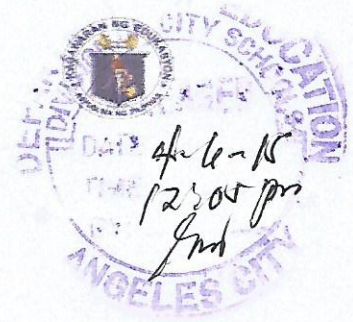




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulo, Angeles City
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



April 6, 2015

DIVISION WORKSHOP ON STRATEGIC PLANNING
(INPUT SESSIONS ON SIP/DEDP)

Division Memorandum
No. 53 S. 2015


TO: Heads of Public Elementary and Secondary Schools
Administrative Services (Administrative Officers)
Finance Services (Accountant III, Budget Officer)
Attorney III
ICT Officer
Curriculum Implementation Division
School Governance and Operations Division

1. This is to inform the field that a **Division Workshop on Strategic Planning (Input Sessions on SIP/DEDP)** shall be held on **April 9, 10, 11, 13, 2015**, Gabaldon Building, Pulungbulo, Angeles City
2. The **objectives** of this workshop are:
 - Understand the benefits and products of strategic planning and learn the keys to successful plan implementation.
 - Build commitment to meet the vision, mission, goals, and objectives of the organization.
 - Evaluate the strengths, weaknesses, opportunities and threats to formulate strategies and conceptualize programs and projects.

3. Participants in this workshop are the following:

SDS and ASDS -	2
SGOD -	16
CID -	22
School Heads -	51
Legal Services -	1
ICT Services -	1
Administrative Services -	5
Finance Services -	2
Total -	100

4. All expenses to be incurred in the conduct of this workshop shall be charged against the **Division INSET Funds** subject to the usual accounting and auditing rules and regulations.
5. Wide dissemination of the contents of this Memorandum is earnestly desired.



NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent



Department of Education

Region III

DIVISION OF CITY SCHOOLS

Angeles City

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6099



PROJECT PROPOSAL

- I. **Project Title:** **DIVISION WORKSHOP ON STRATEGIC PLANNING (INPUT SESSIONS ON SIP/DEDP)**
- II. **Proponent:** Department of Education, Angeles City
- III. **Dates/Venue:** **April 9,10,11,13, 2015**
Gabaldon Building, Pulungbulu, Angeles City
- IV. **Rationale:**

Strategic Planning is the process of identifying the best means of attaining organizational goals. It clarifies what the organization is all about and what it wants to achieve in clear and definite terms. It defines the results or outcomes the organization hopes to produce and how it will produce those results.

The Division of Angeles City believes that, in order to be effective, organizations must be receptive to their environment, which is continually changing. They must place the importance on understanding the changes and adapting their decisions accordingly. Therefore, a careful scanning of the environment is important not only at the stage of making the primary analysis for preparing a plan, but even more so, at the stage of monitoring the plan implementation.

It is with this belief that the Division Workshop on Strategic Planning shall be conducted to find the best ways of clearly achieving the organizational goals.

V. **Objectives:**

- Understands the benefits and products of strategic planning and learn the keys to successful plan implementation;

- Build commitment to meet the vision, mission, goals and objectives of the organization;

- Evaluate the strengths, weaknesses, opportunities and threats to formulate strategies and conceptualize programs and projects.

VI. **Participants:**

SDS and ASDS -	2
SGOD -	16
CID -	22
School Heads -	51
Legal Services -	1
ICT Services -	1
Administrative Services -	5
<u>Finance Services -</u>	<u>2</u>
Total =	100

VII. **Methodology:**

- A. **Diagnosis:** Input Sessions on SIP/AIP/DEDP
- B. **Policy formulation:** Formulation of Strategies based from the SWOT
- C. **Plan preparation:** SIP/AIP, DEDP

VIII. **Budget:**

Division INSET Funds

Expenses: 100 Participants

2 snacks & 1 meal @ 250 / pax x 100 x 4 -	100,000.00
Materials @ 50.00 x 100 participants -	5,000.00
<u>Miscellaneous 5% -</u>	<u>5,250.00</u>
TOTAL	Php 110,250.00

