



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



August 12, 2013

UNNUMBERED DIVISION MEMORANDUM

DIVISION PLANNING WORKSHOP

**TO: ALL DIVISION PROMOTIONAL STAFF
DIVISION PLANNING OFFICER & STAFF
DIVISION ACCOUNTANT
DIVISION ADMINISTRATIVE OFFICER
IDENTIFIED DISTRICT & SCHOOL OFFICIALS**

1. This Office announces the conduct of a two-day **Division Planning Workshop** to be held at **East Coast White Sand Resort & Recreation Center, Anda, Bohol** on **August 22-23, 2013**.
2. Participants to this workshop are the **Division Promotional Staff, Division Planning Officer and 1 Staff, Division Accountant or his representative, Division Administrative Officer or his representative** and the identified **District/School Officials** to wit:
 - **Maria Petra Ocio**
 - **Cerlito Romero**
 - **Armingol Estremos**
 - **Lilibeth Laroga**
 - **Jeanylette Ayson**
 - **Marifel Bernales**
3. This activity aims to:
 - a. Review the organization's values, mission, and vision;
 - b. Determine the strengths and weaknesses of the organization and identify strategic issues and fundamental choices it is facing;
 - c. Develop goals, strategic objectives, and major activities to carry the organization forward in the direction desired;
 - d. Establish the M&E procedure of the plan.
4. Participants concerned (especially PAPs Coordinators) are requested to bring the following to the workshop as bases for the planning:
 - Work Plan SY 2012-2013
 - Accomplishment Reports SY 2011-2012 & SY 2012-2013
 - Proposed list of schools for PAPs recipients for CY 2014 & CY 2015
 - T&D list of proposed trainings and number of pax for CY 2014 & CY 2015
 - Resource Mobilization Section list of programs and projects with number of recipient schools for SY 2012-2-13 and name of partners

- Adopt-a-School Program and Brigada Eskwela Reports submitted from districts (district consolidation) for SY 2012-2013 and 2013-2014 by ESA
 - List of Division and District Federated PTA Officers
 - District Report on SEF for CY 2013
 - Proposed Budget and SEF Utilization for CY 2012 by district
5. Vans will be waiting at the Division Office entrance to shuttle the participants to the venue in the early morning of August 22 (Thursday) and will leave at exactly 7:00 AM.
6. For the information, guidance and compliance of all concerned.


WILFREDA D. BONGALOS, Ph. D., CESO VI
OIC-Schools Division Superintendent