



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

Department of Education
Division of Marinduque
RECORDS SECTION
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Name: 002483
Signature: [Signature]
Date: JUL 19 2024 Time: _____

Office of the Schools Division Superintendent

July 18, 2024

DIVISION MEMORANDUM

No. _____, s. 2024

**3rd QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF
PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR
2024**

TO: Asst. 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 Curriculum, the Schools Division of Marinduque will hold its **3rd Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2024** at the SDO Marinduque Conference Hall on August 1 (Secondary) and August 9 (Elementary), 2024.

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 PPAs; and
- provide workable and immediate solutions to issues and concerns.

3. Participants are 44 Schools Division Office Personnel (ExeCom Members, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, and Section Heads, 183 Elementary School Heads, 46 Secondary School Heads, and nine (9) District ALS Coordinators.

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4. The participants shall pay a registration fee of Php 400.00 to defray expenses on food. The registration fee of school heads shall be charged to School MOOE while that of 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 on the day of the activity and to facilitate the required procurement process, all participants from schools are instructed to **pre-register at the Cash Section of the Schools Division Office on or before July 24, 2024.**
6. Attendance is a **must**. Participants must observe maximum health protocols and precautionary measures throughout the activity.
7. The host of the 3rd Quarter Leadership Enhancement will be Mogpog and Santa Cruz North Districts.
8. The Division IT Unit shall assist the host on the concerns regarding sounds and IT while the designated Meeting Secretariat shall take the minutes of the meeting.
9. Please see attached Matrix for the provisional agenda and the flow of activities,
10. Immediate dissemination of the contents of the Memorandum is highly desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

Encl.: As stated
Reference: None
To be indicated in the Division Perpetual Index
Under the following subjects

MANAGEMENT COMMITTEE

PERSONNEL

TRAINING

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Enclosure 1

3RD QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2024

Time	Topic	In-Charge
7:00 AM – 7:30 AM	Registration	LEIPPD Host Division/Unit
7:30 AM – 8:00 AM	Opening Program	c/o Host Districts
8:00 AM – 9:30 AM	LEIPPD Proper	
	Roll Call	Mrs. May Bernadeth O. Dela Rosa AOV
	Call to Order	Dr. Lynn G. Mendoza OIC, Schools Division Superintendent
	<ul style="list-style-type: none"> Adoption of the Minutes of the Previous LEIPPD Business Arising from the Minutes of the LEIPPD Reading and Adoption of the Agenda 	Mrs. Ma. Cecilia S. Manay CES, SGOD
9:30 AM – 9:45 AM	<ul style="list-style-type: none"> Health Break 	
9:45 AM – 11:00 AM	<ul style="list-style-type: none"> Superintendent's Time Updates from the Regional MANCOM Meeting Other Matters 	Dr. Lynn G. Mendoza OIC, Schools Division Superintendent
11:00 AM – 12:00 PM	<ul style="list-style-type: none"> ASDS's Time 	Dr. Mabel F. Musa ASDS
12:00 PM – 1:00 PM	<ul style="list-style-type: none"> Lunch Break 	
1:00 PM – 2:00 PM	<ul style="list-style-type: none"> Updates from CID Other Matters 	Mr. John M. Chavez Chief, CID
2:00 PM – 3:00 PM	<ul style="list-style-type: none"> Updates from SGOD Other Mattera 	Mrs. Ma. Cecilia S. Manay Chief, SGOD
3:00 PM – 4:00 PM	<ul style="list-style-type: none"> Updates from Administrative Services 	Mrs. May Bernadeth O. Dela Rosa AOV
4:00 PM – 4:45 PM	<ul style="list-style-type: none"> Updates from Finance Services 	Mr. John Dhelter Pastrana Accountant Mrs. Arlene M. Marasigan AO V, Budget
4:45 – 5:00 PM	<ul style="list-style-type: none"> Adjournment 	

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