



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
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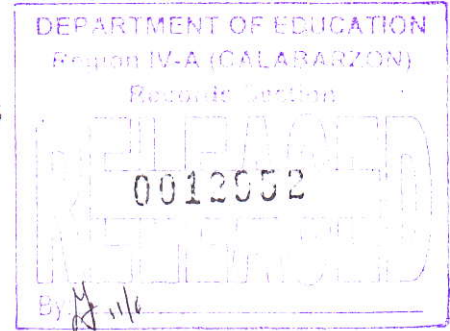
MEMORANDUM

To : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

From : **DIOSDADO M. SAN ANTONIO**
 Director IV

Subject : **ORIENTATION-TRAINING ON THE NEW ROLES, FUNCTIONS AND STRUCTURE OF THE RATIONALIZED SCHOOLS DIVISION OFFICE (SDO)**

Date : **November 3, 2014**



In view of the approved Rationalization Program of the Department of Education, a 3 – day Orientation-Training on the New roles, Functions, and Structure of the Rationalized Schools Divisions Office (SDO) will be conducted at NEAP Training Center, Malvar , Batangas on the following dates by cluster SDOs in 4-batches below :

BATCH NO.	INCLUSIVE DATES	SCHOOLS DIVISION OFFICE (SDOs)
Batch 1	November 25-27, 2014 Day 0 – November 24, 2014	Quezon, Tayabas City, Lucena city
Batch 2	December 2-4, 2014 Day 0 – December 1, 2014	Cavite City, Imus City, Bacoor City, Antipolo City, Rizal
Batch 3	December 9-11, 2014 Day 0 – December 8, 2014	Laguna, Sta. Rosa City, Calamba City, San Pablo City
Batch 4	December 15-17, 2014 Day 0-December 14, 2014	Batangas, Batangas City, Lipa City, Tanauan City

The participants to the said training are expected to:

1. appreciate the intent and rationale of the new DepEd functions and structure and the role of each DepEd level (CO,RO,DO)
2. understand the role, functions and structure of the schools Division Office, the various units created in the approved Rationalized plan and the relationship among and between the various functions.
3. distinguish functions of each Office in the SDO and identify the basic competencies required per Office, and
4. build basic knowledge on the cross-cutting functions of Field Technical Assistance

The participants to this Training – Orientation are SDS, ASDSs, EPSs/ Chiefs, Section Chiefs, Unit Heads, Technical Staff, PSDSs of each Schools Division Office (SDO). They are requested to be in the venue at 3:00 pm of Day 0. The first meal to be served per batch is dinner and the opening program will commence at 4:00 pm of the same day. The last meal to be served is snacks of the last scheduled day. Please see the attached schedule of activities. List of names of participants per SDO must be submitted to this Office not later than **November 7, 2014** through email at td_calabarzon@yahoo.com.

Expenses of the participants relative to this activity such as board and lodging shall be charged against Division HRTD funds while transportation expenses shall be charged against local funds. The supplies and other incidental expenses, board and lodging and transportation expenses of the facilitators and training management staff shall be charged against Regional HRTD funds subject to the usual COA auditing rules and regulations.

The following are the Regional facilitators and the training management staff of the said activity per class. They are requested to be in the venue early morning of Day 0.

CLASS NUMBER	NAME	DESIGNATION	SDO/ RO DIVISION
1	1. Luz E. Osmena	Chief, HRDD	RO
	2. Agnes A. Rolle	Team Leader - FTAD	RO
	3. Melna R. Albano (Class 1 & 2)	Team Leader - PPRD	RO
	4. Celedonio Balderas	OIC-ASDS	SDO-Quezon
	5. Rosemarie Torres	OIC-ASDS	SDO-Cavite City
	6. Angelina Castillo	EPS	SDO-Quezon
	7. Glenda Dela Torre	ICT-HRDD	RO
2	1. Erico M. Habijan	Chief, CLMD	RO
	2. Edenia O. Libranda	Team Leader - QAD	RO
	3. Cecille Carandang	OIC-ASDS	SDO-Tanauan City
	4. Lourdes Bermudez	OIC-ASDS	SDO-Calamba City
	5. Cristina Salazar	EPS	SDO-Antipolo City
	6. Ephraim Gibas	ICT-HRDD	RO

Immediate dissemination of this Memorandum is earnestly desired.

Received: Joseph
11-6-14
6182

**ORIENTATION-TRAINING ON THE NEW ROLES, FUNCTIONS, AND STRUCTURE
OF THE RATIONALIZED SCHOOL DIVISIONS OFFICE (SDO)
SCHEDULE OF ACTIVITIES**

TIME	DAY 0	DAY 1	DAY 2	DAY 3
8:00-10:00		Session 1. Establishing the need for change	Session 3B . Functions and Structure of the SDO <ul style="list-style-type: none"> • School Governance and Operations Divisions • Office of the SDS 	Cont. Session 6. Technical Assistance Mechanism <ul style="list-style-type: none"> • Behavior vs Technical Skills • Credibility
10:00 – 12:00		Session 2. Orientation on the new DepEd levels, functions, structure (CO,RO,SDS) <ul style="list-style-type: none"> • Rationale • New Structure IO,RO,SDS Input on SDO KRA & Major Outputs	Session 4. Functional Interface <ul style="list-style-type: none"> • Relationship Among Divisions in the SDO 	Session 7. Finding One’s Place in the SDO <ul style="list-style-type: none"> • Managing personal reaction to change
12:00 – 1:00				
1:00 – 3:00		Cont. Session 2	Cont. Session 4	Cont. Session 7. Finding One’s Place in the SDO <ul style="list-style-type: none"> • Making an informed career decision
3:00-5:00	Opening Program (4:00 PM) <ul style="list-style-type: none"> • Rationale and Objectives • Learning styles 	Session 3A . Functions and Structure of the SDO Curriculum Implementation Division	Session 5. Job Design for SDO	4:00 PM Clearing House Closure
5:00 – 6:00		Cont. Session 3A	Session 6. Technical Assistance Mechanism <ul style="list-style-type: none"> • TA Mechanism as applied to SDO 	