



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

January 7, 2024

**MEMORANDUM**

TO : Assistant Schools Division Superintendent  
Chief/OIC Education Supervisors  
Section and Unit Heads  
Other Concerned

FROM : **SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

SUBJECT: **CONFERENCE-WORKSHOP**

DATE : January 7, 2024

1. This is to inform the concerned officials and key personnel of a conference-workshop on January 8, 2024, from 8:30 – 11:00 a.m and 1:00 – 4:00 p.m at the Division Office conference hall.
2. The agenda of the activity are the following:
  - a. Reorientation on Memorandum Preparation
  - b. Performance Management Timelines and Coaching and Mentoring
  - c. Regional Performance Validation Activity
  - d. Adjustment of the Programs, Projects and Activities (PPAs) for 2024 based on the General Appropriations Act (GAA) SDO approved budget;
  - e. 2024 OPCRF
  - f. First Quarter PPAs
  - g. Sports Activities Timelines
  - h. Other important developments
3. The participants in this activity are the following:
  - 1 – Assistant Schools Division Superintendent
  - 2 – Chief/OIC Education Supervisors
  - 3 – 1 Public Schools District Supervisor
  - 4 – Administrative Officer V (Admin)
  - 5 – Administrative Officer V (Budget)
  - 6 – Accountant
  - 7 – Information Technology Officer
  - 8 – Legal Officer
  - 9 – Administrative Officer IV (Records Officer)
  - 10 – Administrative Officer IV (Cashier)
  - 11 – Administrative Officer IV (Supply Officer)
  - 12 – Administrative Officer IV (Human Resource Management Officer)
  - 13 – Planning Officer
  - 14 – Senior Education Program Specialist, Planning and Research Section
  - 15 – Division Sports Officer



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16 – Senior Education Program Specialist, School Management Monitoring and Evaluation Section

17 – Senior Education Program Specialist, Human Resource Development

18 – Senior Education Program Specialist, Social Mobilization and Networking

19 – Alternative Learning System in-Charge

20 – Education Program Supervisor, SGOD

4. The participants should bring their 2023 OPCRF/IPCRF, 2024 work and financial plan, if program owner, and a laptop for the workshop.
5. The Office of the Schools Division Superintendent shall be the overall in-charge of the workshop while the admin and IT unit shall prepare the hall, sound, and other equipment needed for the workshop.
6. Expenses for simple snacks shall be charged to available petty cash fund, while lunch shall be borne by the participants.
7. Compliance to this Memorandum is required.