




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**MEMORANDUM TO:**

OIC-Assistant Schools Division Superintendent  
Education Program Supervisors and Coordinators  
11 Public Schools District Supervisors  
Section Chiefs (Cashier Section, Accounting Section, Human Resource Management Section,  
Health and Nutrition Section, Planning Section, Records Section, Supply Section)  
20 Central School Heads and 11 Secondary school Heads w/ financial autonomy

From :   
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent

Subject : **DIVISION STRATEGIC AND OPERATIONAL PLANNING**

Date : April 25, 2014

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1. Pursuant to the mandate of Developing and Implementing Division Education Development Plan and in view of the need to align the DEpED thrusts from the central office down to the school level, you are hereby directed to participate in the Division Strategic and Operational Planning scheduled on May 27-30, 2014 to be held at the Division Office, Hall A.
2. The objectives of the Activity are:
  - a. Harness and strengthen the strategic planning skills of the participants;
  - b. Adopt the DepED Strategic Planning Process and apply the strategic planning tools and techniques in developing the division strategic plan; and
  - c. Prepare the Division Strategic Plan for 2014-2018 that contains the following: Division Vision, Mission, Objectives, Key Result Areas and Performance Indicators; SWOT Analysis with Internal and External Assessment; and Operating Plans and Action Programs, Activities, Tasks and Resources required.
3. Transportation expenses shall be charged against Division/School MOOE while expenses for foods(2 Snacks and 1 Lunch per day), training materials and other incidental expenses shall be charged against the division INSET Funds, subject to the usual accounting and auditing rules and regulations.
4. You are advised to bring records pertinent to planning along your areas of assignment (as Subject Area Specialist, Program/District/Monitoring Coordinator, or School Head).
5. For information, wide dissemination and compliance of all concerned.