



Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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December 9, 2021

**DIVISION MEMORANDUM**

NO. **465**, s. 2021

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





**UPSKILLING AND RESKILLING OF SDO FRONTLINE STAFF**

1. To equip the SDO executive assistants and administrative personnel with the knowledge and skills relevant to their field, this Office announces the conduct of the **Upskilling and Reskilling of the SDO Frontline Staff on December 17, 2021 from 8 am-2 pm via Zoom Application.**
2. Attached herewith are the program matrix , list of program management team and terms of reference.
3. Questions and clarifications may be communicated via email:  
[depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).
4. Immediate dissemination of this memorandum is earnestly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent *mps*

DPT/ DM No.465 s. 2021  
 120921-065 /12/09/2021



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
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**Attachment A: Program Matrix**

	<b>December 17, 2021</b>	
8:00-8:15 a.m.	<b>Preliminaries</b> National Anthem Invocation DepEd Quality Policy Presentation of Activity Rationale and/ or Objectives Protocol Temperature check  Opening Message  Inspirational Message	<b>Moderator</b>       <b>DIANA P. TOPACIO</b>  <b>ROMMEL C. BAUTISTA</b>
8:15-9:30 a.m.	<b>Lecture 1- Records and Document Control and Existing Division Forms and Templates</b>	<b>Ms. Sarah Lyn Marcaida</b>
9:30- 9:40 a.m.	Open Forum	
9:40-9:45 am	Awarding of Certificate	
9:45 – 9:50 am	<b>5-minute Health Break</b>	
9:50- 11:00 am	<b>Lecture 2- English in Basic Correspondence</b>	<b>Mr. Juland Salayo</b>
11:00-11:15 am	Open Forum	
11:40-11:55 p.m.	Workshop and Processing	
11:55-12:00 pm	Awarding of Certificate	
12:00-1:00 p.m.	<b>Lunch Break</b>	
1:00-1:05p.m.	<b>Unfreezing</b>	
1:05-1:50 p.m.	<b>Lecture 3- Time-on-Task Management</b>	<b>Ms Eliza Rodolfo</b>
1:50- 1:55 p.m.	Q & A	
1:55- 2:00 p.m.	<b>Closing Program</b> Insights from the participants Evaluation Link Closing Song	



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**Attachment B: Program Management Team**

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



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Documentation	<ul style="list-style-type: none"><li>• Prepare/ collect all audio-visual presentations and materials to be used during the event</li><li>• Prepare a narrative or news report regarding the event</li><li>• Accomplish the Activity Completion Report</li></ul>	<b>Ronalyn P. Salazar</b> <b>May Anne Joy D. Romanes</b>
Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none"><li>• Prepare QATAME link/ form</li><li>• Consolidate participants' evaluation of conducted activity and identify areas for improvement</li><li>• Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations</li></ul>	<b>Maria Belen C. Mojica</b> <b>Kristine G. dela Rosa</b>
Safety and Security	<ul style="list-style-type: none"><li>• Secure physical and cyber-safety and security of the participants including the provision and collection of Signed Parental Consent Form if learners are involved as participants</li><li>• Ensure observance of appropriate health and safety standards for physical or face-to-face activities</li></ul>	<b>School Health Section</b> <b>Personnel</b>
Moderator	<ul style="list-style-type: none"><li>• Ensure smooth flow of the program proper</li></ul>	<b>Camille R. Ortilla</b>



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