



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

16 OCT 2024

DIVISION MEMORANDUM

No. 643, s. 2024

**ORIENTATION WORKSHOP AND DATA VALIDATION ON THE ACCOMPLISHED
DRRM TEMPLATES IN THE GOVERNMENT SCHOOL PROFILE AND ONBOARDING
AND INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools

1. In consonance with DepEd Order No. 27, s. 2019 titled **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes** and in connection with the implementation of the CSC PRIME HRM systems and procedures, this Office, through the Disaster Risk Reduction Management, Planning & Research, and Human Resource Management & Development Sections will conduct a three-day **Orientation workshop and data validation on the accomplishment of DRRM templates in the Government School Profile and Onboarding and Induction Program for Non-Teaching Personnel** on October 28-30, 2024.
2. The objectives of the activity are the following:
 - To ensure the continued safety and learning continuity of schools and learners by improving the accuracy and reliability of the DRRM and other related school data.
 - To institute awareness on the office administration and financial procedures and system vis-à-vis established office citizen charter.
 - To amplify alignment of one's function and performance commitment with the DepEd's Vision, Mission and Mandates cum MATATAG Agenda Implementation.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>




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Participants are advised to report on the following schedules:

October 23, 2024 AM & PM	91 Newly Hired AO II, 33 Administrative Assistants/Aides
October 24, 2024 AM	91 Newly Hired AO II, 33 Administrative Assistants/Aides
October 24, 2024 PM	211 Administrative Officers (Old & New) and 126 Contract of Service (COS) Personnel
October 25, 2024 AM & PM	211 Administrative Officers (Old & New) and 126 Contract of Service (COS) Personnel

4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.

5. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: DepEd No. 27, s. 2019

To be indicated in the Perpetual Index under the following subjects:

SCHOOLS

DATA

INFORMATION



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Enclosure No. 1 to SDM No. 643 2024

PROGRAM MATRIX

Day 1 (October 28, 2024)		
TIME	ACTIVITIES	IN-CHARGE
8:00 – 8:30	Registration	Secretariat
8:30 – 9:00	Opening Program	HRD
9:00 – 10:00	Mandate, Vision, Mission, Core Values (VMV) & Strategic Directions	Luz U. Banson EdD, CESE OIC-Office of ASDS
10:00 – 10:15	Health Break	
10:15 – 11:15	DepEd Organizational Structure & School Processes	Edna B. Azcarraga PhD OIC, Office of SGOD Chief
11:15 – 12:00	PhilHealth Updates	PhilHealth Personnel
12:00 – 1:00	Lunch Break	
1:00 – 2:00	Civil Service Commission and Department of Education's Issuances Concerning Teaching and Non-Teaching Personnel <ul style="list-style-type: none">• Attendance, DTR, etc.• Vacation/Sick Leave• Dress Code for Government officials and Employees• Others	CSC Personnel
2:00 – 3:00	Pag-IBIG Updates	Pag-IBIG Personnel
3:00 – 3:15	Health Break	
3:15 – 4:00	RA 8291: An Act Amending PD No. 1146, as amended, Expanding and Increasing the Coverage & Benefits of the GSIS, Instituting Reforms therein and for other Purposes	GSIS Personnel
4:00 – 4:45	Online answering of LDNA 2024 Personnel Analysis Questionnaire & Welfare Needs Analysis (Non-Teaching) using this link:	Immaculada J. Amores
4:45 – 5:00	Debriefing	QAME Associates



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Day 2 (October 29, 2024)		
TIME	ACTIVITIES	IN-CHARGE
8:00 – 8:30	MOL	HRD
8:30 – 9:30	Run Through the different Duties & Responsibilities per Job Description	Ma. Sharon S. Barrientos
9:30 – 10:30	Break-out Session by Category	
10:30-12:00NN	Presentation	
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 3:00 PM	GESP Indicators on DRRM	Glenda Botin-DRRM Coordinator
3:00 – 4:00 PM	Data Errors found in the DRRM template in the previous GESP/GSSP	Eduardo Villafuerte-PO III
4:00 – 5:00 PM	Open Forum	
Day 3 (October 30, 2024)		
9:00 – 9:15 AM	MOL	HRD
9:15 – 9:30 AM	Prayer	On-Air
9:30 – 10:30 AM	Physical Facilities in Relation of Safety of Classrooms in Schools	Engr. Marlon Clarito/Engr. Ira Rose Balgos
10:30 – 12:00 AM	Revisiting GESP/GSSP/NSBI Forms	Eduardo Villafuerte/Engr. Marlon Clarito
12:00 – 1:00 PM	LUNCH BREAK	
1:00 - 2:30 PM	Basics of EBEIS	Donald Delmo
2:30 – 4:00 PM	RF Forms – Errors Learner Profile in the LIS	Eduardo Villafuerte-PO III
4:00 -5:00 PM	Ways Forward	Glenda Botin/Engr. Marlon Clarito/Eduardo Villafuerte

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PROGRAM MANAGEMENT TEAM

Dr. Miguel Mac D. Aposin
Dr. Luz U. Banson
Dr. Edna B. Azcarraga
Dr. Immaculada Amores
Ma. Sharon Barrientos
Cecil Joy Diocson
Marjorie Bayhon
Rhodela Martinez
Jerry Mosquite
Darwin Brillo
Ronald Dile
Mary Grace Atinon
Dr. Joy Arnold Lejos
Candelaria Talabucon
Yzarda Claudette Ballera
Jamie Rose Magsila
Dr. Marggie A. Obligacion
Eduardo Villafuerte
Eda Fabale Ponsaran
Glenda Botin
Engr. Marlon Clarito
Donald Delmo

- SDS, Overall Program Manager
- OIC/ASDS, Asst. Program Manager
- OIC, Office of SGOD Chief
- SEPS-HRD, Training Manager
- AO V, Training Manager
- AO V-Budget, Logistics Officer
- AO II/OIC, Accountant, Logistics Officer
- AO IV-Supply, Logistics
- EPS II-HRD, Logistics Officers
- OIC/AO IV-Personnel, Logistics Officer
- SEPS-SMM&E, Head-QAME Associates
- EPS II-SMM&E, QAME Associate
- Medical Officer III, Chief Welfare Officer
- Nurse II, Welfare Officer
- PDO I, Host/Secretariat
- AA, Documenter/Secretariat
- SEPS-Planning & Research, QAME Associate
- Planning Officer III, Resource Person
- Head Teacher, Resource Person
- DRRM Coordinator, Resource Person
- Physical Facilities Coordinator, Resource Person
- District Planning Officer (Panay)



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