



120921-014

Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

December 9, 2021

DIVISION MEMORANDUM

NO. **459**, s. 2021

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Schools Division Office Personnel
All Concerned





WEBINAR ON COVID-19: PART OF GAD TRAINING SERIES

1. Relative to DM No. 404, s. 2021 titled Gender and Development Training Series, this Office announces the conduct of the Webinar on COVID-19 on **December 16, 2021 from 8am-2pm via Zoom Application.**
2. This webinar is intended for the Division-based personnel. All target participants are encouraged to register thru this link: <https://tinyurl.com/GAD-Training-Reg>.
3. Attached are the program matrix and program management team, for reference.
4. Expenses relative to the conduct of this activity shall be charged against GAD Fund subject to usual accounting and auditing rules and regulations.
5. Questions and clarifications may be communicated via email: depedcavite.hrd@deped.gov.ph.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DPT/ DM No. 459, s. 2021
10/21/21- 014 /10/21/2021



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
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“Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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Attachment A: Program Matrix

	December 16, 2021	
8:00-8:30 a.m.	Attendance Link Preliminaries National Anthem/Makabayan Song Invocation DepEd Quality Policy Presentation of Activity Rationale and/ or Objectives Protocol Temperature check Welcome Remarks Greetings Special Messages Inspirational Message	PMT Diana P. Topacio Elpidia B. Bergado Randy D. Punzalan Galileo L. Go Rommel C. Bautista
8:30 am-9:40am	<i>Topic I</i>	Dr. Janice Caoili Julius L. Vinluan, RN CLDP
9:40 am- 9:45 am	<i>Open Forum</i>	
9:45 am- 9:50 am	<i>Health break</i>	
9:50 am-10:50 am	Topic II	Dr. Jessica M. Cagadas
10:50-11:00 am	Open Forum	
11:00 am-12:30 pm	Healthy Lunch	



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12:30 pm-12:35 pm	Unfreezing	AVP
12:35pm-1:40 pm	<i>Topic III</i>	Julius L. Vinluan, RN CLDP
1:40 pm- 1:50 pm	Open Forum	Moderator and Facilitators
1:50 pm-2:00 pm	Closing Program Insights from the participants Final Instructions Evaluation Link Closing Remarks Community Song	PMT Participants Moderator AVP



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Attachment B: Program Management Team

Committee	Terms of Reference	Members
Executive	Spearhead and oversee overall implementation of the activity	Rommel C. Bautista Randy D. Punzalan Galileo L. Go Elpidia B. Bergado Diana P. Topacio
Program/ Planning	<ul style="list-style-type: none">• Prepare all documentary requirements such as, but not limited to, activity proposal• Organize and lead the whole program flow• Coordinate duties and responsibilities of PMT members	Ronalyn P. Salazar Camille R. Ortila
Attendance and Certificates	<ul style="list-style-type: none">• Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online)• Prepare and ensure dissemination of certificates for participants and PMT members	Ronalyn P. Salazar Camille R. Ortila
Technical	<ul style="list-style-type: none">• Collect/ prepare/ assist in preparation and lead in playing of audio-visual presentations and materials to be used• Provide technical assistance on setting up and managing the platform to be used for online/ virtual activities	Christopher Matthew Tolentino Jay Dayrit John Mark Soliga



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Documentation	<ul style="list-style-type: none">• Prepare/ collect all audio-visual presentations and materials to be used during the event• Prepare a narrative or news report regarding the event• Accomplish the Activity Completion Report	Ronalyn P. Salazar May Anne Joy D. Romanes Neil Ivan P. Lontoc
Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none">• Prepare QATAME link/ form• Consolidate participants' evaluation of conducted activity and identify areas for improvement• Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations	Maria Belen C. Mojica Kristine G. dela Rosa
Moderators	<ul style="list-style-type: none">• Ensure smooth flow of the program	Alvin T. Cayetano Camille R. Ortila Erica Ersando



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