



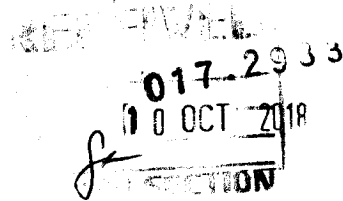
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

October 9, 2018

TRAVEL ORDER  
NO. 1312 S. 2018

TO : DAE P. HABALO  
SEPS, Planning and Research

NORBERTO L. BANATANTO JR.  
ADAS II



OFFICE: : SGOD, Division of Negros Oriental

PURPOSE: : To attend the Strategic Planning Workshop

DATE OF TRAVEL : November 26-30, 2018

VENUE/PLACE : Cebu City

ALLOWED/CHARGED TO: *(Division MOOE funds subject to the usual accounting and auditing rules and regulations)*

\_\_\_\_\_ : Registration

\_\_\_\_\_ : Meals and accommodation

X  : Transportation/per diem & other incidental expenses

WILFREDA D. BONGALOS, Ph.D., CESO V  
Schools Division Superintendent

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Republic of the Philippines  
**Department of Education**  
REGION VII, CENTRAL VISAYAS

OCT 03 2018



**Policy, Planning and Research Division**

**REGIONAL MEMORANDUM**  
No. **0727** s. 2018

**CORRIGENDUM TO RM NO. 706, s. 2018**  
**RE: STRATEGIC PLANNING WORKSHOP**

**TO: Schools Division/City Superintendents**  
**All Other Personnel Concern**

1. In line with the priority activities from the DepEd Central Office, the Strategic Planning Workshop is rescheduled to **November 26-30, 2018**. Furthermore, since November 30, 2018 is a regular holiday, participants are entitled to One (1) day Compensatory Time-Off (CTO).
2. All other provisions of Regional Memorandum No. 706, s. 2018 shall remain in full force and effect.
3. For immediate dissemination and compliance.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
**OIC-ASSISTANT REGIONAL DIRECTOR**  
**JULIETA A. JERUTA, Ph.D., CESO IV**  
Director IV 

IAI/MCD/BCOR

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 414-7399  
Office of the Assistant Director (OARDir), Tel. Nos.: (032) 255-4542  
Administrative Service Division (ASD), Tel. Nos.: 414-7326, 414-4367, 414-7322; 414-4367  
Education Support Services Division (ESSD), Tel. Nos.: (032) 254-7062  
Curriculum Learning Management Division (CLMCD), Tel. Nos.: (032) 414-7323

Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324  
Finance Division (FD), Tel. Nos.: (032) 256-2375; 253-8061, 414-7321  
Human Resource Development Division (HRDD), Tel. Nos.: (032) 255-5239  
Policy, Planning, and Research Division (PPRD), Tel. Nos. (032) 233-9030; 414-7065  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



SEP 24 2018


REGIONAL MEMORANDUM

No. 0706 s. 2018

STRATEGIC PLANNING WORKSHOP

TO: Schools Division/City Superintendents

1. In line with our strategic direction to provide professional development to teaching and non-teaching personnel in the Department, this Office will be conducting a Strategic Planning Workshop in partnership with the Development Academy of the Philippines on October 8-12, 2018 at Cebu City. Final venue to be announced in a separate memorandum.
2. The participants of this activity are as follows:
  - a. Regional Office - PPRD Chief and the PPRD Compliment
  - b. Division Office - Division Planning Officer; and Senior Education Program Specialist (SEPS) - Planning and Research.
3. Course fee, food, venue and transportation expenses of the resource persons shall be charged against HRTD funds while transportation and incidental expenses of participants shall be chargeable against division local funds subject to the usual account rules and regulation.
4. Participants can check-in as early as 2:00 pm of 07 October 2018 while check-out shall be 12:00 nn of 13 October 2018. First meal to be served shall be dinner while last meal to be served shall be breakfast.
5. Participants to this activity shall pre-register using this link <http://www.deped.in/regform2018> failure to pre-register shall be deemed as waiver for the provision of hotel accommodation. Each participant shall be required to bring at least 1 laptop each, extension cords and portable WIFI device.
6. Details of the activity and other requirements is attached as Annex A of this Memorandum and is deemed as an integral part thereof.
7. For immediate dissemination and compliance.

for:   
JULIET A. JERUTA, Ph.D., CESO IV  
Director IV  
Regional Director

PPRD / IA/MJCD/ecor

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;

**Annex A  
Activity Outline**

<b>STRATEGIC PLANNING WORKSHOP</b>	
<i>Source of Funds</i>	Regional HRTD
<i>Date of Activity</i>	September 09-15, 2018
<i>Functional Division</i>	Policy, Planning and Research Division (PPRD)
<i>PMIS WFP Status</i>	Enrolled in the WFP 2018 of PPRD

**I. Objectives**

This training provides a venue to obtain the needed competencies for translating organizational directions into workable strategies, determining appropriate performance measures, and setting challenging but realistic targets. The indicative course contents are as follows:

- a. Contextualizing the Plan
- b. Understanding Our Situation: Scanning the Organization's Environment
- c. Envisioning the Future: Revisiting the Organization's Mission, Vision and Core Values
- d. Formulating Strategic Objectives
- e. Identifying Performance Measures/Indicators
- f. Setting Targets and Thresholds
- g. Identifying Initiatives
- h. Anticipating the Unknown: Managing the Risks

