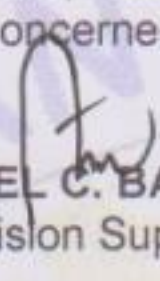


MEMORANDUM

TO : OIC Chief – Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Head Teachers, Teacher-In-Charge, Officer-In-Charge
All Others Concerned

FROM :  DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : 1ST DALUMATAN: CID QUARTERLY FIELD INTERFACE

DATE : January 18, 2018

Pursuant to the SDO Antipolo Quality Management System (QMS) for iso certification, this Office through the Curriculum Implementation Division shall conduct the 1st Dalumatan: CID Quarterly Field Interface on January 29, 2018 at San Isidro ES.

The objectives of the activity are as follow:

1. discuss the Curriculum Implementation Division's Office Performance and Commitment Review Form (OPCRF) and Action Plan for 2018;
2. orient the participants on the established iso processes of CID;
3. finalize the classroom observation iso prototype classroom observation tool;
4. feedback the consolidated result of CID –related KRA of the team performance review; and
5. discuss other issues concerning curriculum implementation.

Participants to this activity are the CID Chief, Education Program Supervisors, Public Schools District Supervisors, Division Librarian, ITO III, ALS Specialists, Secondary and Elementary School Heads. All school heads are requested to prepare a *pecha kucha* presentation of instructional supervision/leadership conducted for 2017 including the plan of action for 2018.

A registration fee of three hundred pesos (300) shall be collected from each participant chargeable against canteen fund, to defray meals and other incidental expenses, subject to the usual accounting and auditing rules and regulations.

For the smooth conduct of the activity, all CID personnel shall have a preparatory meeting on January 26, 2018 at the SDS Office's Meeting Hall.

Widest dissemination of this memorandum is earnestly desired.

Enclosure No1 to Unnumbered Memorandum 2018

PROGRAM OF ACTIVITIES FOR THE 1ST DALUMATAN: CID QUARTERLY FIELD INTERFACE

Nationalistic Song	-	Dr. Arnel Buena EPS – Edukasyon sa Pagpapakatao
Prayer	-	Mrs. Dolores Agong EPS - Science
Message	-	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent Dr. Gloria C. Roque OIC – Assistant Schools Division Superintendent
Checking of Attendance	-	Mrs. Vivienne Martinez PSDS
Unfreezing Activities	-	Ms. Marilou Lico PSDS
Presentation of Agendum 1	-	Lito A. Palomar OIC – CID chief
Presentation of Agendum 2	-	CID Personnel
EPS processes	-	Mrs. Cristina Salazar EPS English
PSDS processes	-	Mr. Nimrod Tupas PSDS
LRMDS processes	-	Mrs. Priscila V. Salo EPS – LRMDS
ALS processes	-	Mr. Ranito Gallego EPS II – ALS
Presentation of Agendum 3	-	Mrs. Bernadette Berber EPS, Mathematics
Presentation of Agendum 4	-	Mr. Reynaldo Andrade Jr. EPS, Filipino
Presentation of Agendum 5	-	Mrs. Merlita Sayago EPS, Kindergarten Mrs. Melanie Burgonia EPS, TLE- EPP Mrs. Victorina Yuson Ms. Marilyn Zapanta Mrs. Jenny Casauay Mrs. Jocelyn Perez Dr. Gloria Benedicto Dr. Emily Concio PSDSs

Ms. Luz Cayanong, PSDS
Master of Ceremony

Enclosure No 2 to Unnumbered Memorandum 2018

1ST DALUMATAN: CID QUARTERLY FIELD INTERFACE

EXECUTIVE COMMITTEE

Chairperson

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Vice Chairperson

DR. GLORIA C. ROQUE
OIC – Assistant Schools Division Superintendent

Members:

LITO A. PALOMAR
OIC – Chief, Curriculum Implementation Division

Education Program Supervisors
Public School District Supervisors
LRMDS Section
ALS Specialists

Technical Working Group

Committee	Chairman	Terms of Reference
Registration	Melissa Francisco Armand Caasi	Ensure that all participants are registered
ICT	Mrs. Florabel Tolentino ITO III	Ensure that all ICT-based equipment are working
Food and refreshment	Mrs. Melanie Burgonia EPS, TLE - EPP	Ensure that meals are prepared and served on time