

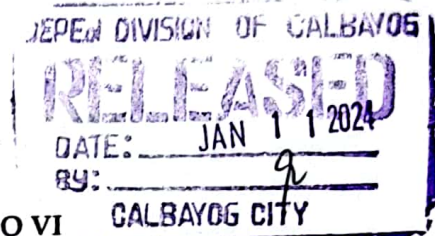


Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY
Calbayog City

DIVISION MEMORANDUM

NO. 019, s. 2024

TO: Asst. Schools Division Superintendent
SGOD/CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
All Others Concerned



FROM: ~~MARGARITO A. CADAYONA JR., PhD, CESO VI~~
OIC-Schools Division Superintendent

SUBJECT: **ORIENTATION ON THE GUIDELINES OF CRAFTING THE ACTION PLAN/RE-ENTRY ACTION PLAN/JOB-EMBEDDED LEARNING/IMPACT PROJECT - APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT FOR NON-TEACHING PERSONNEL**

DATE: January 10, 2024

1. This Office, through the School Governance and Operations Division – Human Resource Development Section, will conduct an *Orientation on the Guidelines of Crafting the Action Plan/Re-entry Plan/Job-Embedded Learning/Impact Project-Application of Education and Application of Learning and Development for Non-teaching Personnel* on **February 6, 2024** at the **Division Conference Hall**.
2. This activity aims to:
 - identify the parts of the prescribed template in crafting the action plan/re-entry plan/job-embedded learning/impact project-application of education and application of Learning and Development;
 - discuss the relevance of crafting the said plans to the professional development of DepEd personnel, as part of their MOVs to IPCRF preparation, application for promotion and Rewards and Recognition; and
 - create the Division and School committees that will be responsible in the review of the different plans.
3. The participants to this activity are the selected non-teaching personnel in the Division Office proper.
4. Expenses incurred relative to the conduct of this activity shall be charged against Organizational Professional Development for Non-teaching Personnel (OPDNTP) Fund, subject to the usual accounting and auditing rules of the government.
5. Immediate dissemination of and compliance with this Memorandum are desired.



Project SHINES: *Care to Shine!*



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**ORIENTATION ON THE GUIDELINES OF CRAFTING THE ACTION PLAN/
 RE-ENTRY ACTION PLAN/JOB-EMBEDDED LEARNING/IMPACT
 PROJECT-APPLICATION OF EDUCATION AND APPLICATION
 OF LEARNING AND DEVELOPMENT FOR
 NON-TEACHING PERSONNEL**


February 6, 2024
Division Conference Hall

PROGRAM OF ACTIVITIES

- I. Arrival/Registration
- II. Preliminaries 8:00 – 9:00 AM
 - Tribute to Country ----- Multimedia Presentation
 - Tribute to God ----- Multimedia Presentation
 - DepEd Calbayog City Shine ----- Multimedia Presentation
 - DepEd Policy Statement ----- Multimedia Presentation
 - Value Focus for the Week ----- Marita P. Senolos, SEPS
 - Checking of Attendance ----- Rosalia M. Rivera, EPS II
 - Statement of Purpose ----- Atty. Calick D. Arrieta, PhD
Chief ES-SGOD
 - Message ----- Dr. Margarito A. Cadayona Jr., CESO VI
OIC-Schools Division Superintendent

III. Orientation Proper

TIME	TOPIC	RESOURCE PERSON
9:00-10:30	Session 1: Overview of the New Guidelines on Recruitment, Selection and Appointment in the Department of Education	Atty. Calick D. Arrieta, PhD Chief ES-SGOD
10:30-12:00	Session 2: DM No. 44 "The Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs	Mrs. Marita P. Senolos SEPS-HRD
12:00-1:00	LUNCH BREAK	
1:00-2:00	Session 3: Presentation of the Template for the Action Plan/Re-entry Plan/Job-Embedded Learning/Impact Project	Mrs. Rosalia M. Rivera EPS II-HRD
2:00-3:30	Workshop	PMT
3:30-4:00	Open Forum/Next Steps	
4:00-5:00	Closing Program	

Prepared by:

MARITA P. SENOLOS
 SEPS-HRD

APPROVED:

MARGARITO A. CADAYONA JR., PhD, CESO VI
 OIC-Schools Division Superintendent



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