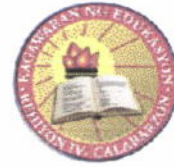




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

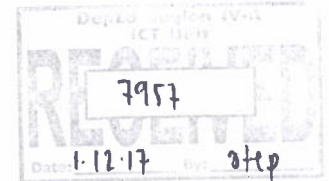
NO. 077 S. 2017

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Regional Director

SUBJECT : **Fourth Series of the Capacity-Building Workshop in Harmonizing the Planning System: Strat Plan/REDP Write Shop**

DATE : **January 5, 2017**



To facilitate the review and enhancement of the 1st Draft of the Strat Plan/DEDP of the (19) nineteen divisions, the Policy Planning and Research Division in collaboration with the DepEd Central Office, Planning and Programming Division and through the technical assistance of the Basic Education Sector Transformation M&E and TA Specialists will conduct the last series of the Capacity-Building Workshop in Harmonizing the Planning System from January 30, 2017 to February 1, 2017.

The members/representative of the member of Regional Planning Committee and Division Planning Committee who attended the first three series of the Capacity-Building Workshop in Harmonizing the Planning System is enjoined to participate in this activity.

The expenses relative to this workshop such as board and lodging, supplies and materials and other miscellaneous will be cost-shared. As such, a registration fee of One Thousand Eight Hundred Eighty Pesos (PHP 1,880.00) shall be collected from each of the participant.

The registration fee of the division participants shall be charged against Division INSET Funds while that of the central and regional participants will be charged to the Regional Funds.

The travelling expenses of all the participants are chargeable against their local funds subject to the usual government accounting and auditing rules and regulations.

Please see attached enclosure for the important guidelines of the activity.

Immediate dissemination of this Memorandum is desired.





ENCLOSURE NO. 1

CAPACITY-BUILDING WORKSHOP IN HARMONIZING THE PLANNING SYSTEM GUIDELINES

1. The activity will be held at the Tagaytay International Convention Center, Tagaytay City.
2. Payment of registration fees is on Day 1 (January 30, 2017) at 7:00 AM
3. Check-in time is 2:00 PM of Day 1 (January 30, 2017) and Check-out is 12:00 NN of Day 3 (February 1, 2017)
4. First meal to be served is Breakfast of Day 1 (January 30, 2017) while last meal is afternoon snacks of Day 3 (February 1, 2017).
5. Participants are requested to register online to confirm their attendance to this activity. For confirmation, using your preferred search engine (Google Chrome, Fire Fox, Internet Explorer, etc.) please type the uniform resource locator, www.tinyurl.com/4HARM4A and fill-in the required fields.
6. Certificate of Completion will only be given to those who have successfully completed the four phases of the Capacity-Building Program.
7. Those who have confirmed their attendance but failed to attend the said activity are directed to submit a letter of explanation stating the reason therein.
8. Participants are likewise requested to bring a copy of their first draft of Strat Plan/DEDP for 6 years, extension cord and lap top to be used during the workshop.

