



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



August 3, 2017

DIVISION MEMORANDUM
No. 226 s. 2017

**HARMONIZATION AND FINALIZATION OF THE FUNCTIONS
AND WORK PROCESSES OF SCHOOL GOVERNANCE
AND OPERATIONS DIVISION**

To: OIC-Assistant Schools Division Superintendent
Chief CID
OIC-Chief SGOD
SGOD Personnel
All Other Concerned

1. In consonance with the Schools Division Office's goal to move toward the road of excellence through ISO certification, this Office will conduct a 2-day activity on Harmonization and Finalization of the Functions and Work Processes of School Governance and Operations Division (SGOD) on August 7-8, 2017 at Tanza Oasis Hotel and Restaurant, Brgy. Capipisa, Tanza, Cavite.
2. The objectives of the said activity are as follows:
 - a. To polish the workplan of each section of SGOD: and
 - b. To align the programs, projects, and activities (PPAs) of SGOD with the Curriculum Implementation Division (CID) to improve the delivery of basic education services.
3. The participants to this activity are the selected SGOD and CID personnel such as the following:
 - OIC-Chief, SGOD
 - 4 Senior Education Program Specialists
 - 2 Education Program Specialist
 - Planning Officer
 - Engineer
 - 2 Project Development Officers

- Administrative Aide
- 2 Medical Health Officers
- Dental Health Officer
- CID Chief
- 2 Education Program Supervisors
- 2 Public Schools District Supervisors

4. The following CID personnel will only attend on Day 2:

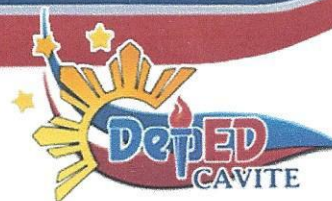
Mercelita Salazar	PSDS
Irma O. Ejanda	PSDS
Estrelita M. De Vera	EPS – Science
Eduarda M. Zapanta	EPS – Mathematics

5. The expenses relative to this activity shall be charged against the Division MOOE subject to usual auditing rules and regulations.
6. Immediate and widest dissemination of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
 OIC – Schools Division Superintendent



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ROGRAM OF ACTIVITIES

Philippine National Anthem	Audio-visual Presentation
Prayer.....	Allain B. Alvarez SEPS – M & E
DepEd Cavite Quality Policy	Reniel Patrick S. Tejidor Planning Officer
Opening Remarks	Diana P. Topacio OIC-SGOD Chief
Roll Call	Theresa C. Bautista EPS II – Social Mobilization
Inspirational Message	Cherrylou D. De Mesa OIC, SDS
House Rules	Gina B. Dulce SEPS - HRTD
Activity Proper	Ivan Brian L. Inductivo SEPS – Planning & Research

Marlene P. Panganiban
Master of Ceremony