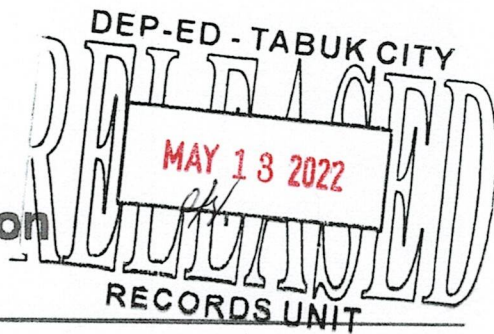




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Tabuk City



Office of the Schools Division Superintendent

10 May 2022

Division Memorandum
 No. 156, s. 2022

COMPLETE STAFF WORK AND ACTIVITIES RELATIVE TO THE PREPARATION OF THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)

To: Members of the Division Executive Committee
 All others concerned

1. Data, along with evaluation of accomplishments support organizational decision-making and strategic planning. They help in identifying gaps that need to be filled, measure the effectiveness and outcome of previous strategies and decisions, establish baselines and goals to keep moving forward and in considering contingencies to avoid if not mitigate the negative effects of previous actions or inactions among others. In this connection, this Office will spearhead the conduct of the Complete Staff Work to facilitate the gathering and consolidation of data needed in line with the preparations for the crafting of the Division Education Development Plan (DEDP) 2022-2029.
2. As such, the members of the Division Planning Team are expected to be in the forefront relative to the gathering and consolidation of division-wide data in line with the conduct of Complete Staff Work and Data Analysis.
3. The following personnel shall compose the Teams per area who are tasked to facilitate the gathering and consolidation of data. Data may be gathered from the schools or documents in the division office. Gathered data are expected to have been initially reviewed and analyzed.

AREA	TEAM MEMBERSHIP
Organizational Development	Sub-Area: Organizational Capacities Team Leader: NICASIO SUMARITA JR. Members: ATTY. RINGO SUMEDCA DEEWAI BAGAYAO JAMES CEASAR DAYAO Sub-Area: Competencies Team Leader: EMMANUEL UBUAN Members: MARIA MEDEA VALLEJO JANICE MADIO CATHERINE BADONG




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	<p>Sub-Area: Change Readiness Team Leader: DODDIE MARIE DUCLAN Members: KENNETH ATIWAG DOROTHY ASINGAL ALLAN S. DUMALSIN</p>
Curriculum Implementation	<p>Regular & Special Programs: Team Leader: SALLY FEKEN Members: MARIONETTE DOOMA THELMA GALICIA CORAZON BRAVO HELEN B. ORAP JOCELYN LOMENG HARRIET BUSLIG MENCHIE GAMONGAN ELVIRA TABAG</p> <p>Inclusivity: Team Leader: RAMONCHITO SORIANO Members: AGUSTINA LOMENG HENRY M. ALUNDAY WELDA LIEZL BUSLIG</p>
Special Programs (PAPs)	<p>National Led: Team Leader: EMILY LANGKIT Members: SIXTO LANG-AY JR. NILDA T. MENDOZA ATTY. JOAN A. REYES</p> <p>Division Led: Team Leader: ANAMARIE BUCAHAN Members: VIRGINIA BALILING ENGR. PAUL PALLISO EFREN Y. DANAG</p>

4. In connection to this , please be guided with the tentative Schedule of Activities in relation to the preparation of the Complete Staff Work and subsequently the DEDP (See attached).

5. For information, dissemination of and strict compliance to this memorandum is directed and shall remain in effect until otherwise rescinded.


IRENE S. ANGWAY, PhD, CESO VI
Schools Division Superintendent

Schedule of Activities

ACTIVITY	TENTATIVE DATE	Expected Pax
Setting of indicators and crafting of data gathering tool by teams	May 24, 2022	<ul style="list-style-type: none"> All identified team members per area in the DEDP
Gathering of data using the developed data gathering tool	May 25, 2022 to Jun 30, 2022	<ul style="list-style-type: none"> All identified team members per area in the DEDP
Team meetings re: consolidation of gathered data	July 1, 2022	<ul style="list-style-type: none"> All identified team members per area in the DEDP
Attendance of Identified Core Group members to Regional Orientation (Preparation of the 6th year RBEP)	July 27-29, 2022	<ul style="list-style-type: none"> SDS, ASDS, 2 Chiefs, DPO
DEDP CRAFTING		
I. Complete Staff Work (Data Processing and Status)	August 31, 2022	<ul style="list-style-type: none"> SDS, ASDS, 2 Chiefs, DPO, 7 Presenters*
II. Strategic Planning Strategic Direction Setting PAPs Development	September 14-16, 2022	<ul style="list-style-type: none"> SDS, ASDS, 2 Chiefs, DPO, Supply Officer, 1 PSDS, NAPSSHI, PESPA, PTA Federated, Teacher Rep (Elem), Teacher Rep (Secondary), NEU President All program holders
Preparation of RBEP Phase 3	September 21-22, 2022	<ul style="list-style-type: none"> SDS, ASDS, 2 Chiefs, DPO
III. Writing of the DEDP Draft	September 26-30, 2022	
IV. Review and proofreading	October 7-12, 2022	
V. Final packaging	October 24-28, 2022	

NOTE:

*Presenters are the Team Leaders per area