



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN



May 02, 2022

DIVISION MEMORANDUM
No. 209 s. 2022

**CAPACITY BUILDING ON THE DEVELOPMENT OF THE
2022-2028 DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)**

**To: OIC-Office of the Asst. Schools Division Superintendent
Chief-School Governance and Operations Division
Chief-Curriculum and Instruction Division
SEPS Planning and Research
Planning Officer
All Others Concerned**

1. Attached is Regional Memorandum No. 238, s. 2022 dated March 23, 2022, titled **Capacity Building on the Development of the 2022-2028 Division Education Development Plan (DEDP)**.
2. Enclosure No. 1 provides the list of additional participants from this office to attend this capacity building. They shall be tasked to ensure compliance with health protocols and help facilitate the conduct of the activity.
3. Immediate and wide dissemination of this Memorandum is directed.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl: As stated
Reference: Regional Memorandum No.238, s. 2022

To be indicated in the Perpetual Index under the following subjects

OPERATIONS PLANS TRAININGS

DNN



Poblacion, Numancia, Aklan
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SCHOOLS DIVISION OF AKLAN

Enclosure No. 1 to Division Memorandum No. 209 s. 2022

Additional Participants from SDO Aklan

Number	Name	Designation
1	Raymund D. Solis	Nurse II
2	Cindy D. Bautista	ADA VI
3	Melky B. Arboleda	PDO II
4	Jerald B. Dela Cruz	AO II
5	Nelieta Z. Iradiel	J.O



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 REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM
 No. 238, s. 2022

MAR 23 2022

**CAPACITY BUILDING ON THE DEVELOPMENT OF THE
 2022 – 2028 DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)**

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. This Office, through the Policy, Planning and Research Division, will conduct a Capability Building on the Development of 2022 – 2028 Division Education Development Plan (DEDP) in three batches as shown in the table below:

Batch No.	Schools Division Offices	Date	Remarks
1 (6 SDOs)	Kabankalan City (host SDO)	April 24 – 29, 2022	First meal is dinner on April 24, 2022 (Sunday) and last meal is PM snacks on April 29, 2022 (Friday) <i>Venue TBD</i>
	Bago City		
	Himamaylan City		
	La Carlota City		
	San Carlos City		
	Sipalay City		
2 (7 SDOs)	Silay City (host SDO)	May 1 – 6, 2022	First meal is dinner on May 1, 2022 (Sunday) and last meal is PM snacks on May 6, 2022 (Friday) <i>Venue TBD</i>
	Bacolod City		
	Cadiz City		
	Escalante City		
	Negros Occidental		
	Sagay City		
	Victorias City		
3 (8 SDOs)	Aklan (host SDO)	May 15 – 20, 2022	First meal is dinner on May 15, 2022 (Sunday) and last meal is PM snacks on May 20, 2022 (Friday) <i>Venue TBD</i>
	Antique		
	Capiz		
	Iloilo		
	Iloilo City		
	Guimaras		
	Passi City		
	Roxas City		



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2. The objectives of this activity are:
 - to understand the fundamental components and steps of Strategic Planning;
 - to emphasize critical points under each component;
 - to introduce the application of Strategic Planning components to DEDP and;
 - to craft the 2022 – 2028 DEDP.
3. There will be **5** participants per SDO:
 - Assistant Schools Division Superintendent
 - Chief – SGOD
 - Chief – CID
 - SEPS for Planning and Research
 - Planning Officer
4. Attached is the Matrix of Activities.
5. For inquiries, contact PPRD Office through Telephone No.: (033) 5033095 and look for Maydelyn R. Antioquia, Education Program Supervisor.
6. Expenses relative to the conduct of this activity will be chargeable against local funds subject to usual accounting rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
References: none

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

TRAININGS

PLANS

OPERATIONS



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Enclosure to RM No. _____ s. 2022

ACTIVITY MATRIX

DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM
0	4:00 – 6:00	Registration	Host SDO
1	7:45 – 8:15	Opening Preliminaries	Host SDO
	8:15 – 8:30	*Expectations Setting	Arcie G. Mallari
	8:30 – 9:00	*Introduction of the Capacity Building	Arcie G. Mallari
	9:00 – 10:00	*Introduction to Strategic Planning	Arcie G. Mallari
	10:00 – 10:15	<i>Group Activity and Processing</i>	Arcie G. Mallari
	10:15 – 12:00NN	Lecture: Introduction to Strategic Planning	Arcie G. Mallari
	12:00 – 12:45	<i>LUNCH BREAK</i>	
	12:45 – 1:00	<i>ENERGIZER</i>	
	1:00 – 3:00	Lecture: Introduction to Strategic Planning	Arcie G. Mallari
	3:00 – 3:15	<i>PM SNACKS</i>	
3:15 – 5:00	Lecture: Introduction to Strategic Planning	Arcie G. Mallari	
5:00 - 5:15	Admin Reminders	PPRD/Host SDO	
2	7:45 – 8:00	Opening Preliminaries	Host SDO
	8:00 – 8:30	Review of Day 1	Arcie G. Mallari
	8:30 – 10:00	Lecture: Strategic Planning Process and Framework	Arcie G. Mallari
	10:00 – 10:15	<i>AM SNACKS</i>	
	10:15 – 12:00NN	Lecture: Strategic Planning - Vision, Target Setting and Strategic Goals	Arcie G. Mallari
	12:00 – 12:45	<i>LUNCH BREAK</i>	
	12:45 – 1:00	<i>ENERGIZER</i>	Host SDO
	1:00 – 3:00	Workshop 1: Strategic Objectives (2023-2028)	Arcie G. Mallari
	3:00 – 3:15	<i>Processing of Outputs</i>	Ronaldo V. Polanco
	3:15 – 5:00	Workshop 2: Key Performance Indicators with Targets (2023-2028)	Kathrina L. Sta. Maria
5:00 - 5:15	<i>Processing of Outputs</i>	Arcie G. Mallari	
		Admin Reminders	Ronaldo V. Polanco
			Kathrina L. Sta. Maria
			PPRD/Host SDO
3	7:45 – 8:00	Opening Preliminaries	Host SDO
	8:00 – 8:30	Review of Day 1 - 2	Arcie G. Mallari
	8:30 – 10:00	LECTURE: Understanding SWOT Analysis and Actionable Strategies – Internal and External Analysis	Arcie G. Mallari
	10:00 – 10:15	<i>AM SNACKS</i>	
	10:15 – 12:00NN	Workshop 3: Development of SWOT Matrix	Arcie G. Mallari
	12:00 – 12:45	<i>Processing of Outputs</i>	Ronaldo V. Polanco
	12:45 – 1:00	<i>LUNCH BREAK</i>	Kathrina L. Sta. Maria
		<i>ENERGIZER</i>	Host SDO



