



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 137 s. 2022

APR 20 2022

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

TO: Assistant Schools Division Superintendent
CID? SGOD Chiefs
All Others Concerned

1. Relative to Regional Memorandum No. 238 s. 2022 RE: Capacity Building on the Development of the 2022-2028 Division Education Development Plan (DEDP) – Batch I, this Office will host a six - day Face to Face Capacity Building on 2022 -2028 Division Education Development Plan among the Division Offices of San Carlos City, Bago City, La Carlota City, Himamaylan City, Kabankalan City and Sipalay City) scheduled on March 24-29, 2022. The venue of the activity is to be determined.
2. The objective of this activity are to:
 - a. be familiar with the fundamental components and steps of Strategic Planning;
 - b. emphasize critical points under each component;
 - c. introduce the application of Strategic Planning components to DEDP and;
 - d. craft the 2022-2028 DEDP.
3. There will be 5 participants per SDO:
 - * Assistant Schools Division Superintendent
 - * Chief – CID
 - * Chief – SGOD
 - * SEPS for Planning & Research
 - * Planning Officer
4. Attached is the Matrix of Activities.
5. For inquiries contact SGOD-PRU Office through 09199211889 and look for Saturnino T. Pabalinas Jr. PhD, Senior Education Program Specialist, Planning & Research.
5. Expenses relative to the conduct of this activity will be chargeable against Regional Office Downloaded funds subject to usual accounting rules and regulations.
6. Participation to this activity especially of senior citizens, pregnant women, and immunocompromised personnel, must strictly comply with the minimum public health standards and policies set by the Department of Health (DOH), Inter- Agency Task Force for the Management Emerging Infectious Diseases (IATF-MEID), Local Government Unit (LGU) and Department of Education (DepEd).
7. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. TRIO, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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DEPARTMENT OF EDUCATION REGIONAL OFFICE 6– WESTERN VISAYAS
CONSULTING SERVICES FOR THE CRAFTING AND DEVELOPMENT OF THE DIVISION EDUCATION PLAN

A. Capacity Building Details:

Title	Development of the DEDP 2023-2028
Objectives	The objective of this session is for the participants: <ol style="list-style-type: none"> 1. To understand the fundamental components and steps of Strategic Planning 2. To emphasize critical points under each component 3. To introduce the application of Strategic Planning components to the DEDP
Date	April 25-29 / Monday - Friday
Time	8:30 – 5:00pm (with breaks)
Profile of Participants	Schools Division Offices from- <ol style="list-style-type: none"> 1. Bago City 2. La Carlota City 3. San Carlos City 4. Himamaylan City 5. Kabankalan City 6. Sibalay City

B. Activity Matrix

DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
DAY 1 – April 25				
1	7:30-7:45am	Registration	c/o SDO Kabankalan City	
	7:45-8:00am	Opening Ceremonies Opening Prayer Philippine National Anthem Regional Hymn Energizer	c/o SDO Kabankalan City Documenter: c/o SDO Kabankalan City Tech Support: c/o SDO Kabankalan City	Presentation Materials: <ul style="list-style-type: none"> • Philippine Nat'l Anthem • Prayer Room Set-Up: <ul style="list-style-type: none"> • Clustered per Functional Division Training Materials: <ul style="list-style-type: none"> • Manila Paper

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
				<ul style="list-style-type: none"> • Masking Tape • Metacards (Yellow, Blue, Green, White) • Markers <p>Equipment:</p> <ul style="list-style-type: none"> • LCD Projector & Screen • 2-3 Wireless Microphones • 2-3 Whiteboards
	8:00-8:15am	Welcome Remarks	NICASIO S. FRIO, CESO VI Schools Division Superintendent SDO Kabankalan City	<i>-same-</i>
	8:15-8:30am	Expectations Setting Introduction of the Capacity Building	ARCIE G. MALLARI Resource Person	<i>-same-</i>
	8:30-9:00am	Introduction to Strategic Planning	ARCIE G. MALLARI Resource Person	<i>-same-</i>
	9:00 – 10:00am	GROUP ACTIVITY A	ARCIE G. MALLARI Resource Person KATHRINA L. STA. MARIA Resource Person	<i>-same-</i> Activity Materials
	10:00-10:15am		AM SNACK	
	10:15-12:00nn	LECTURE on <i>Introduction to Strategic Planning</i>	ARCIE G. MALLARI Resource Person	<i>-same-</i>
	12:00 – 12:45 pm		LUNCH	

