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Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 6, 2023

DIVISION MEMORANDUM





No. 285 s. 2023

**CID MID-YEAR MANAGEMENT, PROGRAM IMPLEMENTATION
AND PERFORMANCE REVIEW**

To: Assistant Schools Division Superintendents
Chief, CID
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists - ALS
All Concerned

1. In connection to the review the CID's midyear performance on fulfilling its objectives and key results areas and realignment of targets in the Curriculum Implementation Division's OPCRf, the CID will be conducting its Mid-Year Management, Program Implementation and Performance Review on July 27-28 at venues/municipalities to be assigned by the respective parent supervisors and on July 31 to August 2 at Tanza Oasis Hotel and Resort, Brgy. Capipisa, Tanza Cavite.
2. The activity aims to review the CID's midyear performance on fulfilling its objectives and key results areas. Specifically, it aims to:
 - provide a venue for the reporting and review of the CID's accomplishment of its IPCRF targets from January to June 2023.
 - address CID's issues with regards to the programs and activities.
3. Participants to this event are the Education Program Supervisors, Public Schools District Supervisors, Education Program Specialists in charge of ALS, Learning Resources Management Section and CID Support Staff.
4. No registration fee will be collected from each participant in the activity. Food, accommodation, and other expenses shall be charged to the Division HRTD fund. Transportation expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.




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5. Attached are the following:
 - Attachment 1: List of participants
 - Attachment 2: Program Matrix
 - Attachment 3: List of Management Staff and Terms of Reference
6. Immediate dissemination of this Memorandum is highly desired.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

JVV/DM NO. ~~285~~ S. 2023
20-22615 / 07/05/2023



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Attachment No. 1 to Division Memorandum _____ CID Mid-Year Management, Program Implementation and Performance Review

LIST OF PARTICIPANTS

No.	Name	Designation
1	Elpidia B. Bergado	CID Chief
2	Wenifreda S. Diquit	Education Program Supervisor
3	Emily R. Quintos	Education Program Supervisor
4	Noel S. Ortega	Education Program Supervisor
5	Josephine M. Monzaga	Education Program Supervisor
6	Maribeth C. Rieta	Education Program Supervisor
7	Anna Marie S. Aranzanzo	Education Program Supervisor
8	Riza D. Soberano	Education Program Supervisor
9	Laarni R. Granado	Education Program Supervisor
10	Myra Lyn T. Bergunio	Education Program Supervisor
11	Reyciel L. Nuestro	Public Schools District Supervisor
12	Felisa C. Matel	Education Program Specialist II - ALS
13	Elma P. Aure	Education Program Specialist II - ALS
14	Ana Rose B. Atendido	Education Program Specialist II - ALS
15	Al Jerald V. Leyson	Education Program Specialist II - ALS
16	Dion F. Mangao Jr.	Education Program Specialist II - ALS
17	Leonila L. Custodio	Librarian II
18	Julie Anne V. Vertudes	Project Development Officer II
19	Florencia B. Gloriani	Public Schools District Supervisor



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20	Alicia P. Francisco	Public Schools District Supervisor
21	Nancy S. Marasigan	Public Schools District Supervisor
22	Irma O. Ejanda	Public Schools District Supervisor
23	Anaclea B. Incognito	Public Schools District Supervisor
24	Mary Ann M. Batino	Public Schools District Supervisor
25	Marlene P. Panganiban	Public Schools District Supervisor
26	Alma V. Lopez	Public Schools District Supervisor
27	Edelisa M. Catacutan	Public Schools District Supervisor
28	Helen C. Aure	Public Schools District Supervisor
29	Marcos I. Ramos	Public Schools District Supervisor
30	Mignon Cecille M. Mangoba	Public Schools District Supervisor
31	Leonardo C. Cargullo	Public Schools District Supervisor
32	Ester P. Salamatin	Public Schools District Supervisor
33	Elizabeth P. Garcia	Public Schools District Supervisor
34	Gloria R. Mojica	Public Schools District Supervisor
35	Carolina R. Magallanes	Public Schools District Supervisor
36	Edgardo L. Aquino	Public Schools District Supervisor
37	Joel O. Peregrino	Public Schools District Supervisor
38	Cecilia C. Alvarez	Public Schools District Supervisor
39	Elsa de O. Leon	Public Schools District Supervisor
40	Rey M. Guansing	Public Schools District Supervisor
41	Arvin A. Marinduque	Public Schools District Supervisor
42	Ofelia B. Arvisu	Public Schools District Supervisor
43	Saturnino Hernandez	Public Schools District Supervisor



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44	Ma. Jovy P. Legaspi	Public Schools District Supervisor
45	Amelita P. Peñalba	Public Schools District Supervisor
46	Jocelyn M. Contreras	Public Schools District Supervisor
47	Arnel P. Zapanta	Public Schools District Supervisor
48	Susan A. Aquino	Public Schools District Supervisor
49	Merle A. Baybay	Public Schools District Supervisor
50	Gina B. Dulce	Public Schools District Supervisor
51	Marcela Z. dela Cruz	Public Schools District Supervisor
52	Rowena Ana A. Ramos	Administrative Assistant II
53	Jesselle Z. Macapagal	Administrative Assistant II
54	Richiel V. Austral	Administrative Assistant II
55	Geelyn M. Angeles	Administrative Aide III
56	George H. Bergado	Administrative Aide III



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Attachment No. 2 to Division Memorandum 221 s.2021 CID Mid-Year Management, Program Implementation and Performance Review

PROGRAM MATRIX

Date/ Time	Activity	Speaker/ Facilitator
8:00-8:30 a.m.	Preliminaries National Anthem Prayer DepEd Quality Policy Presentation of Activity Rationale and/or Objectives Opening Message Greetings Inspirational Message Presentation of Activity's Objectives and Protocols	PMT Elpidia B. Bergado, EdD Chief, CID Randy D. Punzalan Asst. Schools Division Superintendent Rosemarie D. Torres, CESO V Schools Division Superintendent Richiel V. Austral
8:30-9:30 (15 minutes per presenter)	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS
9:30-9:45	Bio Break	
9:45-12:00 (15 minutes per presenter)	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS



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12:00-1:00	Lunch Break	
1:00-3:00 (15 minutes per presenter)	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS
3:00-3:15	Bio Break	
3:15-5:00 (15 minutes per presenter)	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS
Day 2		
8:30-9:00	Registration Preliminaries National Anthem Prayer	Support Staff AVP AVP
9:00-10:15 (15 minutes per presenter)	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS
10:15-10:30	Bio Break	
10:30-12:00 (15 minutes per presenter)	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS
12:00-1:00	Lunch Break	
1:00-3:00	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS
3:00-3:15	Bio Break	
3:15-5:00 (15 minutes per presenter)	Midyear Performance Reporting: Accomplishments, Gaps, Interventions/ Adjustments	Learning Area EPS, Coordinators, PSDS



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Day 3		
8:30-9:00	Registration Preliminaries National Anthem Prayer	Support Staff AVP AVP
9:00-12:00	Adjustment of IPCRF targets	EPS, ALS CID Chief
12:00-1:00	Lunch break	
1:00-4:00	Finalization and presentation of outputs	EPS, ALS CID Chief
4:00-5:00	Closing Program	



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Attachment No. 3 to Division Memorandum 221 s.2023 CID Mid-Year Management, Program Implementation and Performance Review

Program Management Team and Terms of Reference		
Committee	Terms of Reference	Members
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• Prepare Activity Completion Report	Elpidia B. Bergado, Ed.D Rowena Ana A. Ramos
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	Leonila L. Custodio Julie Anne V. Vertudes
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	Richiel V. Austral Geelyn M. Angeles
Documentation	<ul style="list-style-type: none">• Prepare/ collect all audiovisual presentations and materials to be used during the event	Jesselle Z. Macapagal ALS



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	<ul style="list-style-type: none">• Prepare a narrative or news report regarding the event• Assist in accomplishing the Activity Completion Report	
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
Safety and Security	<ul style="list-style-type: none">• Ensure observance of appropriate health and safety standards for physical or face-to-face activities	Physician/Nurse on duty



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