



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

DepEd-Division of Catanduanes
RECORDS SECTION

RELEASED

BY: *dmv* No: 024
DATE: **11 MAR 2024** TIME: *11: 12 Am*

UNNUMBERED MEMORANDUM

OSDS-SGOD-UM-03-08-2024

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 : **CORRIGENDUM AND ADDENDUM TO DIVISION
MEMORANDUM NO. 32 S. 2024 RE: MUNICIPAL TEACHERS'
ASSEMBLY: CARE FOR TEACHERS' WELFARE AND WELL-
BEING**

DATE : March 8, 2024

1. Please be informed of the changes in the Division Memorandum No. 32, s. 2024 re: Municipal Teachers' Assembly: Care for Teachers' Welfare and Well-Being to wit:

For the corrigendum: The new schedule of the Municipal Teachers' Assembly: Care for Teachers' Welfare and Well-Being:

Municipality	New Schedule
San Miguel	March 12, 2024
San Andres	March 15, 2024

2. **For the Addendum:** To facilitate the successful conduct of the activity enclosed are the Program Management Team and Matrix of Activities:



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

D903-S602



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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: Baras, Gigmoto, San Miguel, Viga, Panganiban, Bagamanoc, Caramoran, Pandan

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 	SGOD Chief Mary Jean S. Romero PSDS/PSDS In-Charge
Assistant Program Leads	<ul style="list-style-type: none"> ✓ Assist the Program Managers in the implementation of the entire program ✓ Ensures the availability of Certificate of Appreciation/Recognition/Appearance of pax of the participants ✓ Captures the registration and attendance of the participants 	Carol P. Gil <i>(To be determined by the Program Managers per municipality)</i>
Learning Facilitators	<ul style="list-style-type: none"> ✓ Facilitates and discuss the different topics: 	Romel G. Petajen Mary Jean S. Romero Ma. Gina M. Templonuevo Jeslyn T. Taway Atty Norlito Agunday



San Roque, Virac, Catanduanes
 052-8914663
 ocatanduanes@deped.gov.ph
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		<p style="text-align: center;"> Carol P. Gil Elizabeth S. Urbano Angelo James Aguinalde Marichelle Llave Jonna Valenzuela Roma Angelee Soleybar Mark Lester Urbano Elizabeth S. Urbano </p>
<p style="text-align: center;"> Technical Assistants/ICT/Logistics </p>	<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 	<p style="text-align: center;"> Elizabeth S. Urbano <i>(To be determined by the Program Managers per municipality)</i> </p>
<p style="text-align: center;"> Lead Documenters </p>	<ul style="list-style-type: none"> ✓ Captures the event proceedings in writing and images ✓ Assists in the preparation of the activity completion report ✓ Submits the completion report 	<p style="text-align: center;"> Mark Lester S. Urbano <i>(To be determined by the Program Managers per municipality)</i> </p>
<p style="text-align: center;"> Monitoring and Evaluation </p>	<ul style="list-style-type: none"> ✓ Takes charge of Monitoring and Tracking Evaluation Forms ✓ Crafts and Quality Assures M & E Tools 	<p style="text-align: center;"> Achilles Alberto I </p>



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	<ul style="list-style-type: none">needed to gather relevant data and outputs✓ 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	Jona M. Valenzuela Roma Angelee A. Soleybar <i>(To be determined by the Program Managers per municipality)</i>
Support Staff	<ul style="list-style-type: none">✓ Provide technical support in the implementation of the program	<i>(To be determined by the Program Managers per municipality)</i>
Consultants		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

Time	Topic	Persons' In-Charge
8:00-8:30	Opening Program/Preliminaries	PMT
8:30-9:20	Professional Development Program	
	Merit & Selection Plan	Marichelle Llave
	ERF	Jonna Valenzuela
	L & D Policy & Scholarship	Carol P. Gil/Elizabeth S. Urbano
9:20-10:00	Compensation Benefits	Roma Angelee Soleybar
10:00-10:40	Rules on Leave and COC	Mark Lester Urbano
10:40-11:20	Rewards and Recognition	Ma. Gina M. Templonuevo/ Mary Jean S. Romero
11:20-12:00	Open Forum	PMT
Afternoon Session		
1:00-1:40	DepEd Order No.3 s. 2024	Romel G. Petajen
1:40-2:30	Alternative Delivery Mode	Jeslyn T. Taway
2:30-3:00	Open Forum	PMT
3:00-3:40	School Procurement	Angelo James Aguinalde
3:40-4:30	Grievance Machinery/Child Protection Policy	Atty Norlito Agunday
4:30-5:00	Open Forum/Closing Program	PMT



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