



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

April 1, 2024

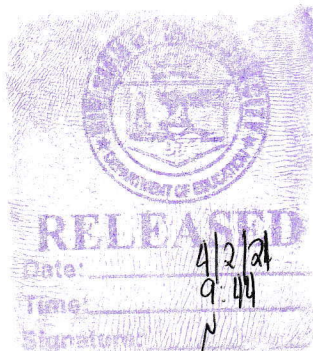
DIVISION MEMORANDUM

No. 272 s. 2024

TO : Assistant Schools Division Superintendent
Chief, Curriculum Instruction Division
Chief, School Governance Operating Division
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Division Personnel

**POLICY GUIDELINES ON THE SHAREABLE ONLINE
GOOGLE CALENDAR AND SCHEDULING**

1. This office, through the Office of the Information Technology Unit, hereby issues the enclosed guidelines in the use of Shareable Online Google Calendar and Scheduling with the use of Google Calendar in the Official Website to strengthen the synchronization and reconciliation of schedules in the Division. This is to facilitate the quick scheduling of meetings and events in the Schools Division of Tacloban City Functional Division Offices, Units and Sections.
2. All Division Functional Division Offices must maximize the utilization of the Google Calendar to avoid conflict of schedule between and among Offices with the same participants from the Division Offices and schools.
3. Immediate dissemination of and strict compliance with this Memorandum are strongly directed.



Syloba
SHERLITA A. PALMA Ed D, CESO V
Schools Division Superintendent *[Signature]*



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POLICY GUIDELINES ON THE SHAREABLE ONLINE GOOGLE CALENDAR AND SCHEDULING

I. RATIONALE

The establishment of a Google Calendar through the Official Website of the Schools Division Office of Tacloban City website intends to synchronize and reconcile conflicting schedules of activities being initiated by the Division Functional Division Offices based on their respective Annual Implementation Plan for each quarter of the year.

This issue on conflict of schedules has kept surfacing due to the lack of stringent policy that regulates the scheduling of activities without regard to the participation of personnel from the field, and its dismal effect on the delivery of basic services to the respective clientele.

It is in this very context that this localized policy is established to institutionalize the utilization of the Google Calendar in the Division which intends to practically minimize if not to totally eliminate the conflict of schedules.

II. SCOPE

These Policy Guidelines provide for the establishment of a mechanism to ensure strict non-scheduling of activities on dates that require the same set of participants from the Schools Division Office and schools. The Guidelines are intended to reconcile the activities of Division Functional Division Offices, Units, and Sections and consequently to be used as a reference for Schools Division Offices in the scheduling of their activities in the field.

III. DEFINITION OF TERMS

For purposes of this Division Memo, the following terms *are* operationally defined and understood as follows:

- a. **Offices.** These refer to Division Functional Offices including Units and Sections and the Office of the Schools Division Superintendent and Assistant Division Superintendent which conduct activities that require the participation School Division Office and school personnel.



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- b. **Google Calendar.** This is a Calendar generated through a Google account which can be found under "Events" on the Schools Division of Tacloban City Official website in which all scheduled activities of the Division **Functional Divisions, Units, and Sections are posted.**
- c. **Process Owner.** This refers to the specific Division Functional Division, Unit, or Section where an activity emanates from.
- d. **Participants.** These refer to all the DepEd personnel from the Schools Division Office and schools who are required to attend to a specific activity initiated by the Division Office.

IV. POLICY STATEMENT

In adherence to its aspiration of becoming an institute of world-class services and transaction and a paragon of customer delight, Schools Division of Tacloban City hereby establishes this localized policy to achieve a smooth implementation of activities in the division.

V. PROCEDURES

To ensure smooth conduct of activities and to strengthen and maximize the utilization of the Google Calendar, the following procedures are hereby established:

A. Process Owners (POs)

1. All Offices shall review the programs, projects, and activities (PPAs) stipulated in their Annual Implementation Plan that requires the conduct of activities whether virtual or face-to-face and whether funded or not, such as Trainings, Seminar- Workshops, Capacity Buildings, Orientations, Meetings, Conferences, Technical Assistance Provision Activities, Monitoring and Evaluation Activities, and the like, which shall be done one to two months before the start of a year and before each quarter.
2. The POs shall identify the participants of these PPAs and the inclusive date/s of the conduct of the activity.



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3. The POs shall designate a Focal Person (FP) and an alternate as in-charge of each Office in the encoding of the activities in the Google Calendar and the monitoring of the Google Calendar for any possible conflict or erroneous entries by other Offices in the same schedules.
4. To encode the activities of each Office in the Google Calendar, the FP or his/her alternate shall follow the following process:
 - a. Log in to your deped.gov.ph email address;
 - b. Click the nine-dot square found at the upper right corner of the email;
 - c. Click the icon 'Calendar';
 - d. Select the appropriate Calendar (sdotaclobancity@deped.gov.ph);
 - e. Once the Calendar is open, navigate to the month for the conduct of the activity;
 - f. Click on the desired date for the conduct of the activity;
 - g. Type the name of the activity and the name of the Office enclosed in parenthesis;
 - h. Input the actual date of the activity and adjust if necessary;
 - i. Input the specific participants on the description section;
 - j. Make sure the icon of the calendar is ticked.
 - k. Then, click Save.
5. The posting of the scheduled activities shall be on a 'first-come-first-served' basis. Should Process Owners (POs) have proposed schedule with the same date/s and some or all are same participants with the ones already posted in the Calendar, the POs shall find another schedule with no conflicting participants either at an earlier or at a later date/s. However, in terms of urgency of the conduct of the activities by specific POs, the concerned POs may write an urgent request to the other POs with the schedule posted ahead which may be reset to give way to the urgent activities of the other office at least a week before the actual schedule.
6. The POs may post in the same schedule as the ones already posted if the participants are not the same.
7. In case an intervening activity is scheduled by the Central Office or of the Regional Director for emergency cases, with the schedules already posted in the Google Calendar, the POs shall arrange for the sharing of participants to participate in the Central and Regional activities, or better yet reset the schedule to a later date, if so requires to continue the scheduled activity on schedule or at a later date, respectively.



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8. In case of resetting of schedules due to varied reasons, the POs shall reset the schedule to another date/s observing the same process.

B. Information and Communication Technology Unit (ICTU)

1. Conduct orientation/reorientation of all Google Calendar Focal Persons of each Office;
2. Provide one-on-one coaching, if necessary.
3. Develop a mechanism to control the changing of schedule, participants, title of the activity, and changing of dates once already posted in the Google Calendar.

VI. MONITORING AND EVALUATION

The Quality Assurance shall monitor the compliance of the Process Owners and other concerned entities on these guidelines and shall submit a report to the Office of the Regional Director at the end of the year and shall provide recommendations to improve the process based on the M&E results.

VII. EFFECTIVITY

These guidelines and its implementation shall take effect starting April 2024 until further revisions.