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November 12, 2019

DIVISION MEMORANDUM

No. 450 s. 2019

PERFORMANCE EVALUATION OF THE DIVISION LEARNING AND DEVELOPMENT SYSTEM

To: Assistant Schools Division Superintendent
Chief- CID
OIC, Chief- SGOD
Education Program Supervisors/Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. Adhering to the policies and guidelines on Training and Development (T&D) Programs and Activities as stated in the DepEd Order No. 32, s 2011, this division shall conduct a three- day Performance Review and Planning Session to ensure adequacy and relevance of the Training and Development Programs and Activities of the division. The activity shall be held at the Bayleaf Hotel, General Trias, Cavite on December 9-11, 2019.

2. The activity aims the participants to:

- Recall the duties and responsibilities of each of the committee members in the system,
- Identify the quality standards for each subsystem in the L & D system,
- Determine best practices in the implementation of the system,
- Provide intervention on the conceived challenges of the system, and
- Generate Division/ School Human Resource Development Plan based on the assessed needs.

3. Participants to this 3-day live- in training are the identified school heads (one from the elementary and one from the high school) in each of the 18 municipalities in the division. Please see attached Administrative Guidelines for additional details.

4. Participants are expected to be at the training venue as early as 7:00 o' clock in the morning of Day 1. The Opening program shall commence at exactly 8:00 AM.

5. The food, accommodation and training materials of the participants, facilitators and Program Management Team shall be charged against HRD Fund as reflected in the Work and Financial Plan for 2019 (OSEC-4A-19-3813) subject to usual accounting and auditing rules.

6. Refer to the attached template for the List of Facilitators and the Program Management Team.

7. Immediate dissemination of this Memorandum is earnestly desired.

for 
ROMMEL C. BAUTISTA
Schools Division Superintendent





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



Certificate Number: AJA17-0083

ROMMEL C. BAUTISTA
Schools Division Superintendent

ELIAS A. ALICAYA JR, Ed. D.
Asst. Schools Division Superintendent

IVAN BRIAN L. INDUCTIVO
OIC, Asst. Schools Division Superintendent

ELPIDIA B. BERGADO, Ed. D.
Chief, Curriculum Implementation Division

DIANA P. TOPACIO, Ed. D.
OIC, Chief, School Governance and Operations Division

PROGRAM MANAGEMENT TEAM

Training Manager

Gina B. Dulce
SEPS- HRD

Registration &
Documentation

Melanie P. Cruz
EPS II

QATAME

Allain B. Alvarez
SEPS- M&E

Technical

Carlo C. Melo
ADA I

Medical

Dr. Reinerio Reyes
Dra. Angelita Orenciano
Medical Officers



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Department of Education
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Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

LIST OF PARTICIPANTS

No. Name

1	Gina B. Dulce	21	Adonna Ravago
2	Melanie P. Cruz	22	Ana Marie D. Reyes
3	Josephine Monzaga	23	Shirley San Juan
4.	Maribeth Rieta	24	Amy D. Perey
5	Elizabeth Garcia	25	Perlita Villanueva
6	Florencio Costa	26	Esterlita M. Dolatre
7	Odilon Ocampo	27	Rowena D. Mapanoo
8	Janine A. Costa	28	Gina Bencito
9.	Gina G. Minardo	29	Gregoria A. Peña
10.	Daisy C. Baguioro	30	Felinda C. Cruz
11.	Carolyn C. Buenaventura	31	Flormina Aure
12.	Lorena A. Custacio	32	Belinda C. Loyola
13	Imelda R. Encabo	33	Verna Hermoso
14	Lilibeth M. Marquez	34	Liberty M. Flores
15	Lorna De Taza	35.	Felina R. Mojica
16	Connie Dela Cruz	36.	Joie Buendia
17	Mercelita C. Villanueva	37.	Emelina L. Barlao
18	Marieta P. Esequé	38.	Luis Viniegas
19	Marcos Aristotle P. Alvarez	39.	Vilma D. Peliña
20	Edna Bayan	40.	Michael Romera
		41.	Gina Marie Pinza



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TRAINERS/ FACILITATORS

Name	Relevant Qualification	Topic Assignment
1. Josephine Monzaga	Principal III Cavite National Science High School Regionally- Trained Facilitator	Learning and Development Planning
2. Maribeth C. Rieta	Principal II Carmona Senior High School Regionally- Trained Facilitator	Learning and Development Designing
3. Elizabeth Garcia	Principal II Gen. Vito Belarmino National High School Regionally- Trained Facilitator	Learning and Development Resource Package Development
4. Gina B. Dulce	Senior Education Program Specialist Regionally- Trained Facilitator	Learning and Development Delivery
5. Melanie P. Cruz	Education Program Specialist II	Learning and Development Needs Assessment



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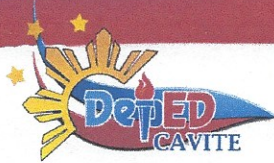
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ADMINISTRATIVE GUIDELINES FOR PARTICIPANTS

PRE- TRAINING REQUIREMENT

1. Participants must have attended the Division Capability Building on Learning and Development System held last February 26-28, 2019. (DM 39, s. 2019)
2. It is the responsibility of the participants to monitor their own health concern, though there will be available medical staff in the venue. Maintenance medicines and other medication shall be brought by the participants.

TRAINING PROPER

Attendance

All participants are expected to finish the three- day activity. In case the participant will not be able to finish the activity, a deduction on the desired number of hours shall be reflected in the Certificate of Participation.

In case the participant will leave the training venue, he/ she will make a waiver and submit to the Program Management Team (PMT). The letter should include that the management is not liable for any untoward incident that might happen. However, the training management reserves the right to approve or decline the request.

Meals

First meal to be served is AM Snacks of Day 1 and the last meal is PM Snacks on Day 3. Kindly advise the PMT for any food restrictions.

Attire

All participants are expected to wear Smart- Casual for the whole duration of the training.

Training Evaluation

Daily evaluation of this activity is needed to further improve such training program. In this regard, the participants are expected to evaluate daily and to accomplish the End of the Program Evaluation which were one of the essential requirement of this activity.

Departure of Participants

No one is allowed to go home ahead of schedule. Participants are expected to depart only after the closing ceremony.



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