



January 18, 2019

**DIVISION MEMORANDUM**

NO. 09 S. 2019

**2-DAY SEMINAR - WORKSHOP ON THE FORMULATION OF ADVOCACY MATERIALS FOR DEPED PROGRAMS AND PROJECTS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Public Schools District Supervisors  
Elementary, Secondary and Integrated School Heads  
All Others Concerned


1. The Schools Division of Capiz through the Social Mobilization and Networking Section of School Governance and Operations Division (SGOD) will conduct a **2-day Seminar - Workshop on the Formulation of Advocacy Materials for DepEd Programs and Projects on January 30 - 31, 2019**. The venue will be announced later.
2. The seminar-workshop aims to:
  - a. conceptualize and prepare advocacy materials for DepEd programs and projects.
3. Participants to this activity are the following:

Participants	No. of Pax
Secondary ASP/Brigada Eskwela School Coordinators	54
Integrated ASP/Brigada Eskwela School Coordinators	21
Central Elementary School ASP/Brigada Eskwela Coordinators	18
District ASP/Brigada Eskwela Coordinators	18
Resource Speakers and SDO Personnel	10
<b>Total</b>	<b>121</b>

4. All participants are requested to bring the following:

District ASP/BE Coordinator	Central Elementary School, Secondary & Integrated ASP/BE School Coordinators	Division Office
<ol style="list-style-type: none"><li>1. Laptop with installed Adobe Photoshop</li><li>2. Pocket/Portable WIFI</li><li>3. Resource Gap Analysis Tool (Priority Needs) - All Schools</li><li>4. Printer</li><li>5. Bond Paper</li></ol>	<ol style="list-style-type: none"><li>1. Laptop with installed Adobe Photoshop</li><li>2. Pocket/Portable WIFI</li><li>3. Resource Gap Analysis Tool (Priority Needs)</li><li>4. Manila Paper (5 pcs)</li><li>5. Scotch Tape</li><li>6. Cartolina of varied colors</li><li>7. Scissor</li><li>8. Glue</li></ol>	<ol style="list-style-type: none"><li>1. Printer</li><li>2. Brown Envelope</li><li>3. Flash Drives (3)</li><li>4. Colored Meta Strips</li></ol>

5. Training Matrix is found in Enclosure No. 1
6. To ensure the success of the implementation of DepEd programs and projects, **all District ASP/BE Coordinators are requested to conduct an echo training on the formulation of advocacy materials to all elementary ASP/BE coordinators in their respective districts.**
7. Food, accommodation and other incidental expenses relative to the conduct of the said activity are chargeable against **Human Resource Training & Development (HRTD) Fund**, whereas participants' transportation expenses are chargeable against School MOOE/Local Fund and other sources. All are subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.

  
**ROEL F. BERMEJO, PhD, CESO V**  
Schools Division Superintendent

