



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To : Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From : **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

For the SDS:


MA. CECILIA S. MANAY
Chief Education Supervisor, SGOD
Officer In-Charge

Subject: **ONLINE ORIENTATION ON ONLINE VALIDATION OF BASELINE
ON THE NON-TEACHING PERSONNEL TASKS ASSIGNED TO
TEACHERS**

Date : August 1, 2023

1. Please find the attached Memorandum PPRD-2023-017 dated July 31, 2023 titled "Online Orientation on the Online Validation of Baseline Data on the Non-Teaching Tasks assigned to Teachers", which is self-explanatory.
2. Schedule of the said orientation is on August 7, 2023 at 1:00 PM to 4:00 PM. Target participants are the Division Planning Officer, School Heads, and Administrative Staff or designated representative of selected participating schools which is stated in the Annex B of the said Memorandum.
3. Particular attention is invited to paragraphs 3 and 4 which the selected participants are required to do and submit.
4. Immediate dissemination of this Memorandum is desired.

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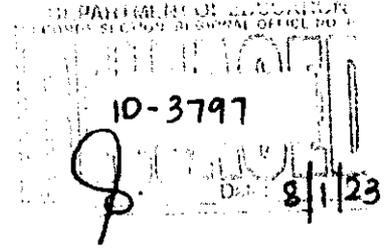
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Lead to Excel, Excel to Lead."*



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
PPRD-2023-017

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
All Others Concerned

FROM : **NICOLAS T. CAPULONG, PhD, CESO III**
Director IV
Regional Director

SUBJECT : **ONLINE ORIENTATION ON ONLINE VALIDATION OF BASELINE**
DATA ON THE NON-TEACHING TASKS ASSIGNED TO TEACHERS

DATE : **July 31, 2023**

Per **DepEd Memorandum DM_OUHRD-2023-1003** dated July 27, 2023, the Department of Education through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) in collaboration with the Planning Service, will conduct Online Orientation on the **Workload Balancing Tool** to selected schools nationwide.

The schedule for Luzon Cluster, which includes MIMAROPA Region, is on August 7, 2023 at 1:00 PM to 4:00 PM. Target participants are the Regional Planning Officer, Division Planning Officers, School Head and Administrative Staff or designated representative of selected participating schools (Annex B). Also attached is the Indicative Program Design (Annex A).

Participating schools are requested to prepare their accomplished **School Form 7 (SF7) for SY 2022-2023** duly signed by the School Head, attested by the School Checking Committee (SCC) and validated by the Division Planning Officer.

Further, participants are requested to do the following:

- download in advance the copy of the **Workload Balancing Tool** through <https://bit.ly/WBT-template>;
- register online and submit accomplished SF7 SY 2022-2023 through the link <https://bit.ly/WBTConfirmation> on or before August 4, 2023; and
- access through <https://bit.ly/WBT-OnlineOrientation> during the scheduled orientation.



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For further clarifications and concerns, please contact BHROD-SED through 8633-5397 or via email at bhrod.sed@deped.gov.ph

For your information and strict compliance.

PPRD/ml

Annex A

Indicative Program Design

Date: August 7, 2023 (Luzon Cluster — PM Session)
August 11, 2023 (Visayas Cluster — AM Session)
August 11, 2023 (Mindanao Cluster — PM Session)

Resource Speaker: Mr. Jonathan F. Diche - Planning Service Office of the Director
Platform: MS Teams (<https://bit.ly/WBT-OnlineOrientation>)

Objectives:

1. To conduct orientation on the Workload Time Balancing Tool
2. To validate baseline data on the non-teaching tasks assigned to teachers

Time	Activity
PM SESSION 1:00 PM — 1:20 PM	Preliminary Activities Philippine National Anthem Prayer Recognition of Participants Photo Opportunity Welcome Remarks
PM SESSION 1:20 PM - 1:25 PM	Activity Objectives Program Flow House Norms and Reminders
PM SESSION 1:25 PM — 1:30 PM	Context and Background
PM SESSION 1:30 PM — 2:30 PM	Orientation Proper
PM SESSION 2:30 PM — 2:40 PM	Health Break
PM SESSION 2:40 PM - 3:30 PM	Open Forum/ Hands-on Activity
PM SESSION 3:30 PM — 4:00 PM	Wrapping-up and Closing Activities

