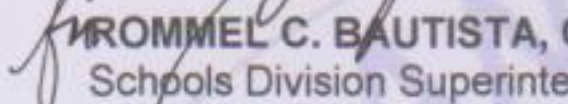




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
OIC- Chief, Curriculum Implementation Division
OIC-Chief, Schools Governance Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

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

SUBJECT: **CAPABILITY BUILDING CUM WORKSHOP FOR DEPED PERSONNEL**

DATE: March 19, 2018

1. To capacitate the DepEd personnel on their core processes and core tasks, a capability building shall be conducted on March 21-24 & 26, 2018 at Loreland Resort, Antipolo City. This is a live-in training.
2. The objectives of this workshop are to:
 - a) equip DepEd personnel with essential skills on conducting legal matters focused on grievance, ADR, finding and formal investigation;
 - b) refine the existing processes presented during MANCOM for ISO certification;
 - c) formulate project proposals based on the WFP; and
 - d) discuss Bids and Awards and procurement processes.
3. Participants to this capability building are all OIC-Chiefs, EPSs, PSDSs, Unit Heads, SEPS and selected personnel. (see attached participants allocation). However, only the BAC members, TWG and secretariat will attend on March 26, 2018. All expenses incurred during the training shall be charge against downloaded funds from the Central Office.
4. Immediate dissemination of Memorandum is earnestly desired.

Um-139 s. 2018



CITY SCHOOLS DIVISION OF ANTIPOLO

TRAINING MATRIX

TIME	DAY 1	DAY 2	DAY 3	DAY 4	Day 5
7:30-8:00	Registration	MOL	MOL	MOL	MOL
8:00-9:00	Opening Program	Alternative Dispute Resolution Frederick Vallinas-AOV	Finalization of Process by Units/Office Lito A. Palomar-OIC Chief CID Anselmo C. Celeste Jr.-OIC Chief SGOD	Formulation of Project Proposals for FY 2018 Lito A. Palomar-OIC Chief CID Anselmo C. Celeste Jr.-OIC Chief SGOD	Bids and Awards Procedures Michael Glorial-AOIV
9:00-10:00	Jurisdiction Frederick Vallinas-AOV			Presentation	
10:00-10:30	Break		Break	Break	Break
10:30-12:00	Handling of Cases Frederick Vallinas-AOV	Fact-Finding Investigation (Presentation and Simulation) Frederick Vallinas-AOV			EXAM
12:00-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-2:00	Guidelines on Handling Child Witnesses Frederick Vallinas-AOV		Presentation	Procurement Processes Michael Glorial-AOIV	Clearing House
2:00-3:00	Grievance (Preparation of Output, Presentation and Simulation) Frederick Vallinas-AOV	Formal Investigation (Presentation and Simulation) Frederick Vallinas-AOV			Closing
3:00-3:30	Break	Break	Break	Break	Break
3:30-5:00			PMIS/WFP for FY 2019 Alfonso Abogado-SEPS Planning & Research Myra T. Villareal-Planning Officer III		Home Sweet Home



CITY SCHOOLS DIVISION OF ANTIPOLO

ALLOCATION OF PARTICIPANTS

DIVISION/UNIT		NO. PARTICIPANTS
SDS		1
OIC-ASDS		1
OIC-Chiefs		2
EPSs		9
PSDSs		9
ALS		2
UNIT HEADS		9
Admin/Legal	1	
HR	1	
Budget	1	
Finance	1	
Cash	1	
Supply	1	
Records	1	
ITO	1	
Staff	1	
SGOD		13
EPS	1	
M&E	2	
Research and Planning	2	
Social and Mobilization	2	
HRD	2	
DRRM	1	
Medical and Nutrition	2	
Physical Facilities	1	
TOTAL		46



CITY SCHOOLS DIVISION OF ANTIPOLO

EXECUTIVE COMMITTEE

Chairperson	:	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent
Co-Chairperson	:	Dr. Gloria C. Roque OIC-Asst. Schools Division Superintendent
Members	:	Lito A. Palomar OIC-Chief, Curriculum Implementation Division Anselmo C. Celeste, Jr. OIC-Chief, School Governance and Operations Division Frederick B. Vallinas Administrative Officer V

TECHNICAL WORKING COMMITTEE

Program/Registration	Maria Florabel M. Tolentino Gayle Malibiran Elizabeth M. Ruiz Christine Joy T. Cabiles	Prepare programs In-Charge of attendance Prepare registration/ attendance sheet/meal attendance Ensures that participants are registered
Certificates	Raquel F. Esguerra Ragaam V. Dela Cruz Gavino S. Francisco	In-charge of the printing and distribution of certificates of participation and appearance
Documentation	Dr. Jonathan P. Domingo Christine Coronado Arlene L. Tayona Dr. Isabel M. Gonzales	Document event's significant details Submit a narrative report containing the essential outcome of the event to the program head
Accommodation	Melanie F. Burgonia Merlita Sayago	Prepare the event venue available
Supplies	Michael P. Glorial Madiel Verzola Albeno R. Del Monte Jr.	Plans and secures logistics to support the activity
Welfare	Dr. Joseph John Formoso Phanny S. Ramos	Monitors the wellness of the participants