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
	12:45-1:00pm	Energizer	c/o SDO Kabankalan City	-same-
	1:00-1:30pm	GROUP ACTIVITY B	ARCIE G. MALLARI Resource Person	
	1:30-2:00pm	LECTURE on the Strategic Planning – Vision, Target Setting and Strategic Goals	ARCIE G. MALLARI Resource Person	-same-
	2:00-3:00pm	WORKSHOP 1: <ul style="list-style-type: none"> Strategic Objectives (2023-2028) Key Performance Indicators with Targets (2023-2028) Processing of Outputs	ARCIE G. MALLARI Resource Person	
	3:00-3:15	PM SNACK		
	3:15-5:00pm	WORKSHOP 1: <ul style="list-style-type: none"> Strategic Objectives (2023-2028) Key Performance Indicators with Targets (2023-2028) Processing of Outputs	ARCIE G. MALLARI Resource Person	-same-
	5:00-5:15pm	Admin Reminders	c/o SDO Kabankalan City	-same-
	5:15pm	End of Day 1		
DAY 2 – April 26				
2	7:30-7:45am	Registration	c/o SDO Kabankalan City	
	7:45-8:00am	Opening Preliminaries Opening Prayer Energizer Management of Learning	c/o SDO Kabankalan City Documenter: c/o SDO Kabankalan City Tech Support: c/o SDO Kabankalan City	Presentation Materials: <ul style="list-style-type: none"> Nationalistic Song Prayer Room Set-Up: <ul style="list-style-type: none"> Clustered per Functional Division Training Materials:

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
				<ul style="list-style-type: none"> • Manila Paper • Masking Tape • Metacards (Yellow, Blue, Green, White) • Markers Equipment: <ul style="list-style-type: none"> • LCD Projector & Screen • 2-3 Wireless Microphones • 2-3 Whiteboards
	8:00-8:30am	Continuation of WORKSHOP 1: <ul style="list-style-type: none"> • <i>Strategic Objectives (2023-2028)</i> • <i>Key Performance Indicators with Targets (2023-2028)</i> <i>Processing of Outputs</i>	ARCIE G. MALLARI Resource Person	-same-
	8:30-10:00am	LECTURE on Understanding SWOT Analysis and Actionable Strategies – Internal and External Analysis	ARCIE G. MALLARI Resource Person	-same-
	10:00-10:15am	AM SNACK		
	10:15-12:00nn	WORKSHOP 2: <i>Development of SWOT Matrix</i> <i>Processing of Outputs</i>	ARCIE G. MALLARI Resource Person	-same-
	12:00 – 12:45 pm	LUNCH		
	12:45-1:00pm	Energizer	c/o SDO Kabankalan City	-same-
	1:00-3:00pm	LECTURE on Understanding SWOT Analysis and Actionable Strategies – Cross SWOT/TOWS	ARCIE G. MALLARI Resource Person	-same-

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
			RONALDO V. POLANCOS Resource Person	
			KATHRINA L. STA. MARIA Resource Person	
	3:00-3:15		PM SNACK	
	3:15-5:00pm	WORKSHOP 3: <i>Development of Cross SWOT with Actionable Strategies</i> <i>Processing of Outputs</i>	ARCIE G. MALLARI Resource Person RONALDO V. POLANCOS Resource Person KATHRINA L. STA. MARIA Resource Person	-same-
	5:00-5:15pm	Admin Reminders	c/o SDO Kabankalan City	-same-
	5:15pm	End of Day 2		
DAY 3 – April 27				
3	7:30-7:45am	Registration	c/o SDO Kabankalan City	
	7:45-8:00am	Opening Preliminaries Opening Prayer Energizer Management of Learning	c/o SDO Kabankalan City Documenter: c/o SDO Kabankalan City Tech Support: c/o SDO Kabankalan City	Presentation Materials: • Nationalistic Song • Prayer Room Set-Up: • Clustered per Functional Division Training Materials: • Manila Paper • Masking Tape

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
				<ul style="list-style-type: none"> • Metacards (Yellow, Blue, Green, White) • Markers Equipment: <ul style="list-style-type: none"> • LCD Projector & Screen • 2-3 Wireless Microphones • 2-3 Whiteboards
	8:00-8:30am	Review of Day 1-2	ARCIE G. MALLARI Resource Person	-same-
	8:30-10:00am	Continuation of WORKSHOP 3: Development of Cross SWOT with Actionable Strategies Processing of Outputs	ARCIE G. MALLARI Resource Person	-same-
	10:00-10:15am	AM SNACK		
	10:15-12:00nn	LECTURE on Organizational Risk Assessment	ARCIE G. MALLARI Resource Person RONALDO V. POLANCOS Resource Person KATHRINA L. STA. MARIA Resource Person	-same-
	12:00 – 12:45 pm	LUNCH		
	12:45-1:00pm	Energizer	c/o SDO Kabankalan City	-same-
	1:00-3:00pm	WORKSHOP 4: Development of Organizational Risk	ARCIE G. MALLARI	-same-

