



November 11, 2019

DIVISION MEMORANDUM

No. 46, s. 2019

SGOD AND CID COLLABORATION SESSION

TO: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools Division Supervisors
All concerned

1. Teamwork is very significant for the achievement and success of all programs and activities and SDO Cavite has always been working as a team to achieve its optimum goal. Hence, this collaboration session connects SGOD and CID for better, effective and efficient delivery of services to its employees, teachers and students. This will be held on December 16-18, 2019 at the The Bayleaf Hotel General Trias City, Cavite.

2. The three-day training aims to:

- Provide an avenue for SGOD and CID to interact, communicate and align the projects, programs and activities of each division/unit to achieve common goals.
- Identify the different projects and programs of each division/unit and address concerns/ potential issues regarding overlapping of activities.
- To have effective and efficient delivery of support service to the Curriculum Implementation Division.
- Develop a strategic plan for the harmonization and alignment of SGOD and CID activities.

3. Participants to this training are the Education Program Supervisors, selected PSDS per cluster and SGOD/CID Personnel as indicated in Annex A.

4. The training matrix is attached in Annex B while the program management team is included in Annex C for reference and guidance of the activity

5. Expenses relative to the training shall be charged against HTRD Additional Fund subject to usual accounting and auditing rules.



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



Certificate Number: AJA17-0083

6. Immediate dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



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Annex A

Participants

No.	Name	Designation
1	Rommel C. Bautista	Division Superintendent
2	Elias Alicaya Jr.	ASDS
3	Ivan Brian Inductivo	OIC, ASDS
4.	Elpidia Bergado	Chief-CID
6	Dianne Topacio	Chief-SGOD
7.	Wenifreda Diquit	EPS-English
8.	Eduarda Zapanta	EPS-Mathematics
9.	Riza Soberano	EPS-Science
10.	Maribeth Rieta	EPS-Filipino
11.	Helen Mendoza	EPS-MAPEH
12.	Emily Quintos	EPS-AP
13.	Romeo Endraca	EPS-TLE
14	Ma. Victoria Maligayo	EPS-Inclusive Education
15.	Noel Ortega	EPS-LR
16	Anna Marie Aransazo	EPS-Kinder
17	Edgardo Aquino	PSDS-Sports
18	Alma Lopez	PSDS-ELLN
19.	Edelisa Catacutan	PSDS
20.	Ma. Jovie Legaspi	PSDS
21.	Ofelia Arvisu	PSDS
22.	Mercelita Villanueva	PSDS
23.	Marlene Panganiban	SEPS-SocMob
24.	Gina B. Dulce	SEPS-HRD
25	Allain Alvarez	SEPS- M&E
26.	May Anne Romanes	SEPS-P&R
27.	Patrick Tejidor	Planning Officer
28.	Melanie Cruz	EPS II-HRD
29.	Engr. Joel Mina	Engineer
30.	Rey Ann Avilla	PDO
31.	Julie Vertudez	PDO
32.	Dr. Angelita Orenciano	Medical Officer
33.	Dr. Rainerio Reyes	Medical Officer
34.	Carlo Melo	Administrative Aide



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Annex B.

Training Matrix

Day	Topic	Resource Speaker/Facilitator
Day 1 December 16, 2019	Opening Program Presentation of Accomplishment per unit <ul style="list-style-type: none">• CID – AM• SGOD- PM	Elpidia B. Bergado Chief, CID Diana P. Topacio Chief, SGOD
Day 2 December 17, 2019	MOL Interfacing Session	CID and SGOD Personnel
Day 3 December 18, 2019	MOL Finalization of Calendar of Activities Closing Program	CID and SGOD Personnel



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Annex C.

Program Management Team

Program Managers	-	Ivan Brian L. Inductivo OIC, ASDS Diana P. Topacio Chief, SGOD
Training Manager		Gina B. Dulce SEPS-HRD
Resource Manager		Melanie P. Cruz EPS II-HRD
Registration and Documentation		Julie Ann Vertudez
Technical		Carlo Melo Administrative Aide I
QATAME		Allain Álvarez SEPS-M&E
Medical		Dra. Angelita Orenciano Dr. Rainerio Reyes Medical Officers