



Republic of the Philippines
Department of Education

Region VI- Western Visayas
DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

August 12, 2024

No. 507 s., 2024

**CAPACITY BUILDING OF SCHOOL HEADS ON STRATEGIC LEADERSHIP
 (CRAFTING OF THE SCHOOL'S ANNUAL IMPLEMENTATION PLAN/WORK &
 FINANCIAL PLAN CY 2025)**

To: Assistant Schools Division Superintendent
 Chiefs - CID and SGOD
 Education Programs Supervisors of CID & SGOD
 Public Schools District Supervisors
 School heads of Public Elementary and Secondary/Senior HS
 All Other Concerned

1. This is to convey to the field the CAPACITY BUILDING OF SCHOOL HEADS ON STRATEGIC LEADERSHIP (CRAFTING of the SCHOOL'S ANNUAL IMPLEMENTATION PLAN/WORK & FINANCIAL PLAN for CY 2025) on August 27-30, 2024. The venue will be announced later. *Please refer to Annex 1 of this memorandum, for the list of participants that will also serve as their travel order.*
2. The objective of this activity is:
 - a) to provide the School Heads with an avenue for re-evaluating priorities and plans previously implemented through internal and external situational analysis (target versus actual accomplishments)
 - b) to identify interventions that will make the delivery of education services more responsive, efficient, and relevant for CY 2025
 - c) to align the Division framework, targets & goals with the National goal and the Key Results Area (KRA) – Office Performance Commitment & Review Form (OPCRF) of the School/School Heads.
3. The participants must prepare/submit and bring the following data/documents and computer equipment to the venue:
 - a) to be submitted on or before the crafting of the AIP/W&FP 2025
 - Revised Accomplishment Report per Pillar & Enabling Mechanisms
 - Revised Planning Form 2023 (Annual Training & Its Corresponding Supplies & Materials Expenditures (Per 2025 NEP-GAA BUDGET)
 - 2025 Prioritization Matrix / Priority Focus Template
 - b) references to be updated and needed during the crafting of the Plan
 - SMEA report (soft copy only) for the last 3 years. (2024,2023, 2022) of the school as the basis of the discussion for the situational/gap analysis



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- Academic Assessment Results (e.g. NAT – G3,G6, G7, Summative Test Results & Periodical Test Results per learning areas-2022-2023-2024 ; Reading & Numeracy data/levels – current data
- CY 2024 AIP (for reference)
- Updated and filled up the School Community Data Template (SCD Template- Annex 1A)
- Key Performance Indicators (per PILLARS) / FY 2023-2028 STRATEGIC GOALS and STRATEGIC OBJECTIVES
- Laptop & Extension Cord, printer – one (1) per district, bond paper
- Multi-media projector – one (1) per district for the review & validation
- Maintenance – medicine

4. The focus of the Annual Implementation Plan/W&FP CY 2025 will be the Intermediate Outcomes (4-PILLARS) such as ACCESS, EQUITY, QUALITY, and LEARNER'S RESILIENCY & WELL-BEING, and the ENABLING MECHANISM-GOVERNANCE, reflected in the BASIC EDUCATION DEVELOPMENT PLAN (BEDP) 2030.

5. The review/appraisal, validation, and checking of the budget allocation per programs, projects, and activities reflected in the proposed AIP/W&FP 2025 will be headed by the District Supervisors, assisted by the Division Planning Team. *Please secure a copy of the 2025 NEP-MOOE* from the Budget Unit for your guidance and budgetary allocation.

6. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

7. Widest and immediate dissemination of this memorandum is desired.

NOE B. ABDON
Administrative Officer V
In-charge of the Division

MARSETTE D. SABBALUCA, CESO V1
Schools Division Superintendent

Encl: as stated

Allotment: 1-4

To be indicated in the Perpetual Index under the following subjects

ANNUAL IMPLEMENTATION PLAN

PLANNING

SGOD_ Planning - aip

8/12/2024



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List of Participants

Annex # 1

A. DIVISION LEVEL

Office of the Schools Division Superintendent

1. MARSETTE D. SABBALUCA, CESO V1, SDS
2. MARK ANTHONY J. TAN, OIC – ASDS
3. LUCENA R. SABAJAS, Administrative Officer V-TWG Panel-Budget
4. JOSIE R. REBOSQUILLO, Accountant III – TWG Panel – Accounting

Curriculum Implementation Division / Members of the District Planning Team

1. NENITA P. GAMAO, Chief Education Supervisor, CID
2. JONEL S. MANALE, PSDS
3. BENITO AQUINO, PSDS
4. GLENDA S. TAN, PSDS
5. ELEANOR LO, PSDS
6. GINA J. RADAN, PSDS
7. GLENDAMAE FLORES, PSDS – TWG Panel Member
8. ANALIE V. BUHAYAN, PSDS
9. MARILYN GAMBOA, PSDS
10. RICHARD T. RUBIN, PSDS
11. BENJIE BAUTISTA
12. FELICIANO MERCURIO, ALS – TA for organizing ALS classes
13. MARLON DUBLIN, Learning Resource – TA for Organization of Library of LMs in schools

School Governance and Operations Division

1. MA. THERESA Q. BINGCANG, Chief Education Supervisor, SGOD
2. JOSETTE P. BALANDRA, EPS – SGOD
3. ARACELI A. CRAUS – SEPS- P & R
4. BRENDA C. LABANGCO – PO III