**II. Legal Basis**

- Approved 2018 WFP for PPRD
- DepEd Order No. 15, s. 2017
- Pertinent Provisions of RA 9184

**III. Matrix of Activities**

**Day 0 - Sunday - October 7, 2018**

<b>Time</b>	<b>Activity</b>	<b>Locus of Control</b>
8:00 AM to 2:00 PM	Logistical Preparation and Last Minute Preparations	PPRD Chief and Staff
2:00 PM to 5:00 PM	Check-in of Participants  Final Inspection and Preparation of Site  Dinner	PPRD Chief and Staff

**Day 1 - Monday - October 8, 2018**

<b>Time</b>	<b>Activity</b>	<b>Locus of Control</b>
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:05 AM to 8:15 AM	Preliminaries	PPRD Staff

7:15 AM to 8:25 AM	Introduction of Participants	Mr. Rey Tan EPS, PPRD
8:25 AM to 8:30 AM	Objectives and Introduction of Resource Persons	Dr. Maria Jesusa Despojo Chief, PPRD
8:30 AM to 12:00 NN	Session 1	
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5: 00 PM	Session 2	

**Day 2 – Tuesday – October 9, 2018**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:05 AM to 8:15 AM	Preliminaries	PPRD Staff
8:15 AM to 8:30 AM	Management of Learning	Mr. Rey Tan EPS, PPRD
8:30 AM to 12:00 NN	Session 3	
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5: 00 PM	Session 4	

**Day 3 – Wednesday – October 10, 2018**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:05 AM to 8:15 AM	Preliminaries	PPRD Staff
8:15 AM to 8:30 AM	Management of Learning	Mr. Rey Tan EPS, PPRD
8:30 AM to 12:00 NN	Session 5	
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5: 00 PM	Session 6	

**Day 4 – Thursday – October 11, 2018**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:05 AM to 8:15 AM	Preliminaries	PPRD Staff
8:15 AM to 8:30 AM	Management of Learning	Mr. Rey Tan EPS, PPRD
8:30 AM to 12:00 NN	Session 7	
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5: 00 PM	Session 8	

**Day 5 – Friday – October 12, 2018**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:05 AM to 8:15 AM	Preliminaries	PPRD Staff
8:15 AM to 8:30 AM	Management of Learning	Mr. Rey Tan

		EPS, PPRD
8:30 AM to 12:00 NN	Session 9	
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5: 00 PM	Session 10	

Day 6 - Saturday - September 15, 2018

Time	Activity	Locus of Control
8:00 AM to 12:00 PM	Breakfast and Check-out	PPRD Staff

#### IV. Food, Accommodation and Venue Requirements

Item	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Food	35 pax (Dinner Only)	49 pax (Breakfast to Dinner)	49 pax (Breakfast to PM Snacks)	49 pax (Breakfast to PM Snacks)	49 pax (Breakfast to PM Snacks)	49 pax (Breakfast to PM Snacks)	49 pax breakfast
Venue	N/A	1 Plenary	1 Plenary	1 Plenary	1 Plenary	1 Plenary	N/A
Accommodation	35 pax	49 pax	49 pax	49 pax	49 pax	49 pax	N/A

#### VI. Budget

Item	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Food, Venue and Accommodation	35 x Php 1,200.00	49 x Php 2,000.00	49 x Php 2,000.00	49 x Php 2,000.00	49 x Php 2,000.00	49 x Php 2,000.00	49 x Php 200
Total:	Php 42,000.00	Php 98,000.00	Php 98,000.00	Php 98,000.00	Php 98,000.00	Php 98,000.00	Php 9,800.00
Php 541,800.00							
Course Fee		46 x Php 2,500.00	46 x Php 2,500.00	46 x Php 2,500.00	46 x Php 2,500.00	46 x Php 2,500.00	
Total:		Php 115,000.00	Php 115,000.0	Php 115,000.0	Php 115,000.0	Php 115,000.0	
Transportation for Resource Persons	3 x Php 13000.00						
Total:	Php 39,000.00						
Php 39,00.00							
Daily Total	Php 81,000.00	Php 213,000.00	Php 213,000.00	Php 213,000.00	Php 213,000.00	Php 213,000.00	Php 9,800.00
<b>TOTAL</b>					<b>PHP 1,155,800.00</b>		



The Development Academy of the Philippines

# TRAINING ON STRATEGIC PLANNING



## COURSE DESCRIPTION

This training provides a venue to obtain the needed competencies for translating organizational directions into workable strategies, determining appropriate performance measures, and setting challenging but realistic targets.

## INDICATIVE COURSE CONTENT

- Contextualizing the Plan
- Understanding Our Situation: Scanning the Organization's Environment
- Envisioning the Future: Revisiting the Organization's Mission, Vision, and Core Values
- Formulating Strategic Objectives
- Identifying Performance Measures/Indicators
- Setting Targets and Thresholds
- Identifying Initiatives
- Anticipating the Unknown: Managing the Risks



## TARGET PARTICIPANTS

Planning Officers of the organization



## COURSE FEE

Two Thousand Five Hundred Pesos (Php 2,500.00) to cover the cost of training personnel fees, training kits, training certificates, per participant per day.

For queries, please contact:

**Peter Dan B. Baon**

Center for Governance - Operations Management Office

E-mail: [efgtraining@dap.edu.ph](mailto:efgtraining@dap.edu.ph) or Telephone No. 02-631-21-39; Fax No.: 02-631-2146