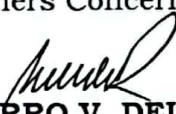




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-SGOD-UM-04-16-2024

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, CESO V
Schools Division Superintendent

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

DATE : June 25, 2024

1. Please be informed of the change of schedule for the municipalities of Viga, Gigmoto and Baras.

Municipality	New Schedule
• Viga	July 1, 2024
• Gigmoto	July 2, 2024
• Baras	July 3, 2024

2. To facilitate the successful conduct of the activity enclosed are the organization of Program Management Team, and the Matrix of Activities.

2.1 Program Management Team

2.2 Matrix of Activities





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 REGION V - BICOL
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Enclosure No. 1

PROGRAM MANAGEMENT TEAM

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

Municipality: Viga, Gigmoto, Baras

Role	Terms of Reference	Persons' Responsible
Program Managers	<ul style="list-style-type: none"> ✓ Organizes, supervises, and orients the PMT on their terms of reference, the details of the activities, and oversees the implementation of the entire program ✓ Leads in crafting the Program Completion Report 	PSDS/PSDS In-Charge Viga -Nieva DJ. Tuibeo -Cynthia D. Usero Gigmoto -Joselito T. Ruiz Baras -Juan O. Geromo -Jose T. Arcilla
Assistant Program Leads	<ul style="list-style-type: none"> ✓ 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 ✓ Assist in crafting the Program Completion Report ✓ Ensures the availability of Certificate of Appreciation/Recognition/ Appearance of pax of the participants 	(To be assigned by the PSDS)



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

	<ul style="list-style-type: none"> ✓ Captures the registration and attendance of the participants 	
Learning Facilitators	<ul style="list-style-type: none"> ✓ Facilitates and discuss the different topics: 	
Technical Assistants/ICT/Logistics	<ul style="list-style-type: none"> ✓ Provides assistance in coordination of materials and creation of PMT slide decks ✓ Provides assistance with ICT related concerns ✓ Ensures all audio-visual equipment in the plenary and training are available and working properly ✓ Prepares the training matrix, opening & closing program 	<i>(To be assigned by the PSDS)</i>
Lead Documenters	<ul style="list-style-type: none"> ✓ Captures the event proceedings in writing and images ✓ Assists in the preparation of the activity completion report <p>Submits the completion report</p>	<i>(To be assigned by the PSDS)</i>
Monitoring and Evaluation	<ul style="list-style-type: none"> ✓ Takes charge of Monitoring and Tracking Evaluation Forms ✓ Crafts and Quality Assures M & E Tools needed to gather 	Achilles Alberto I



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

	<p>relevant data and outputs</p> <ul style="list-style-type: none">✓ Analyzes and Interprets M & E Tools utilized and presents it to the group during debriefing✓ Provides suggestions and inputs based from Evaluation Results as basis of improvement of Program Implementation	
Secretariat	<ul style="list-style-type: none">✓ Consolidate the different queries in the open forum	<i>(To be assigned by the PSDS)</i>
Support Staff	<ul style="list-style-type: none">✓ Provide technical support in the implementation of the program	<i>(To be assigned by the PSDS)</i>
Consultants		<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
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REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 2: Matrix of Activities

Morning Session

Topic	Persons' In-Charge
<ul style="list-style-type: none">Opening Program/Preliminaries	
<ul style="list-style-type: none">Grievance Machinery/Child Protection Policy	Atty. Norlito Jr. P. Agunday
<ul style="list-style-type: none">Solo Parent	
<ul style="list-style-type: none">School Procurement	Angelo James O. Aguinalde
<ul style="list-style-type: none">Open Forum	

Afternoon Session

Topic	Persons' In-Charge
<ul style="list-style-type: none">Professional Development Program	
<ul style="list-style-type: none">Merit & Selection Plan	Marichelle Llave
<ul style="list-style-type: none">ERF	Jonna Valenzuela
<ul style="list-style-type: none">L & D Policy & Scholarship	Carol P. Gil/Elizabeth S. Urbano
<ul style="list-style-type: none">Compensation Benefits	Roma Angelee Soleybar
<ul style="list-style-type: none">Rules on Leave and COC	Mark Lester Urbano
<ul style="list-style-type: none">Rewards and Recognition	Ma. Gina M. Templonuevo
<ul style="list-style-type: none">Open Forum/Closing Program	