



April 4, 2017

**DIVISION MEMORANDUM**  
No. 083, s. 2017

**DEPED CAVITE'S RECOLLECTION**

To: OIC, Assistant School Division Superintendent  
CID Chief  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
SDO Unit Heads  
All concerned

1. To create a venue to reflect and gain a deeper sense of one's purpose in life, this Office shall hold the DepEd Cavite's Recollection at the Bulwagang Tanglaw, DepEd Compound, Trece Martires City on April 10, 2017 from 8:00 a.m. to 5:00 p.m.

2. The Unit Heads shall arrange the schedule of their section to ensure that no office transactions will be compromised in the conduct of the event.


BATCH 1 (8:00 a.m. – 12:00 n.n.)		BATCH 2 (1:00 – 5:00 p.m.)	
UNIT	PARTICIPANTS	UNIT	PARTICIPANTS
SDS Office	4	ASDS Office	3
Personnel Unit	5	Personnel Unit	4
Accounting Office	11	Accounting Office	10
Budget Office	3	CID	16
Cashier	4	PSDS	32
Legal Unit	3		
Records Section	2	Records Section	2
SGOD	10	SGOD	7
Medical Unit	17	Medical Unit	17
Dental Unit	6	Dental Unit	6
Supply Office & Library Hub	6		
ICT	2		
Administrative Unit	5		
ISO Team	5		
<b>TOTAL</b>	<b>83</b>	<b>TOTAL</b>	<b>97</b>

3. The Technical Working Committee and Program are enclosed in this Memorandum.

4. Expenses in the conduct of the activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.

5. All personnel are enjoined to attend this activity.

6. Immediate and wide dissemination of this Memorandum is desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



**TECHNICAL WORKING COMMITTEE COMMITTEE**

Registration	Lorena L. Arca, SEPS, HRD Gina B. Dulce, EPS, HRD
Documentation	Kevin Herick C. Avilla, ADA VI Rey Ann Maramag, PDO I
Certificate	Joy Mendoza, Registrar Jay Fulvadora, ADA
Food & Refreshments	Verna C. Cabaya, AO V Jessica Cailling , ADA I
Logistics and Accommodation	Marlene P. Panganiban, SEPS, SocMob Theresa C. Bautista, EPS, SocMob
Technical Staff	Cecille Mignon Mangoba, ITO Jeah Mae E. Mendoza, ADAS II

**PROGRAM**

TIME	ACTIVITY
<b>BATCH 1</b>	
8:00 - 8:30	Registration
8:31 - 8:45	Prayer
8:46 - 9:00	Message of the SDS, Cherrylou D. De Mesa
9:01 - 9:05	Introduction of the Facilitator
9:06 - 10:30	Talk
10:31 - 10:45	Snack
10:46 - 11:15	Reflection/Small Group Sharing
11:16 - 11:30	Commitment
11:31 - 12:00	Synthesis
<b>BATCH 2</b>	
1:00 - 1:30	Registration
1:31 - 1:45	Prayer
1:46 - 2:00	Message of the SDS, Cherrylou D. De Mesa
2:01 - 2:05	Introduction of the Facilitator
2:06 - 3:30	Talk
3:31 - 3:45	Snack
3:46 - 4:15	Reflection/Small Group Sharing
4:16 - 4:30	Commitment
4:31 - 5:00	Synthesis