijares Francia P. Alberto</p>
<b>Consultants</b>		<p>Socorro V. Dela Rosa, CESO V Schools Division Superintendent</p> <p>CECILE C. FERRO, CESO VI Assistant Schools Division Superintendent</p>





Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**Enclosure No. 2: Matrix of Activities**

**Morning Session**

<b>Topic</b>	<b>Persons' In-Charge</b>
• Opening Program/Preliminaries	PMT
• Grievance Machinery/Child Protection Policy	Atty. Norlito Jr. P. Agunday
• Solo Parent	
• School Procurement	Angelo James O. Aguinalde
• Open Forum	

**Afternoon Session**

<b>Topic</b>	<b>Persons' In-Charge</b>
• Professional Development Program	
• Merit & Selection Plan	Mark Lester V. Urbano
• ERF	Jonah Ann Valenzuela
• L & D Policy & Scholarship	Carol P. Gil/Elizabeth S. Urbano
• Compensation Benefits	Janne He Marquez
• Rules on Leave and COC	Mark Lester Urbano
• Rewards and Recognition	Ma. Gina M. Templonuevo
• Open Forum/Closing Program	

