



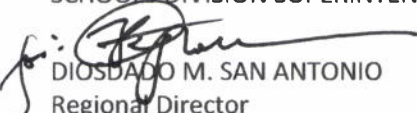
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



**REGIONAL MEMORANDUM**

NO. 045 S. 2016

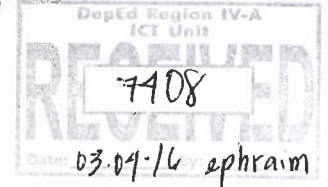
TO : ASSISTANT REGIONAL DIRECTOR  
ALL REGIONAL OFFICE DIVISION CHIEFS  
SCHOOLS DIVISION SUPERINTENDENTS

FROM :  DIOSDADO M. SAN ANTONIO  
Regional Director

SUBJECT : CAPACITY-BUILDING WORKSHOP IN HARMONIZING PLANNING SYSTEM IN BASIC  
EDUCATION (SERIES 1)

DATE : March 2, 2016

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In our commitment to sustain efforts in strengthening the delivery of quality basic education services through a harmonized planning system, the DepED CALABARZON through the Policy, Planning and Research Division have outlined initiatives to conduct a series of Capacity-Building Workshops divided into four (4) modules.

The capacity-building workshop specifically aims to:

1. Capacitate key personnel from the region and schools' division offices in the preparation of development plans.
2. Harmonize education planning process with the national/regional/division and school levels.

The first series of capacity-building workshop is scheduled on March 28-30, 2016. The venue of the first series and schedules of the second, third and fourth series of Capacity-Building Workshops will be announced later through a separate memorandum.

Expected participants of the schools' division offices are the 5 members of the **Division Planning Committee** consisting of the *Schools Division Superintendent/Assistant Schools Division Superintendent/s, Senior Education Program Specialist for Research, Planning Officer, CID and SGOD Chiefs* while the expected participants of the Regional Office are the **Regional Planning Committee** (*Regional Director, Assistant Regional Director, Division Chiefs*), and the *secretariat of the Regional Planning Committee coming from the PPRD*.

A registration fee of Php 1,800 will be collected from the division participants which shall be borne from their Division INSET funds to cover expenses of board and lodging for 3 days.

Furthermore, the travelling expenses of the division participants shall be charged against local funds while registration fees, travelling and other allowable expenses of the regional participants and DepED CO speakers will be charged to regional funds subject to the usual accounting rules and regulations.

Participants are also advised to pre-register online and confirm attendance following instructions provided in the link <http://tinyurl.com/1scbwm1>

Please note that completion of registration of pre-registered participants is on March 22, 2016 at 5:00 pm.

For further clarifications and other queries on the matter, please feel free to contact the PPRD Office at telephone number, 02-647-5964 or send an e-mail through [pprd4a@gmail.com](mailto:pprd4a@gmail.com)

Immediate and wide dissemination of this Memorandum is desired.

