



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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October 25, 2019

**TRAVEL ORDER**

NO. 1501, s. 2019

TO :

<b>DR. RACHEL B. PICARDAL</b>	- Chief, SGOD
<b>MRS. KARLA P. ANTONIO</b>	- Div. SBM Coordinator
<b>MR. EDFEL V. CABAG</b>	- Principal, JBCMHS
<b>EPIFANIA Q. CUEVAS</b>	- Principal, NOHS
<b>LIGAYA BAROTE</b>	- Tubtubon ES, Sibulan
<b>JULIET RUBIO</b>	- Jose Marie Locsin MHS
<b>ALLAR AGOR</b>	- Sumaliring HS
<b>MONICA B. MAXINO</b>	- Principal, Bindoy CES
<b>JOELOU AGUIRRE</b>	- Principal, Dauin NHS
<b>ARVIN LADION</b>	- Valencia NHS
<b>FERDINAND DIPALING</b>	- Amian NHS
<b>ATHENA MAYBELLE ABRAHAN</b>	- Kakha ES

OFFICE : Division of Negros Oriental

PURPOSE : To attend Capacity Building Workshop on Deepening Stakeholder Engagement


DATE OF TRAVEL : November 11-15, 2019

VENUE/PLACE : Bohol

ALLOWED/CHARGED TO: Division MOOE/School MOOE funds subject to the usual accounting and Auditing rules and regulations.

: Transportation, accommodation, registration and other incidental expenses

For the Schools Division Superintendent:

  
**NILITA L. RAGAY, Ed.D.**  
 Assistant Schools Division Superintendent  
 Office In-Charge

10/25/19

sgod/rbp/wdb

Tel. Nos. (035) 225-2838 / 225-0887 / 422-7844 (Division Sup't's Office); (035) 225-1623 (Asst. Sch's Div. Sup't's Office); (035) 225-1622 (Promotional Sec-  
 tion/PSA); (035) 422-7843 (Guidance Section); (035) 422-4511 (Planning Section); (035) 225-4087 (Records Section); (035) 422-5283 (Admin. Section);  
 (035) 422-0207 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Section); (035) 225-2376 (ALS Section); (035) 225-7012 (P/FSED Section).



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



O. 10/21/19  
/S

October 15, 2019

**REGIONAL MEMORANDUM**

No. **0553**, s. 2019

**CAPACITY BUILDING WORKSHOP ON DEEPENING STAKEHOLDER ENGAGEMENT**

To : Schools Division Superintendents/OICs

1. The Department of Education (DepEd) through the Bureau of Human Resource and Organizational Development (BHROD) - School Effectiveness Division (SED) in collaboration with this Office and the Schools Division of Bohol will conduct the **Capacity Building Workshop on Deepening Stakeholder Engagement** on November 11-15, 2019 at Bohol. The specific venue will be announced in a separate issuance.

2. The objectives of this training program include the following:

- a. integrate competencies needed by school heads in the effective implementation of the School-Based Management (SBM);
- b. explain the strategies on how SBM implementers able to enhance stakeholder engagement; and
- c. promote a culture of collegial learning exchange among the school heads in the Region.

3. The participants to this activity are the SGOD Chiefs, SBM Coordinators and selected school heads of the nineteen (19) Schools Division Offices (SDOs), and the following Regional Office (RO) personnel and learning facilitators, namely:

- Misael Borgonia – CES, FTAD
- Allan Villacampa – EPS, FTAD (SBM Coordinator)
- Doris Esmero – EPS, FTAD (Member, SBM TWG)
- Grace Pepito - EPS, FTAD (Member, SBM TWG)
- Maurine Castaño – Principal, Tagbilaran City (Learning Facilitator)
- Jeanylette Ayson – Principal, Bohol (Learning Facilitator)
- Diodora Gabito – Principal, Bohol (Learning Facilitator)
- Marychel Garcia - Principal, Bohol (Learning Facilitator)

4. In this connection, Schools Division Superintendents are advised to submit the *List of Participants* following the specified number of participants per Schools Division through this email addresses, [allan.villacampa@deped.gov.ph](mailto:allan.villacampa@deped.gov.ph) and [doris.esmero@deped.gov.ph](mailto:doris.esmero@deped.gov.ph) on or before **October 31, 2019**.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1389; 414-7599; 414-7325; Office of the Assistant Director, Tel. No.: (032) 333-4842  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 254-4071; Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-0030;  
414-7065; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"E3A 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*

Division	School Heads (Elementary or Secondary)	SGOD Chief	SBM Coordinator	Total
Bais City	3	1	1	5
Bayawan City	5	1	1	7
Bogo City	3	1	1	5
Bohol	10	1	1	12
Carcar City	3	1	1	5
Cebu City	10	1	1	12
Cebu Province	10	1	1	12
City of Naga	3	1	1	5
Danao City	3	1	1	5
Dumaguete City	3	1	1	5
Guihulngan City	3	1	1	5
Lapu-Lapu City	5	1	1	7
Mandaue City	5	1	1	7
Negros Oriental	10	1	1	12
Siquijor	3	1	1	5
Tagbilaran City	5	1	1	7
Talisay City	3	1	1	5
Tanjay City	3	1	1	5
Toledo City	5	1	1	7

5. The participants are requested to observe the following:
- Onsite Registration at 7:30-8:30 AM at the identified venue.
  - Attend the Opening and Closing Programs.
  - Present ID, the authority to travel and other documents for the registration.
  - Attend all sessions on time. Early leavers and those who fail to submit the training outputs shall receive certificates of appearance only.
  - Come in proper attire and observe proper decorum throughout the duration of the training.
  - Participants who are under medication are required to bring their maintenance medicines.
6. For proper guidance and reference of all concerned, enclosed is the Program Schedule Matrix (PSM).
7. Schedule for check-in/out, first and last meals:

Check-in	First Meal	Check-out	Last Meal
1:00 PM Day 0 (November 11)	Lunch Day 0 (November 11)	12:00 PM Day 4 (November 15)	Dinner Day 4 (November 15)

8. The learning facilitators, program management staff, and QAME team are expected to be at the identified venue on Day 0 at 1:00 PM for the briefing and usual training preparations.