Secretariat - PMT

1. FAITH DESALES – AO 2 (TA for Budget preparation)
2. LISETTE U. Cabalang – Health
3. NELSON GELLERA/JECEN DESPI, HRT&D
4. INGER PACHECO – M & E

B. SCHOOL HEADS

District 1	District 2	District 3
1.E. Adraneda	1. Lilibeth Ardo	1. Bato Central School
2.L. Lamason	2. Heide Lumayno	2. Nenita Logatiman
3.L. Yap	3. Isidora Jumayao	3. Cheryl Minor -TIC
4.G. Fuentesfina	4. Marites Iglesia	4. Dinah Tablan
5.J. Baja	5. Julius Juanico	5. Tisa Villaceran
Nothing follows	6. Flodeliza Saratobias	6. Reggie Batiller
	-nothing follows-	7. Mansueto Aguipo
		8. Joe Arvy Natan



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Annex # 2-a

District 4	District 5	District 6
1. Ma. Fe H. Cabillon	1. Old Sagay ES / Yvone Nair	1. Renante Sanchez
2. Ruel Magno	2. Eleazar Arellano	2. Noemi Osal
3. Renato Bauden	3. Haide Rublico	3. Juliet Gansan
4. Christine Modelo	4. Jaypee Santillan	4. Regielee Flores
5. Dennis Solivio	5. Jilmore Benignos	5. Leonora Belacas
6. Roy Alberio	6. Arman Martorillas	6. Ramelo Lopez
7. Rey Martorillas	7. Robert Flores	7. Brian Villaceran
-nothing follows-	-nothing follows -	8. Alquiver Tapia

District 7	District 8	District 9
1. Andrea Jonota	1. Rosalie Delenia	1. Rene Encabo
2. Glenn Pedelo	2. Lito Opena	2. Jerson Donasco
3. Rosena Parcon	3. Cpo.Bago NHS & Manara Ext.	3. Roberto Basas
4. Marianne Lacuesta	4. Loramie Banyola	4. Wilyn Montano
5. Nova Zamora	5. Menalyn Borce	5. Ryan Alvarez
-nothing follows-	-nothing follows -	6. Jocelyn Ortega
		7. Bernie Florendo
		8. Alexander Lamason
		9. Jerry Zaragoza
		10. Ronnie Boy Sanipa

District 10	Additional Participants
1-2 Freddie Digno & Jade Vidal	1. Gracelle Marticio – ELMIS
3. Decelyn Doletin	2. Bato NHS
4. Amie Rose Villar	3. Aroebelle Pasamanero-SNHS
5. Rene Boy Lagoyo	-nothing follows-
6. Jessa Lobaton	
7. Erlinda Pabuaya	
8. Jona Esmalla	
9. Joejie Sumugat	

Prepared by:

Araceli A. Craus
SEPS – Planning & Research

SGOD/7-24-2024

School Planning Team 2024



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ACTIVITY SHEET

Annex # 2

Day 1 (Aug. 27, 2024)	ACTIVITIES	Day 2 (Aug. 28, 2024)	ACTIVITIES	Day 3 (Aug. 29, 2024)	ACTIVITIES	Day 4 (Aug. 30, 2024)	ACTIVITIES
5:00-6:30 am	Assembly Time DepEd-Sagay City	7:00-7:30 am	Unfreezing /Morning Rituals	7:00-7:30 am	Unfreezing /Morning Rituals	7:00-7:30 am	Unfreezing /Morning Rituals
6:30am- 8:00 am 8:00 am. -9:00 am 9:00 am- 12:00 noon	Travel Time Billeting & Breakfast (Plenary) Overview of Write shop & Levelling of Expectations Review of Accomplishments AIP-2024 (random reporting per cluster)	8:30-12:00 am	(Plenary) What to do about it? <ul style="list-style-type: none">School’s Strategic Focus (4 PILLARS)SWOT – PIAsInclusion of Analysis of Management of Risk	8:00-10:00 am 10:00-12:00 am	(Break-away) Cont. of crafting of AIP 2025	8:00-12:00	(Break-away) Presentation of AIP 2025 per cluster to the panel including budget defense
12:00-1:00 pm	Lunch	12:00-1:00 pm	Lunch	12:00-1:00 pm	Lunch	12:00-1:00 pm	Lunch
1:00 – 5:00 pm	(Plenary) Where are we now? <ul style="list-style-type: none">High & low: PIsPast InterventionsGoal Setting / Priority Improvement Areas	1:00-6:00 pm	<ul style="list-style-type: none">ALS ProgramsSchool Level Storage of Locally Develop Resource (Break-away) What to do about it ? <ul style="list-style-type: none">Crafting of AIP 2025 as requisite to W&FP 2025	1:00-2:00 pm 2:00-3:00 pm	(Break-away) Presentation of AIP 2025per cluster to the panel including budget defense	1:00 – 4:00 pm	Collection of output – CY 2025 AIP & 2024 Accomplishment Report Closing Program
6:30-7:30 pm	DINNER	6:30- 7:00 pm	DINNER	3:00 pm	DINNER		Homeward Bound
		7:00-9:00 pm	Cont. of the Session(Optional)		Socials		
Facilitators: ChiefN, Gamao, G. Flores, A. Craus, Dinah Tablan, Glenn Pedelo, F. Mercurio & M. Dublin All PSDSs- Chair: District Planning Team				Lead Office: SGOD-Planning & Research Unit. Socials – Ms. Jona Esmalla & D-9 & 10			



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