



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

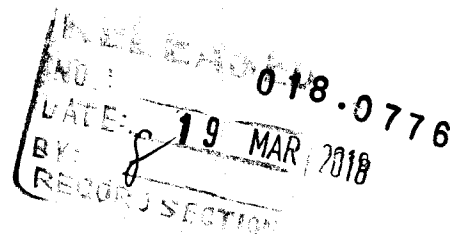


March 15, 2018

**TRAVEL ORDER**

No. 345. 2018

DR. NILITA L. RAGAY  
Education Program Supervisor



This Office

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You are hereby informed of your attendance to the Workshop on Office Charter on March 19-20, 2018 at the Crown Regency Hotel, Fuente Osmena, Cebu City.

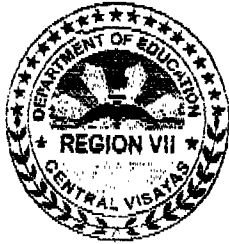
Expenses relative to the said activity shall be charged against Regional Office Funds while travelling and other incidental expenses shall be charged against Division Office Funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

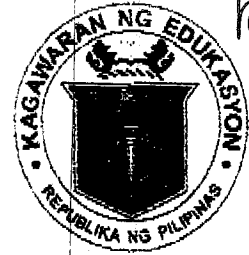
**SALUSTIANO T. JIMENEZ, L.I.B., CESO VI**  
OIC-Office of the Assistant Regional Director

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 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;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“ E3Q 2015: Kanapatan ng Lahat, Pananagutan ng Lahat ”*



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n: 3/14/18 /si

## MEMORANDUM

**TO :** Schools Division Superintendents (SDS)  
OIC- Schools Division Superintendents (OIC-SDS)  
Assistant Schools Division Superintendents (ASDS)  
OIC-Assistant Schools Division Superintendents (OIC-ASDS)

**SUBJECT :** WORKSHOP ON OFFICE CHARTER

**DATE :** March 13, 2018

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Please be informed that there will be a Workshop on Office Charter on March 19-20, 2018 at the Crown Regency Hotel (Fueñte Osmeña, Cebu City).

The participants are the Schools Division Superintendent (SDS), OIC-Schools Division Superintendent (OIC-SDS), Assistant Schools Division Superintendent (ASDS) and OIC- Assistant Schools Division Superintendent (OIC-ASDS).

Expenses relative to the said activity shall be charged against Regional Office Funds while the traveling and other incidental expenses of the participants shall be charged against Division Office funds, both subject to the usual accounting and auditing rules and regulations.

*Juliet A. Jeruta*  
**JULIET A. JERUTA, Ph.D., CESO IV**  
Director III  
OIC-Regional Director

RDJAJeruta/ms.ida  
Page 1-2018-Memo to SDOs  
3/13/2018

**ADVISORY !!!**

Participants are SDS, OIC-SDS, ASDS, OIC-ASD

Please refer to Memorandum dated March 13, 2018

**WORKSHOP ON OFFICE CHARTERING**  
**MARCH 19-20, 2018**  
 Crown Regency Towers, Osmena Bvd., Cebu City

**PROGRAM OF ACTIVITIES****MARCH 19, 2018**

8:00 a.m. - 8:30 a.m.	-	Opening Program	-	Mr. Tomas T. Pastor, EPS, HRDD
		• Prayer		
		• National Anthem		
		• Welcome Note		
8:30 a.m. - 9:00 a.m.	-	Setting the Tone	-	Mr. Tomas T. Pastor, EPS, HRDD
9:00 a.m. - 12:00 a.m.	-	Message	}	RD Juliet A. Jeruta
		Rationale		
		Statement of Purpose		
		Value Proposition		
12:00 noon - 1:00 p.m.	-	Lunch		
1:00 p.m. - 3:00 p.m.	-	Vision and Mission	}	SDS Gregorio Cyrus Elejorde
		Core Values		
		DepED Mandate		
3:00 p.m. - 3:30 p.m.	-	Break	}	SDS Wil Bongalos
		Activity		
3:00 pm. - 5:00 p.m.	-	KRAs, Objectives, Roles and Functions (SDO)		

**MARCH 20, 2018**

8:30 a.m. - 9:00 a.m.	-	Energizer/Activity		
9:00 a.m. - 11:30 a.m.	-	KPIs and Outputs	-	SDS Senen Paulin
11:30 a.m. - 12:00 noon	-	Activity		
12:00 noon - 1:00 pm.	-	Lunch		
1:00 p.m. - 3:00 p.m.	-	Organization & Structure	-	ARD Sal Jimenez
3:00 p.m. - 3:30 p.m.	-	Activity		
3:30 p.m. - 5:00 p.m.	-	RD Juliet A. Jeruta's Time		

CLOSING