



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

Department of Education
Division of Marinduque
**RECORDS SECTION
RELEASED**
Name: 0046341
Signature: [Signature]
Date: NOV 18 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officer V
SDO Unit and Section Heads
Officers, Private Schools Association of Marinduque
All Others Concerned

[Handwritten Signature]

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

SUBJECT : **DIVISION CONVERGENCE ACTIVITIES**

DATE : November 15, 2024

1. Pursuant to Regional Memorandum No. 160, s. 2024 titled Indicative Matrix of Activities for Stakeholders' Convergence, this Office through the School Governance and Operations Division – Social Mobilization and Networking Section in conjunction with the MIMAROPA Region Convergence initiatives, shall hold a convergence activity on November 25, 2024 from eight o'clock in the morning to five o'clock in the afternoon at the Balar Events Place, Balaring, Boac, Marinduque. Registration starts at seven o'clock in the morning.

2. Participants in the undertaking are the Assistant Schools Division Superintendent; Chief Education Supervisors; District and Education Program Supervisors; Administrative Officer V; Attorney III; Senior Education Program Specialists; Planning Officer III; IT Officer III; Administrative Officer IV-HRMO; Accountant III; Administrative Officer V-Budget; Division Public Information Officer; President, Vice President and Secretary of the Private Schools Association of Marinduque, Heads of Secondary Schools, and other Education Stakeholders. They are highly encouraged to come in Business Attire.

3. The Program Matrix and Executive and Working Committees are found as Enclosure Nos. 1 and 2 respectively.

4. Wide and immediate dissemination of the contents of this Memorandum is enjoined.

*"DepED Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*

SocMobMMM



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PROGRAM MATRIX
Stakeholders Convergence

Time	Activity	
7:00-8:00	Arrival and Registration	Registration Committee Ushering Committee
8:00-8:30	National Anthem Invocation DepEd Quality Policy Statement MIMAROPA Hymn SDO Marinduque Hymn Statement of Purpose	AVR
	Acknowledgement of Participants	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
	Welcome Remarks	Dr. MABEL F. MUSA Asst. Schools Division Superintendent
	Message	Dr. LYNN G. MENDOZA OIC, Schools Division Superintendent
	Keynote Speech	Dr. NICOLAS T. CAPULONG Director III Regional Director, MIMAROPA Region
8:31-9:31	DEDP Academic Maps	MARISOL O. LUARCA Division Planning Officer III
9:31-9:47	Health Break	
9:47-10:47	Current Status and Insights on Basic Education	JOHN M. CHAVEZ Chief Education Supervisor, CID
	• PISA	
	• NATG GS, G9, G12	
	• ELLN	
	• CRLA	
	• RMA	
• Other SDO PPAs		
	Open Forum and Ways Forward	
10:48-12:00	Salient Provisions of DepEd Order 007, s. 2024	Dr. MANOLO F. PEREZ Education Program Supervisor Field Technical Assistance Division MIMAROPA Region
	Sharing of Good SBM Practices	MARIA CECILIA R. PAR Principal II Lipa Elementary School LINO P. PEÑAREDONDA Principal II Dolores National High School
12:00-1:00	Lunch Break	
1:00-1:05	Energizer	

1:06-2:06	Establishment of Schools, Presentation of Data and School Mapping	MARK ANTHONY C. LEIDO Education Program Supervisor Quality Assurance Division MIMAROPA Region
2:07-3:07	Teachers' Welfare	MARIDELL F. HERMOSA Administrative Officer IV Human Resource Management Office
3:07-4:07	School Infrastructure and Facilities	Engr. ARNOLD M. MORENO Engineer III Education Facilities Coordinator
4:07-4:15	Wrap Up	
4:15-4:30	Response	Governor/Congressman
4:31-4:40	Pledge of Commitment • Internal Stakeholders • External Stakeholders •	
4:41-4:50	Closing Remarks	JOHN M. CHAVEZ Chief Education Supervisor, CID
4:50-5:00	Photo opportunity	
KYLE DAVID V. ATIENZA Senior Education Program Specialist, HRDS ABET R. FAUNDO Education Program Specialist II, HRDS		

EXECUTIVE AND WORKING COMMITTEES

Stakeholders Convergence

EXECUTIVE COMMITTEE

DR. LYNN G. MENDOZA

OIC, Schools Division Superintendent

DR. MABEL F. MUSA

Assistant Schools Division Superintendent

MA. CECILIA S. MANAY

Chief Education Supervisor, SGOD

JOHN M. CHAVEZ

Chief Education Supervisor, CID

MAY BERNADETH O. DE LA ROSA

Administrative Officer V

WORKING COMMITTEES

COMMITTEE/ TEAM	Chairperson	Member/s	Terms of Reference
Planning and Overall Coordination	Melanie M. Mendoza	Mayda N. Lagran	<ul style="list-style-type: none"> - drafts and submits the activity proposal and memorandum for approval of the SDS; - finalizes the activity matrix and communicates the same to all the teams; - acts on concerns and direct such to the executive committee for resolution if needed; - directs the flow of the activity; - performs needed correspondence with stakeholders; and - prepares textual contents of for the program, invitation and certificates.
Technical	Engr. David M. Zoleta, Jr.	Kelvin J. Labaguis Alvin L. Ricamara	<ul style="list-style-type: none"> - coordinates with the host school for all technical concerns; - makes sure that all technical needs are provided for the smooth flow of the event; - work in proper order and are functional - ensures that the sound system including microphones, projectors, wide screen and VTRs/AVPs to be used; - assists in the preparation of AVPs, if any;

Registration	Marisol O. Luarca	Josefina P. Brual	<ul style="list-style-type: none"> - provides registration form for the activity and makes sure all participants are registered; and - furnishes the program owner the records of the attendance.
Program Invitation, Certificates, and Slide Decks	Kyle David V. Atienza	Glaiza T. Palatino Jefrelle F. De Silva Abet R. Faundo	<ul style="list-style-type: none"> - designs and prints program invitations and certificates; - takes charge in the distribution of invitations before the event; and - distributes certificates to the guests - collates slides and prepares main presentation
Documentation, Monitoring and Evaluation	Dr. Fretzie P. Alcantara	Charmain J. Mogol	<ul style="list-style-type: none"> - records the proceedings including photographs and videos; compiles all the documentation relative to the activity; - documents, organizes, and submits the narrative report with photos to the Executive Committee for approval and record – keeping
Physical Arrangement and Decoration (Balar Event Place)	Engr. Arnold M. Moreno	Edgar H. Loto Engr. Oliver T. Martillano Engr. Jezreel L. Serra Irene Malimata Audie Nacawili	<ul style="list-style-type: none"> - prepares design for the venue in a festive layout, - takes charge in the logistical requirement of the materials to be used
Health and Emergency Dr. Rica Mai O. Larga Management		Ma. Concordia M. Eborá Jarence S. Narito Perry N. Jardiniano Maria Kristine Nicola DM Iglesia	<ul style="list-style-type: none"> - prepares emergency response plan - respectively joins the team that will extend bayanihan to ten schools identified - responds to emergency situations
Ushering	Maita M. Lazares	Tessie P. Oracion Joy Eltona N. Raza Kym Luzette S. Maming Susan P. Fatalla Loida M. Ordillano Rowena M. Malabana	<ul style="list-style-type: none"> - prepares table labels for seat assignments - receives and welcomes guests and escorts them to their designated seats
Food and Refreshment	Ruby M. Tan	Paul Angelo Reanzares	<ul style="list-style-type: none"> - ensures that food and refreshment are available - facilitates orderly serving of food