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	10:15 – 12:00NN	Lecture: Strategic Planning - Vision, Target Setting and Strategic Goals	Arcie G. Mallari
	12:00 – 12:45	<i>LUNCH BREAK</i>	
	12:45 – 1:00	<i>ENERGIZER</i>	
	1:00 – 3:00	Workshop 1: Strategic Objectives (2023-2028)	Host SDO
	3:00 – 3:15	<i>Processing of Outputs</i>	Arcie G. Mallari
	3:15 – 5:00	<i>PM SNACKS</i>	Ronaldo V. Polanco
		Kathrina L. Sta. Maria	
		Workshop 2: Key Performance Indicators with Targets (2023-2028)	Arcie G. Mallari
		<i>Processing of Outputs</i>	Ronaldo V. Polanco
		<i>Admin Reminders</i>	Kathrina L. Sta. Maria
			PPRD/Host SDO
3	7:45 – 8:00	Opening Preliminaries	Host SDO
	8:00 – 8:30	Review of Day 1 - 2	Arcie G. Mallari
	8:30 – 10:00	LECTURE: Understanding SWOT Analysis and Actionable Strategies – Internal and External Analysis	Arcie G. Mallari
	10:00 – 10:15	<i>AM SNACKS</i>	
	10:15 – 12:00NN	Workshop 3: Development of SWOT Matrix	Arcie G. Mallari
	12:00 – 12:45	<i>Processing of Outputs</i>	Ronaldo V. Polanco
	12:45 – 1:00	<i>LUNCH BREAK</i>	Kathrina L. Sta. Maria
		<i>ENERGIZER</i>	Host SDO



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	1:00 – 3:00	LECTURE: Understanding SWOT Analysis and Actionable Strategies – Cross SWOT/TOWS <i>PM SNACKS</i>	<i>Assigned FD (TBD)</i> Arcie G. Mallari
	3:00 – 3:15 3:15 – 5:00	WORKSHOP 4: Development of Cross SWOT with Actionable Strategies <i>Processing of Outputs</i> <i>Admin Reminders</i>	Arcie G. Mallari Ronaldo V. Polanco Kathrina L. Sta. Maria <i>PPRD/Host SDO</i>
4	5:00 - 5:15	<i>Opening Preliminaries</i>	<i>Host SDO</i>
	7:45 – 8:00	Review of Day 1 - 3	Arcie G. Mallari
	8:00 – 8:30	LECTURE: Strategy Implementation Planning <i>AM SNACKS</i>	Arcie G. Mallari
	8:30 – 10:00	WORKSHOP 5: Development of Implementation Plan <i>Processing of Outputs</i>	Arcie G. Mallari Ronaldo V. Polanco Kathrina L. Sta. Maria
	10:00 – 10:15	<i>LUNCH BREAK</i>	
	10:15 – 12:00NN	<i>ENERGIZER</i>	<i>Host SDO</i>
	12:00 – 12:45	LECTURE on Organizational Risk Assessment <i>PM SNACKS</i>	Arcie G. Mallari
	12:45 – 1:00	WORKSHOP 6: Development of Organizational Risk <i>Processing of Outputs</i>	Arcie G. Mallari Ronaldo V. Polanco Kathrina L. Sta. Maria <i>PPRD/Host SDO</i>
	1:00 – 3:00	<i>Admin Reminders</i>	
	3:00 – 3:15 3:15 – 5:00		
5:00 - 5:15			
5	7:45 – 8:00	<i>Opening Preliminaries</i>	<i>Host SDO</i>
	8:00 – 10:00	<i>Closing and Synthesis</i>	Arcie G. Mallari
	10:00 – 10:15	<i>AM SNACKS</i>	
	10:15 – 11:00	Agreement on Next Steps	Arcie G. Mallari Ronaldo V. Polanco Kathrina L. Sta. Maria
	11:00 - 12:00 12:00 – 12:45	CLOSING PROGRAM Lunch Break	Host SDO



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