

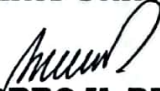
Republic of the Philippines  
**Department of Education**  
REGION V - BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**

OSDS-SGOD-UM-05-10-2024

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 : May 10, 2024

1. Please be informed of the scheduled Municipal Teacher's Assembly:

- PANDAN -May 21, 2024
- BAGAMANOC -May 22, 2024
- PANGANIBAN -May 23, 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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**Enclosure No. 1**

**PROGRAM MANAGEMENT TEAM**

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

Municipality: Pandan, Bagamanoc, Panganiban

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>	PSDS/PSDS In-Charge  <b>Pandan</b> -Amalia I. Domingo  <b>Bagamanoc</b> -Brenda V. Villarey  <b>Panganiban</b> -Arnold M. Valledor
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>	( To be assigned by the PSDS)



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	<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>	<i>( To be assigned by the PSDS)</i>
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><b>Submits the completion report</b></p>	<i>( To be assigned by the PSDS)</i>
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>	Achilles V. Alberto I





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	<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>	<i>( To be assigned by the PSDS)</i>
<b>Support Staff</b>	<ul style="list-style-type: none"><li>✓ Provide technical support in the implementation of the program</li></ul>	<i>( To be assigned by the PSDS)</i>
<b>Consultants</b>		Socorro V. Dela Rosa, CESO V Schools Division Superintendent  CECILE C. FERRO, CESO VI Assistant Schools Division Superintendent



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**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	Marichele B. Llave
• ERF	Jonah Ann Valenzuela
• L & D Policy & Scholarship	Mary Jean S. Romero
• Compensation Benefits	Roma Angelee Soleybar
• Rules on Leave and COC	Mark Lester Urbano
• Rewards and Recognition	Ma. Gina M. Templonuevo
• Open Forum	
• Closing Program	