ANNEX B

List of Participating Schools

No.	Level	Region	Division	District	BEIS School ID / School Name	
1	JHS	Region IV-B	Marinduque	Boac North	301554	Marinduque NHS
2	ES	Region IV-B	Marinduque	Buenavista	109917	Timbo ES
3	ES	Region IV-B	Marinduque	Buenavista	109919	Yook ES
4	SHS	Region IV-B	Marinduque	Gasan	301565	Tapuyan NHS
5	ES	Region IV-B	Marinduque	Santa Cruz East	109965	Haguimit ES
6	JHS	Region IV-B	Marinduque	Santa Cruz North	301543	Hupi National High School
7	SHS	Region IV-B	Marinduque	Santa Cruz South	301558	Mongpong NHS
8	SHS	Region IV-B	Marinduque	Torrijos	301553	Maranlig National High School
9	SHS	Region IV-B	Marinduque	Torrijos	301566	Tigwi NHS
10	ES	Region IV-B	Occidental Mindoro	Abra De Ilog-Paluan	110044	Camurong ES
11	ES	Region IV-B	Occidental Mindoro	Mamburao	169508	Banilad Elementary School
12	SHS	Region IV-B	Occidental Mindoro	Rizal	308904	Manoot National High School
13	ES	Region IV-B	Oriental Mindoro	Baco	110339	Mamalao Mangyan School
14	SHS	Region IV-B	Oriental Mindoro	Baco	309008	Anastacio Dela Chica High School
15	SHS	Region IV-B	Oriental Mindoro	Bongabong North	309006	Carmundo NHS
16	ES	Region IV-B	Oriental Mindoro	Bongabong South	110406	Tomas Villanueva MS
17	SHS	Region IV-B	Oriental Mindoro	Mansalay	301631	Fe del Mundo NHS
18	ES	Region IV-B	Oriental Mindoro	Pinamalayan West	110571	Bangbang ES
19	SHS	Region IV-B	Oriental Mindoro	Pola	309023	Guillermo Raymundo - Calina High School
20	ES	Region IV-B	Oriental Mindoro	Roxas	110640	Roxas CS
21	ES	Region IV-B	Oriental Mindoro	Victoria	110686	Alcate ES
22	JHS	Region IV-B	Oriental Mindoro	Victoria	305784	Villa Cerveza High School
23	ES	Region IV-B	Palawan	Balabac	110812	Melville Elementary School
24	ES	Region IV-B	Palawan	Bataraza District II	110857	Tagnato Elementary School

25	ES	Region IV-B	Palawan	Brooke S Point II (S. Espanola)	110914	Sofronio Españaola Central School
26	ES	Region IV-B	Palawan	Busuanga	110962	San Rafael Elementary School
27	ES	Region IV-B	Palawan	Dumaran Mainland District	110773	Magsaysay Elementary School
28	ES	Region IV-B	Palawan	Narra District I	111067	Ipilan Elementary School
29	SHS	Region IV-B	Palawan	North Brooke's Point	301699	Gov. Alfredo Abueg Sr. National Technology & Vocational Memorial High School
30	JHS	Region IV-B	Palawan	Rizal	309146	Panalingaan National High School
31	ES	Region IV-B	Palawan	Taytay I	111248	Silanga Elementary School
32	ES	Region IV-B	Palawan	Taytay II	111249	Talog Elementary School
33	ES	Region IV-B	Palawan	Taytay III	111224	Cataban Elementary School
34	SHS	Region IV-B	Puerto Princesa City	Puerto Princesa I District	301790	Sta. Lourdes NHS
35	ES	Region IV-B	Puerto Princesa City	Puerto Princesa III District	111507	Bahile ES
36	ES	Region IV-B	Romblon	Cajidiocan-Magdiwang	111289	Ipil ES
37	JHS	Region IV-B	Romblon	Cajidiocan-Magdiwang	301752	Cajidiocan National High School
38	JHS	Region IV-B	Romblon	Looc	309203	Buenavista NHS-Looc NHS Ext.
39	ES	Region IV-B	Romblon	Odiongán South	111349	Bangon ES
40	ES	Region IV-B	Romblon	San Agustin-Calatrava	111406	Linao ES