



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

Department of Education
 Division of Marinduque
RECORDS SECTION
RELEASED
 Name: _____
 Signature: _____
 Date: NOV 30 2023

Office of the Schools Division Superintendent

November 30, 2023

DIVISION MEMORANDUM

No. 76, s. 2023

4TH QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2023

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Section Heads and Personnel
 Public Elementary and Secondary School Heads
 All Others Concerned

1. With the emerging trends in the basic education and in view of the implementation of MATATAG Agenda, the Schools Division of Marinduque will hold its **4th Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2023** at the Schools Division Office Conference Hall on the following dates for specific group of participants:

Dates	Participants	Venue
December 7, 2023	Public Elementary School Heads Public School District Supervisors	SDO Conference Hall
December 14, 2023	Public Secondary School Heads District ALS Coordinators Chief Education Supervisors Education Program Supervisors Accountant III Administrative Officer V & IV Attorney III, IT Officer, Medical Officer III, Engineer II, Information Officer, DRRM Coordinator, Senior Education Program Specialists, EPS for ALS	SDO Conference Hall

2. The activity aims to:
- enhance the capability of the school heads in leading the implementation of DepEd programs, projects and activities by providing informative inputs and updates regarding various policies and guidelines;
 - identify specific issues and concerns of the schools in the implementation of DepEd PFAs; and
 - provide workable and immediate solutions to issues and concerns.

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3. The participants shall be in their decent clothing based on the suggested colors:
 - a. Green: Boac North and Boac South participants
 - b. Gold: Santa Cruz East, Santa Cruz North and Santa Cruz South participants
 - c. Red: Mogpog and Gasan participants
 - d. Pink: Buenavista and Torrijos participants
 - d. White: SDO-based participants

4. The participants shall pay a registration fee of P400.00 to defray expenses on food. The registration fee of school heads shall be charged to School MOOE while that of the Division Office-based participants (including the PSDSs and District ALS) shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.

5. To minimize the hassle of paying for the registration fee on the day of the activity and to facilitate the required procurement process, all participants from the schools are instructed to **pre-register at the Cash Section of the Schools Division Office on or before December 4, 2023.**

6. Attendance is a must. Participants are ordered to observe maximum health protocols and precautionary measures throughout the Leadership Enhancement.

7. The host of this 4th Quarter Leadership Enhancement will be the following:

December 7, 2023	Host
Morning Activities	OSDS
Afternoon Activities	Torrijos District
December 14, 2023	
Morning Activities	OSDS
Afternoon Activities	Boac North District

8. The Division IT Services Section shall assist the host on the concerns regarding sounds and IT while the designated Meeting Secretariat shall take the minutes of the activity.

9. Please find the attached Matrix for the provisional agenda and the flow of activities.

10. Immediate dissemination of the contents of this Memorandum is highly desired.


LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent *fu*

Reference: None

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

MANAGEMENT COMMITTEE PERSONNEL TRAINING

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**4th Quarter Leadership Enhancement for the Implementation
of Programs and Projects For Calendar Year 2023**

Time	Topic	In-Charge
7:00 - 7:30	Registration/ Log-In Time	Leadership Enhancement Host Division/ Unit
7:30 - 8:00	Opening Program	
8:00 - 8:30	Leadership Enhancement Proper Part I. <ul style="list-style-type: none"> • Roll Call/ Determination of Quorum • Call to Order • Adoption of the Minutes of the Previous LEIPPD • Business Arising from the Minutes of the LEIPPD • Reading and Adoption of Agenda 	May Bernadeth O. Dela Rosa AO V Lynn G. Mendoza, EdD SDS Felix M. Famaran ASDS
8:30 - 9:30	Superintendent's Time <ul style="list-style-type: none"> • Updates from the Regional ManCom Meeting • Other Matters 	Lynn G. Mendoza, EdD SDS
9:30 - 9:45	<ul style="list-style-type: none"> • Year-end Updates from ASDS • Other Matters 	Felix M. Famaran ASDS
9:45 - 10:00	<ul style="list-style-type: none"> • Year-end Updates from CID • Other Matters 	John Chavez Chief Education Supervisor, CID
10:00 - 10:15	<ul style="list-style-type: none"> • Year-end Updates from SGOD • Other Matters 	Maria Cecilia S. Manay Chief Education Supervisor, SGOD
10:15 - 10:30	<ul style="list-style-type: none"> • Year-end Updates from Administrative Services • Other Matters 	May Bernadeth O. Dela Rosa AO V/ Admin
10:30 - 10:45	<ul style="list-style-type: none"> • Year-end Updates from Finance Services • Other Matters 	John Dhelter P. Pastrana Accountant III Arlene M. Marasigan AO V/ Budget
10:45 - 12:00	<ul style="list-style-type: none"> • District Presentation 	District Participants with their PSDSs (5-8 Minutes per District) <ul style="list-style-type: none"> • Torrijos • Bucnavista • Gasan • Boac North • Boac South • Mogpog • Santa Cruz North • Santa Cruz East • Santa Cruz South
12:00 - 1:00	LUNCH BREAK	
1:00 - 5:00	Part II. Year-end Performance Review and Evaluation/ Fellowship Activity	Assigned Host District

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