IX. **Training Matrix:**

Enclosure 1 = Division Workshop on Strategic Planning (Input Sessions on SIP/DEDP)

X. Expected Outputs:

- Formulation of strategies
- Conceptualization of programs
Projects and activities
- Preparation of Division Educational Development Plan, School Improvement Plan, Annual Implementation Plan, Annual Procurement Plan (APP) and Project Management Procurement Plan (PPMP)

XI. Planning Team: School Governance and Operations Division

Chairman: Edgar L. Manabat
Education Program Supervisor

Registration: Marilou Q. Castro , Maria Leonora E. Vinoya
(Planning and Research Team)


Physical Arrangement and Sound System: Christian F. David,
Aiza Lugtu, Cristina S. Sarmiento
(Social Mobilization and Networking Team)

Food: Donna Mae A. Batul, Gorgonia I. Pangilinan, Rosemarie
Venancia P. Necessario, Ramil M. Policarpio
(School Health and Nutrition Team)

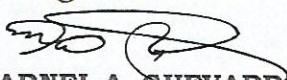
Program: Marjorie D. Lacson, Arcely G. Garcia, Anna Marie
C. Romero (Human Resource Development Team)

Training Assessment and Documentation: Glenn P. Sarmiento,
Elizabeth David (School Management M&E Team)


Prepared by:


EDGAR L. MANABAT
EPS- SGOD


Budget Available:


ARNEL A. GUEVARRA
Budget Officer

Recommending Approval:


LYN V. LANSANGAN
Chief - SGOD

Approved:


NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent



Department of Education
Region III

DIVISION OF CITY SCHOOLS

Jesus Street, Pulungbulu, Angeles City



ENCLOSURE No. 1

**DIVISION WORKSHOP ON STRATEGIC PLANNING (INPUT SESSIONS ON SIP / DEDP)
April 9, 10, 11, 13, 2015**

TIME	DAY 1	DAY 2	DAY 3	DAY 4
8:30 A.M. – 10:00 A.M.	Why Plan? Dr. Imelda P. Macaspac	“ Innovate or Evaporate” Sessions on Strategies Dr. Nicolas T. Capulong	What are my SWs? (Internal Assessment) Dr. Imelda P. Macaspac	Conceptualization of Programs / Projects / Activities
10:00 A.M.	HEALTH BREAK			
10:30 A.M. – 12:20 NN	DepEds Vision, Mission Goals and Objectives (MFO's) Dr. Nicolas T. Capulong	↓	SWOT	Budget ,APP PMPP Preparation
12:20 NN	LUNCH BREAK			
1:30 P.M. – 3:00 P.M.	DepEd Angeles City KRAs	What are my OTs? (External Analysis) 3 Levels Dr. Imelda P. Macaspac	↓ Dr. Imelda P. Macaspac	SIP's Form and Style (Substance and Essence) SIP /AIP
3:00 P.M.	HEALTH BREAK			
3:30 P.M. – 6:00 P.M.	“I GOT IT”	↓ Dr. Imelda P. Macaspac	Strategy Formulation	Writing an Accomplishment Report



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099


DIVISION WORKSHOP ON STRATEGIC PLANNING
(Input Sessions on SIP/DEDP)

April 9, 10, 11, 13, 2015
Gabaldon Building, Pulungbulu, Angeles City

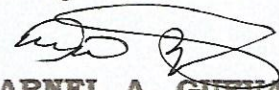
PROPOSED BUDGET

I. Source of Funds		
DIVISION INSET FUNDS		Php 110,250.00
II. Participants		
SDS and ASDS -	2	
SGOD -	16	
CID -	22	
School Heads -	51	
Legal Services -	1	
ICT Services -	1	
Administrative Services -	5	
Finance Services -	2	
Total =	100	
III. Expenses		
2 snacks & 1 meal @ 250 / pax x 100 x 4 -		100,000.00
Materials @ 50.00 x 100 participants		5,000.00
Miscellaneous 5 %		5,250.00
TOTAL		Php 110,250.00


Prepared:


EDGAR L. MANABAT
EPS-SGOD

Budget Available:


ARNEL A. GUEVARRA
Budget Officer

Recommending Approval:


LYN V. LAISANGAN
Chief - SGOD

Approved:


NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent