



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

May 2, 2023

DIVISION MEMORANDUM

No. 233, s.2023

ADJUSTMENT WORKSHOP OF THE 2023 DIVISION ANNUAL IMPLEMENTATION PLAN

TO: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
OFFICE OF THE CURRICULUM IMPLEMENTATION DIVISION
OFFICE OF THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION
ALL OTHERS CONCERNED

1. This Office, through the Planning and Research Section and the Monitoring and Evaluation Unit of the SGOD announces the conduct of Adjustment Workshop of the 2023 Division Annual Implementation Plan on June 8 & 9, 2023. Venue to be announced later.
2. The objectives of the said adjustment workshops are:
 - 2.1. Employ the adjustment to the strategic plans of the 3 functional divisions,
 - 2.2. Adjust the timelines as to the implementation of the activities fall short on their original schedule,
 - 2.3. Modify, update, and employ changes on the details reflected in the PMIS as to the accomplished and not yet accomplish deliverables/planned outputs.
3. The participants of the said activity are the following:

Name	Position	Functional Division
SDS Judella R. Lumpas, CESO VI	Schools Division Superintendent	OSDS
Francisco A. Anchojas	Administrative Officer V	OSDS
Naisy M. Brosas	Administrative Officer II	OSDS (Secretariat)
Rodel R. Naval	AO V/Budget Officer	OSDS
Ma. Nessa L. Homeres	Division Accountant	OSDS
Mark Chester Anthony G. Tamayo	Chief Education Supervisor	CID
Dr. Juliet L. Lim	Education Program Supervisor	CID
Dr. Gretel Laura M. Cadiong	Education Program Supervisor	CID
Dr. David C. Alcober	Public Schools District Supervisor	CID
Grace C. Zanoria	Education Program Specialist II	CID(Secretariat)

Date 5/3/23
Time 1:00
Signature [Signature]

Dr. Melani D. Escobarte	Chief Education Supervisor	SGOD
Dr. Delilah Delos Santos	Education Program Supervisor	SGOD
Roger D. Dagale	Senior Education Program Specialist	SGOD
Angelo V. Alcaraz	Planning Officer III	SGOD
Imah L. Pertible	Administrative Officer II	SGOD (Secretariat)
Jim Lodevico	Administrative Aide VI	PMIS In-Charge

4. The designated functional division's secretariat shall bring laptops and the electronic copies their functional division AIPs ready for review and adjustments.
5. Activity and Budgetary Matrices are hereby attached for reference.
6. Expenses incurred in the conduct of this activity shall be charged to Division MOOE subject to procurement, accounting, and auditing rules and regulations.
7. For guidance and compliance of all concerned.


JUDELLA RUIZ-LUMPAS ED, CESO VI
Schools Division Superintendent

PRS-SGOD

ACTIVITY IMPLEMENTATION MATRIX
ADJUSTMENT WORKSHOP OF THE 2023 DIVISION ANNUAL IMPLEMENTATION PLAN
 June 8 & 9, 2023

Date	Activity	In-charge
June 8, 2023 (Day 1) 8:00-9:00 am 9:00-9:30 am 10:00-11:00 am 11:00-12:00 noon 12:00 noon-1:00 pm 1:00- 5:00 pm	Registration Opening Program Statement of Purpose Inspirational Message Reporting of the Status of Q1 & 2 PIR/DMEA Reporting of Financial Status Lunch Workshop Proper	Imah L. Pertible Angelo V. Alcaraz Dr. Melani D. Escobarte Dr. Judella R. Lumpas Roger D. Dagale Rodel R. Naval 3 Functional Division Participants
June 9, 2023 (Day 2) 8:00-8:30 am 8:30 am-12:00 noon 12:00 noon- 1:00 pm 1:00-4:00 pm 4:00-5:00 pm	Management of Learning Workshop Proper Lunch Presentation of Outputs Closing Program/Distribution of Certificates Closing Message	Angelo V. Alcaraz 3 Functional Division Participants 3 Functional Division Participants Angelo V. Alcaraz Mark Chester Anthony G. Tamayo

Prepared by:

ANGELO V. ALCARAZ
Planning Officer III

ROGER D. DAGALE
SEPS M&E

Recommending Approval:

MELANI D. ESCOBARTE PhD
Chief, SGOD

APPROVED:

JUDELLA RUIZ-LUMPAS EdD, CESO VI
Schools Division Superintendent

BUDGETARY MATRIX
 ADJUSTMENT WORKSHOP OF THE 2023 DIVISION ANNUAL IMPLEMENTATION PLAN
 June 8 & 9, 2023


Particulars	Unit Price	No. of Pax	Total
Provision of Meals (snacks and lunch for 2 days) venue and backdrop tarp with function sound system, microphones, projector, and white screen with provision of 2 buffers	1000.00	16	32,600.00 (Charged to Division MOOE)


Prepared by:


ANGELO V. ALCARAZ
Planning Officer III


ROGER D. DAGALE
SEPS/M&E

Funds available:


RODEL R. NAVAL
Division Budget Officer


MA. NESSA L. HOMERES
Division Accountant

Recommending Approval:


MELANI D. ESCOBARTE PhD
Chief, SGOD

APPROVED:


JUDELLA RUIZ-LUMPAS EdD, CESO VI
Schools Division Superintendent