



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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DepEd Negros Oriental
RECEIVED
 NO. 019.3690
 DATE: 11/08/2019
 BY: _____ &
 RECORDS SECTION

November 8, 2019

TRAVEL ORDER
 No. 1006 s, 2019

TO : **EMMA S. MATE**
 SEPS Social Mobilization
(in lieu of Dr. Rachel B. Picarda)

OFFICE : SGOD, Division of Negros Oriental

PURPOSE : To attend Capacity Building Workshop on Deepening Stakeholder Engagement

DATE OF TRAVEL : November 11 - 15, 2019

VENUE : Bohol

ALLOWED/ CHARGED TO: (Division MOOE/Local Funds, subject the usual accounting and auditing rules and regulations)

- _____ : Registration/ Transportation and other incidental expenses
- _____ : Transportation
- _____ : Meals and Snacks
- _____ : Board and Lodging
- _____ ✓ : Travelling & other incidental expenses

APULIN
SENEN P. PAULIN, CESO V
 Schools Division Superintendent
 11/11/19 *Paulin*



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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RECEIVED
 OCT 26 2019
 DIVISION OFFICE
 SCHOOLS DIVISION OF NEGROS ORIENTAL

October 25, 2019

TRAVEL ORDER

NO. 1394, s. 2019

TO :

DR. RACHEL B. PICARDAL	- Chief, SGOD
MRS. KARLA P. ANTONIO	- Div. SBM Coordinator
MIR. EDFEL V. CABAG	- Principal, JBCMHS
EPIFANIA Q. CUEVAS	- Principal, NOHS
LIGAYA BAROTE	- Tubtubon ES, Sibulan
JULIET RUBIO	- Jose Marie Locsin NHS
ALLAN AGOR	- Sumalring HS
MONICA B. MAXINO	- Principal, Bindoy CES
JOELOU AGUIRRE	- Principal, Dauin NHS
ARVIN LADION	- Valencia NHS
FERDINAND DIPALING	- Amilan NHS
ATHENA MAYBELLE ABRAHAN	- Kakira 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.

 X : Transportation, accommodation, registration and other incidental expenses

For the Schools Division Superintendent

(Signature)
NILITA L. RAGAY, Ed.D.
 Assistant Schools Division Superintendent
 Office In-Charge

10/25/19 *(Signature)*

sgod/rbp/web

Tel. Nos: (035) 225-2638 / 225-2697 / 422-7844 (Division Supra Office); (035) 225-2273 (Asst. Dir's Div. Supra Office); (035) 225-1022 (Promotional Sec. - Non-EPSS); (035) 422-7843 (Cashier's Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Records Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2275 (School/Medical/Dental Sections); (035) 225-3072 (ALS Section); (035) 225-7012 (PPSED Section).



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



0:10/21/19
 8

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 (BHRDO) - 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 Borzonja – 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 and doris.esmero@deped.gov.ph on or before October 31, 2019.

Office of the Director (ORD): Tel. Nos. (032) 251-4333, 251-1369, 414-7399, 414-7322; Office of the Assistant Director: Tel. No. (032) 251-4542
 Field Technical Assistance Division (FTAD): Tel. Nos. (032) 414-7324, 414-7324; Curriculum, Learning, Management Division (CLMD): Tel. Nos. (032) 414-7325
 Quality Assurance Division (QAD): Tel. Nos. (032) 251-4074; Human Resource Development Division (HRDD): Tel. No. (032) 251-4559
 Education Support Services Division (ESSD): Tel. Nos. (032) 251-7062; Planning, Policy and Research Division (PPRD): Tel. Nos. (032) 251-4630;
 a) 1-7065 Administrative Division: Tel. Nos. (032) 414-7326, 414-4360, 414-7366, 414-7322, 414-4347
 Finance Division: Tel. Nos. (032) 251-2325, 251-8061, 414-7321

"ESD 2015: Kapanatagan ng Lahat, Pananatagan 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
Talsay 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
1:30 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

STJ/CAE/mgb

CAPACITY BUILDING WORKSHOP ON STAKEHOLDER ENGAGEMENT

November 11-15, 2019

Plaza Resort, Mayacabac, Davis, Bohol

TRAINING MATRIX

DAY 1		
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>
DAY 1		
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>
Segment 1		
10:30	10:45	<i>Groupings</i>
10:45	11:15	Motivational Activity: Number Game
11:15	12:00	Discussion: School-based Management and Stakeholders Engagement
12:00	13:00	<i>Lunch Break</i>
Segment 2		
1:00	1:30	Motivational Activity: Knowledge is Power
1:30	2:00	Discussion: Knowledge is Empowering
2:00	2:45	Activity: Looking Back
2:45	3:00	Break
Segment 3		
3:00	4:00	Discussion: Education is Everyone's Responsibility
4:00	5:00	Activity: Identifying Priority Improvement Areas and How the Stakeholders Can Help

DAY 2		
Time		Topic
Start	End	
8:00	8:30	Management of Learning
Segment 4		
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
Segment 5		
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
Segment 6		
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
Segment 7		
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
Segment 8		
9:45	12:00	Discussion: Promoting Transparency and Accountability
12:00	1:00	Lunch Break
1:00	1:15	Energizer
Segment 9		
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	Coffee Break
Segment 11		
9:45	11:00	Activity: Envisioning An Effective School With A Strong Stakeholder Engagement
11:00	11:30	Closing Remarks