



Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF CAPIZ
Banica, Roxas, City



April 18, 2017

DIVISION MEMORADUM

No. 59, s. 2017

COMPOSITION OF THE DIVISION PLANNING TEAM (DPT)

To: Acting Assistant Schools Division Superintendent
Chiefs, School Governance & Operations Division
and Curriculum Implementation Division
Education Program Supervisors
Senior Education Program Specialists
Section Heads
Public School District Supervisors
Public Elementary/Secondary/Integrated School Heads

1. Cognizant with our efforts to be responsive to the emerging educational challenges, this office has created the Division Planning Team (DPT) and Technical Working Group to craft the Division Education Development Plan (DEDP) for CY 2016-2021.
2. Attached are the following enclosures:

Enclosure No. 1. Composition of the Schools Division Planning Team and Technical Working Group
Enclosure No. 2. Matrix (Plan of Work)
3. In this connection, the DPT is advised to convene on April 27, 2017, 9 o'clock in the morning at the Division Multi-Purpose Hall, Banica, Roxas City.
4. Wide dissemination of this memorandum is desired.

MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

COMPOSITION OF DIVISION PLANNING TEAM

- Chair Nicasio S. Frio
Assistant Schools Division Superintendent
- Members Marlon P. Destreza, Ed.D.
Chief, School Governance and Operations Division
- Segundina F. Dollete, Ed.D.
Chief, Curriculum Implementation Division
- Concepcion A. Dela Cruz
Education Program Supervisor (English)
- Shirley A. De Juan
Education Program Supervisor (LDRMS)
- Sephora M. Roldan
Education Program Supervisor (AP/Hekasi)
- Elenia P. Baranda
Education Program Supervisor (Math)
- Andres Quiachon
Education Program Supervisor (Science)
- Edna B. Azcarraga, Ed.D.
Education Program Supervisor (SGOD)
- Margarie A. Obligacion, Ph.D.
Senior Education Program Specialist
Planning & Research
- Teresita A. Barrio, Ph.D.
Senior Education Program Specialist
Monitoring & Evaluation
- Nanette G. Calixterio
Senior Education Program Specialist
Social Mobilization & Networking
- Immaculada J. Amores
Senior Education Program Specialist
Human Resource & Development
- Benjie Doce, CPA
Accountant

Nenita Y. Fabiaña
Administrative Officer V

Nenito Dacles
Budget Officer

Rhodela U. Martinez
Administrative Officer IV
HRMO/Supply Officer

Engr. Marlon Clarito
Engineer III

Heidelyn P. Geromiano, Ed.D.
Kindergarten/Multi-Grade Coordinator

Eduardo Villafuerte
Planning Officer III

On-call: Atty. Joseph Ituralde
Legal Officer

Dr. Juan Belo
Medical Health Officer

Emmanuel Lati
Information Technology Officer

Greta Fanco
Division SBFP Coordinator

**DIVISION PLANNING TEAM
PLAN OF WORK MATRIX**

Enclosure No. 2

TOPICS	PERSONS ASSIGNED
Goals Chart (Elementary) Master Plan	Mrs. Shirley A. de Juan
Goals Chart (Secondary) Master Plan	Mrs. Sephora M. Roldan
Streams Diagnostic Chart (Senior Hi School)	Miss. Concepcion Dela Cruz
Streams Objectives/Analysis Chart (Pre-Sch. & Multi-Grade/ ALS)	Heidelyn P. Geromiano, Ed.D.
Learning Outcomes Mgt.Plan for Formal Education c/o CID	Segundina F. Dollete, Ed.D. / Mr. Andres Quaichon
Integrated Division Health and Nutrition Plan (Pre-Sch./Elem./Sec.)	Edna B. Azcarraga, Ed.D
Baseline Information on Nutritional Status of Learners	Edna B. Azcarraga, Ed.D.
Human Resource Development Plan	Mrs. Immaculada J. Amores

TOPIC	PERSON ASSIGNED
Master Plan for Management of Education Services (Soc. Mob)	Miss. Nannette G. Calixterio
M & E Implementation Plan for Mgt. of Educ. Services	Teresita A. Barrio, Ph.D.
Management of Educ. Services Goal Chart (Soc Mob)	Miss. Nannette G. Calixterio
Integrated Division Physical Facilities Dev't Plan	Engr. Marlon Clarito
Current Status of Physical Facilities	Engr. Marlon Clarito
Physical Facilities Prioritization Plan	Marlon P. Destreza. Ed.D.
Projected Learning Materials /Equipment/School Supplies c/o HR	Rhodela U. Martinez
Diagram of Organization of Education in the Division	Nenita Y. Fabiaña
Division Situational Analysis	Marggie A. Obligacion, Ph.D.

TOPIC	PERSON ASSIGNED
Executive Summary	Marggie A. Obligacion, Ph.D.
Projected Requirement of the Division on Resource Mobilization & Allocation Plan	Mr. Benjie Doce
Division Procurement Plan	Mr. Nenito Dacles
Division Master Plan (Hiring of Teachers/Textbooks, etc.)	Sir Frio/R. Martinez
SPATRES	Marggie A. Obligacion, Ph.D.
MOOE/ Budget Allocation	Mr. Benjie Doce
Performance Indicators	Mr. Eduardo Villafuerte