



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



PPRD-RM-2025-489

01 July 2025

Regional Memorandum
No. 489 s. 2025

ADDENDUM TO RM NO. 319 s. 2025

To: **Schools Division Superintendents**

1. Pursuant to Regional Memorandum No. 319 s. 2025, which convenes the Interface with SDO Counterparts cum Optimizing Workflow Junctions on July 14-15, 2025, at NEAP-NCR, Marikina City, this Office hereby presents the Indicative Program of Activities (refer to the Attachment).
2. The attached outlines the assigned SDOs tasked with preparing and presenting the essential data required for the development of the activity output.
3. All other provisions in the said memorandum are still in effect.
4. For more information and details, you may contact the Policy, Planning, and Research Division (PPRD) through pprd.calabarzon@deped.ph.
5. For immediate dissemination and strict compliance of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

07/ROP2/ROP1



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Certificate No. PHP QMS
22 93 0085

Attachment

**Interface with SDO Counterparts cum
Optimizing Workflow Junctions
July 14-15, 2025**

Indicative Program of Activities

Time	Assigned Topic	Person/s Involved
July 14, 2025 - Day 1		
7:00 – 8:30	Arrival of the Participants	
8:31 – 9:00	Preliminaries	TWG Members
9:01- 9:30	Snacks	
9:30 – 10:30	Presentation of Reports on Education Planning (by SDO) Strategic Planning	Assigned SDO -Biñan City -Cavite Province -Cavite City
10:31 – 12:00	Presentation of Reports on Education Planning (by SDO) Midterm Planning Operational Planning	Assigned SDO -Quezon Province -Bacoor City -Tayabas City
12:01 – 1:00	Lunch	
1:00 – 2:00	Issues and Challenges on Education Planning Strategic Planning Midterm Planning Operational Planning	Assigned SDO -Biñan City -Cavite Province -Cavite City -Quezon Province -Bacoor City -Tayabas City
2:01 – 3:00	Presentation of Reports on Data Management (by SDO) Data Dissemination	Assigned SDO -Batangas Province -Calamba City -Lucena City
3:01 – 4:00	Presentation of Reports on Data Management (by SDO) Management Information System	Assigned SDO -Antipolo City -Tanauan City -Batangas City

3:01 – 4:30	Issues and Challenges on Data Management Data Dissemination Management Information System	Assigned SDO -Antipolo City -Tanauan City -Batangas City
4:31 – 5:00	Reminders	
July 15, 2025 – Day 2		
8:00 – 8:30	MOL	
8:30 – 9:30	Regional Status of Reports on - Educational Planning - Data Management	Adrian Bullo PO III Emil O. Reambillo AO II
9:30 – 10:00	Break	
10:01 – 11:00	Workflow Analysis and Bottleneck Identification	Jona M. Malonzo PO III
11:01 – 12:00	Workshop - Developing Recommendations and Action Plans	Participants
12:01 – 1:00	Lunch	
1:00 – 2:00	Workshop - Developing Recommendations and Action Plans	Participants
2:01 – 3:00	Presentation of Outputs	Participants
3:01 – 3:30	Closing Program	TWG

LORENZO RUIZ COSTO
Program Facilitator