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
		<i>Processing of Outputs</i>	Resource Person	
	3:00-3:15		PM SNACK	
	3:15-5:00pm	LECTURE on Strategy Implementation Planning WORKSHOP 5: Development of Implementation Plan <i>Processing of Outputs</i>	ARCIE G. MALLARI Resource Person RONALDO V. POLANCOS Resource Person KATHRINA L. STA. MARIA Resource Person	<i>-same-</i>
	5:00-5:15pm	Admin Reminders	c/o SDO Kabankalan City	<i>-same-</i>
	5:15pm	End of Day 3		
DAY 4 – April 28				
4	7:30-7:45am	Registration	c/o SDO Kabankalan City	
	7:45-8:00am	Opening Preliminaries Opening Prayer Energizer Management of Learning	c/o SDO Kabankalan City Documenter: c/o SDO Kabankalan City Tech Support: c/o SDO Kabankalan City	Presentation Materials: <ul style="list-style-type: none"> • Nationalistic Song • Prayer Room Set-Up: <ul style="list-style-type: none"> • Clustered per Functional Division Training Materials: <ul style="list-style-type: none"> • Manila Paper • Masking Tape • Metacards (Yellow, Blue, Green, White) • Markers Equipment:

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
				<ul style="list-style-type: none"> • LCD Projector & Screen • 2-3 Wireless Microphones • 2-3 Whiteboards
	8:00-8:30am	Review of Day 1-3	ARCIE G. MALLARI Resource Person	-same-
	8:30-10:00am	<i>Continuation</i> LECTURE on Strategy Implementation Planning WORKSHOP 5: Development of Implementation Plan <i>Processing of Outputs</i>	ARCIE G. MALLARI Resource Person	-same-
	10:00-10:15am	AM SNACK		
	10:15-12:00nn	<i>Continuation</i> LECTURE on Strategy Implementation Planning WORKSHOP 5: Development of Implementation Plan <i>Processing of Outputs</i>	ARCIE G. MALLARI Resource Person RONALDO V. POLANCOS Resource Person KATHRINA L. STA. MARIA Resource Person	-same-
	12:00 – 12:45 pm	LUNCH		
	12:45-1:00pm	Energizer	c/o SDO Kabankalan City	-same-
	1:00-3:00pm	Introduction to the Elements of the Development of the Division Education Development Plan (DEDP)	ARCIE G. MALLARI Resource Person	-same-
	3:00-3:15	PM SNACK		
	3:15-5:00pm	Writeshop on the Development of the DEDP	ARCIE G. MALLARI Resource Person	-same-

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			RONALDO V. POLANCOS Resource Person KATHRINA L. STA. MARIA Resource Person	
	5:00-5:15pm	Admin Reminders	c/o SDO Kabankalan City	<i>-same-</i>
	5:15pm		End of Day 4	
DAY 5 – April 29				
5	7:30-7:45am	Registration	c/o SDO Kabankalan City	
	7:45-8:00am	Opening Preliminaries Management of Learning	c/o SDO Kabankalan City Documenter: c/o SDO Kabankalan City Tech Support: c/o SDO Kabankalan City	Presentation Materials: <ul style="list-style-type: none"> • Nationalistic Song • Prayer Room Set-Up: <ul style="list-style-type: none"> • Clustered per Functional Division Training Materials: <ul style="list-style-type: none"> • Manila Paper • Masking Tape • Metacards (Yellow, Blue, Green, White) • Markers Equipment: <ul style="list-style-type: none"> • LCD Projector & Screen • 2-3 Wireless Microphones

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DAY	TIME	TOPIC/ACTIVITY	RESOURCE PERSON/TEAM	LOGISTICS
				<ul style="list-style-type: none"> • 2-3 Whiteboards
	8:00-10:00am	Presentation and Processing of the DEDP	ARCIE G. MALLARI Resource Person	<i>-same-</i>
	10:00-10:15am		AM SNACK	
	10:15-11:00am		ARCIE G. MALLARI Resource Person	<i>-same-</i>
			RONALDO V. POLANCOS Resource Person	
			KATHRINA L. STA. MARIA Resource Person	
	11:00-11:30am	Commitment Setting on Submission of DEDP	Mr. LEO DEDOROY PPRD Chief	
	11:30-12:00nn	Closing Program	c/o SDO Kabankalan City NICASIO S. FRIO, CESO VI Schools Division Superintendent SDO Kabankalan City	
	12:00		LUNCH <i>End of Day 5</i>	