



October 23, 2015

Regional Memorandum
No. 201-2015

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To: **Schools Division Superintendents**
All Divisions
From: **ELLEN B. DONATO, Ed.D., CESO III**
Regional Director

CONSULTATIVE AND PLANNING WORKSHOP ON THE PROGRAMS AND PROJECTS UNDER THE EDUCATION SUPPORT SERVICES DIVISION

- The DepED CAR through the Education Support Services Division (ESSD) in coordination with the different divisions in the Regional Office will conduct a Consultative Workshop on the programs and projects under the Education Support Services Division and to assess and determine the effectiveness and relevance of the different programs and projects with the new structure of the department, the Rationalization Program.
- The activity will include in-depth discussions of the programs, directions, mechanisms and priorities to make them more responsive in order to help improve learning outcomes and submit recommendations for policy making and management decision.
- The conduct of the consultative and planning workshop is for the program coordinators/implementers to have a clear grasp of their roles and responsibilities as well as common objectives to be considered in program planning in consonance with the directives and thrusts of the Department of Education.

- Objectives: At the end of the two-day activity, the participants shall have:
 - Updated the participants on current program issues, concern and trends and programs and projects that support basic education.
 - Assessed the extent of implementation of the various programs and projects in the region/division and school level including partnership with other stakeholders that help improve learners' readiness and create an environment conducive to learning.
 - Identified key problems and gaps affecting delivery of programs and projects and recommend solutions/interventions.
 - Drafted regional policies and guidelines in some of the programs and projects that are applicable to target beneficiaries within the region, and
 - Mapped out plans, including financial requirements of activities for CY 2015 and onward
 - Assessed needs for further provision of technical assistance in coordination with the Field Technical Assistance Division in the region
 - Strengthened the participation of women in the consultative and planning workshop to provide equal access to the full benefits of development regardless of sex and gender.

5. Participants are the following:

Head of the Health and Nutrition Section	DRRM Coordinators
Dentist-in-Charge	GAD Coordinators
Nurse-in-Charge	BUB Coordinators
Division Engineers	Adopt-a-School Program/Brigada Eskwela Coordinators
GPP Coordinators	In-charge of School Sports

- The workshop will be held on November 11-13, 2015 and venue will be announced later.
 - Check-In : Afternoon of November 10, 2015
 - Check-out : After AM snack of November 13, 2015
- Expected participants must attend and should bring the following:
 - 2014 and 2015 First Semester Accomplishment Report
- Travel expenses and per diems (coming and going) of the participants shall be charged to local funds while board and lodging will be charged against the Regional Office funds, subject to the usual accounting and auditing rules and regulations.
- Dissemination of this Memorandum is desired.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434