9. The host Schools Division of Bohol is requested to organize the following:


- Secretariat
- Medical Team
- QAME Team
- Other committees relevant to the activity

10. For inquiries and clarifications, you may call the FTAD Office at (032) 414 7324, and look for Mr. Allan P. Villacampa, *SBM Coordinator*.

11. Expenses for the board and lodging shall be charged to the **SED-BHROD 2019 Funds** downloaded to the Schools Division of Bohol. Travelling and other incidental expenses incurred by participants are chargeable against the **same funds with SARO No. OSEC-7-19-2311** which will be downloaded from the RO to the 19 SDOs, and shall be reimbursed upon submission of complete travel documents, all subject to the usual accounting and auditing rules and regulations.

12. This Memorandum serves as **Authority to Travel** for RO7 personnel only.

13. For the information and compliance of all concerned.

  
SALUSTIANO T. JIMENEZ, LL. B., CESO V  
Director III  
Officer-in-Charge  
Office of the Regional Director

ST/J/CAE/mgb

**CAPACITY BUILDING WORKSHOP ON STAKEHOLDER ENGAGEMENT**November 11-15, 2019  
Plaza Resort, Mayacabac, Dauis, Bohol**TRAINING MATRIX**

<b>DAY 0</b>		
Time		Topic
Start	End	
9:00	12:00	<i>Arrival of National and Regional Facilitators</i>
1:00	5:00	<i>Arrival of Participants and Facilitators Staff Meeting</i>
<b>DAY 1</b>		
Time		Topic
Start	End	
7:00	8:30	<i>Registration</i>
8:30	9:30	<i>National Anthem Prayer Welcome Remarks Recognition of Participants</i>
9:30	9:45	<i>Getting to Know You</i>
9:45	10:15	<i>Expectation Setting/House Norms Statement of Objectives Overview of the Workshop</i>
10:15	10:30	<i>Coffee Break</i>
<b>Segment 1</b>		
10:30	10:45	<i>Groupings</i>
10:45	11:15	<b>Motivational Activity: Number Game</b>
11:15	12:00	<b>Discussion:</b> School-based Management and Stakeholders Engagement
12:00	13:00	<b>Lunch Break</b>
<b>Segment 2</b>		
1:00	1:30	<b>Motivational Activity: Knowledge is Power</b>
1:30	2:00	<b>Discussion: Knowledge is Empowering</b>
2:00	2:45	<b>Activity: Looking Back</b>
2:45	3:00	<b>Break</b>
<b>Segment 3</b>		
3:00	4:00	<b>Discussion: Education is Everyone's Responsibility</b>
4:00	5:00	<b>Activity:</b> Identifying Priority Improvement Areas and How the Stakeholders Can Help

DAY 2		
Time		Topic
Start	End	
8:00	8:30	Management of Learning
<b>Segment 4</b>		
8:30	8:45	Motivational Activity: Guess The Emotion
8:45	9:00	Discussion: Communication As Foundation of Effective Relationship
9:15	10:00	Activity: Four Basic Communication Skills
10:00	10:15	Break
<b>Segment 5</b>		
10:15	11:00	Discussion: Characteristics of Successful Communication
11:00	12:00	Activity: Mapping Current Communication Efforts
12:00	1:00	Lunch Break
1:00	1:15	Energizer
<b>Segment 6</b>		
1:15	2:15	Discussion: One Way and Two Way Communication
2:15	3:30	Discussion: The Language of Leaders
3:30	3:45	Coffee Break
3:45	5:00	Activity: Skit
DAY 3		
Time		Topic
Start	End	
8:00	8:15	Management of Learning
<b>Segment 7</b>		
8:15	8:30	Motivational Activity: One for All
8:30	9:30	Discussion: The "I" in a Team
9:30	9:45	Coffee Break
<b>Segment 8</b>		
9:45	12:00	Discussion: Promoting Transparency and Accountability
12:00	1:00	Lunch Break
1:00	1:15	Energizer
<b>Segment 9</b>		
1:15	2:30	Discussion: Overview of School Improvement Plan and School Report Card
2:30	3:15	Coffee Break
3:15	4:00	Discussion: Building a Stronger Stakeholder Engagement through SRC
4:00	4:30	Discussion: Effective Ways in Presenting the SRC to the Community

DAY 4		
Time		Topic
Start	End	
8:00	8:30	Management of Learning
Segment 10		
8:30	9:30	Activity: Assessing My Partnership Portfolio
9:30	9:45	Coffee Break
Segment 11		
9:45	11:00	Activity: Envisioning An Effective School With A Strong Stakeholder Engagement
11:00	11:30	Closing Remarks

DAY 4		
Time		Topic
Start	End	
8:00	8:30	Management of Learning
Segment 10		
8:30	9:30	Activity: Assessing My Partnership Portfolio
9:30	9:45	<i>Coffee Break</i>
Segment 11		
9:45	11:00	Activity: Envisioning An Effective School With A Strong Stakeholder Engagement
11:00	11:30	<i>Closing Remarks</i>