



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

MEMORANDUM

TO : MAURINE C. CASTAÑO
DR. BEATRIZ C. LUGA
LIZA E. MAQUILING
MAURINE C. CASTAÑO
EVANGELINE I. CANDA
JUSTINO M. CANDA
BASILIDES M. SEMPRON
JUANITA C. LAFUENTE
GRACE MARIE L. CAMPOS

FROM : NERI C. OJASTRO Ed D, CESE
Schools Division Superintendent


SUBJECT: CAPACITY BUILDING WORKSHOP ON DEEPENING STAKEHOLDER
ENGAGEMENT

DATE : OCTOBER 30, 2019

1. For the information of all concerned parties, this Office is disseminating Regional Memorandum No. 0553, s. 2019, announcing the conduct of **Capacity Building Workshop on Deepening Stakeholder Engagement** to be held on November 11-15, 2019 at the Bohol Plaza Resort, Dauis, Bohol.
2. In this regard, the above-mentioned names are hereby requested to attend the said workshop. Special attention is also invited to paragraph 5 of the memorandum.
3. Please see enclosed Memorandum and Program Schedule Matrix (PSM) for further details.
4. Immediate dissemination of this Memorandum is enjoined.

For the OIC-SDS:

NERI C. OJASTRO Ed D, CESE
Schools Division Superintendent


AQUILINO T. MILAR, Jr., Ph.D.
Administrative Officer V



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



October 15, 2019

REGIONAL MEMORANDUM

No. **0553**, s. 2019

CAPACITY BUILDING WORKSHOP ON DEEPENING STAKEHOLDER ENGAGEMENT

To : Schools Division Superintendents/OICs

1. The Department of Education (DepEd) through the Bureau of Human Resource and Organizational Development (BHROD) - School Effectiveness Division (SED) in collaboration with this Office and the Schools Division of Bohol will conduct the **Capacity Building Workshop on Deepening Stakeholder Engagement** on November 11-15, 2019 at Bohol. The specific venue will be announced in a separate issuance.
2. The objectives of this training program include the following:
 - a. integrate competencies needed by school heads in the effective implementation of the School-Based Management (SBM);
 - b. explain the strategies on how SBM implementers able to enhance stakeholder engagement; and
 - c. promote a culture of collegial learning exchange among the school heads in the Region.
3. The participants to this activity are the SGOD Chiefs, SBM Coordinators and selected school heads of the nineteen (19) Schools Division Offices (SDOs), and the following Regional Office (RO) personnel and learning facilitators, namely:
 - Misael Borgonia – CES, FTAD
 - Allan Villacampa – EPS, FTAD (SBM Coordinator)
 - Doris Esmero – EPS, FTAD (Member, SBM TWG)
 - Grace Pepito - EPS, FTAD (Member, SBM TWG)
 - Maurine Castaño – Principal, Tagbilaran City (Learning Facilitator)
 - Jeanylette Ayson – Principal, Bohol (Learning Facilitator)
 - Diodora Gabito – Principal, Bohol (Learning Facilitator)
 - Marychel Garcia - Principal, Bohol (Learning Facilitator)
4. In this connection, Schools Division Superintendents are advised to submit the *List of Participants* following the specified number of participants per Schools Division through this email addresses, allan.villacampa@deped.gov.ph and doris.esmero@deped.gov.ph on or before **October 31, 2019**.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321


“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”

Division	School Heads (Elementary or Secondary)	SGOD Chief	SBM Coordinator	Total
Bais City	3	1	1	5
Bayawan City	5	1	1	7
Bogo City	3	1	1	5
Bohol	10	1	1	12
Carcar City	3	1	1	5
Cebu City	10	1	1	12
Cebu Province	10	1	1	12
City of Naga	3	1	1	5
Danao City	3	1	1	5
Dumaguete City	3	1	1	5
Guihulngan City	3	1	1	5
Lapu-Lapu City	5	1	1	7
Mandaue City	5	1	1	7
Negros Oriental	10	1	1	12
Siquijor	3	1	1	5
Tagbilaran City	5	1	1	7
Talisay City	3	1	1	5
Tanjay City	3	1	1	5
Toledo City	5	1	1	7

5. The participants are requested to observe the following:
- Onsite Registration** at 7:30-8:30 AM at the identified venue.
 - Attend the Opening and Closing Programs.
 - Present ID, the authority to travel and other documents for the registration.
 - Attend all sessions on time.** Early leavers and those who fail to submit the **training outputs** shall receive certificates of appearance only.
 - Come in **proper attire** and **observe proper decorum** throughout the duration of the training.
 - Participants who are under medication are **required** to bring their maintenance medicines.
6. For proper guidance and reference of all concerned, enclosed is the Program Schedule Matrix (PSM).
7. Schedule for check-in/out, first and last meals:

Check-in	First Meal	Check-out	Last Meal
1:00 PM Day 0 (November 11)	Lunch Day 0 (November 11)	12:00 PM Day 4 (November 15)	Dinner Day 4 (November 15)

8. The learning facilitators, program management staff, and QAME team are **expected** to be at the identified venue on Day 0 at 1:00 PM for the briefing and usual training preparations.
9. The host Schools Division of Bohol is requested to organize the following:
 - Secretariat
 - Medical Team
 - QAME Team
 - Other committees relevant to the activity
10. For inquiries and clarifications, you may call the FTAD Office at (032) 414 7324, and look for Mr. Allan P. Villacampa, *SBM Coordinator*.
11. Expenses for the board and lodging shall be charged to the **SED-BHROD 2019 Funds** downloaded to the Schools Division of Bohol. Travelling and other incidental expenses incurred by participants are chargeable against the **same funds with SARO No. OSEC-7-19-2311** which will be downloaded from the RO to the 19 SDOs, and shall be reimbursed upon submission of complete travel documents, all subject to the usual accounting and auditing rules and regulations.
12. This Memorandum serves as **Authority to Travel** for RO7 personnel only.
13. For the information and compliance of all concerned.


SALUSTIANO T. JIMENEZ, LL. B., CESO V
Director III
Officer-in-Charge
Office of the Regional Director

STJ/CAE/mgb

CAPACITY BUILDING WORKSHOP ON STAKEHOLDER ENGAGEMENT

November 11-15, 2019

Plaza Resort, Mayacabac, Dausi, Bohol

TRAINING MATRIX

DAY 0		
Time		Topic
Start	End	
9:00	12:00	<i>Arrival of National and Regional Facilitators</i>
1:00	5:00	Arrival of Participants and Facilitators Staff Meeting
DAY 1		
Time		Topic
Start	End	
7:00	8:30	<i>Registration</i>
8:30	9:30	<i>National Anthem Prayer Welcome Remarks Recognition of Participants</i>
9:30	9:45	<i>Getting to Know You</i>
9:45	10:15	<i>Expectation Setting/House Norms Statement of Objectives Overview of the Workshop</i>
10:15	10:30	<i>Coffee Break</i>
Segment 1		
10:30	10:45	<i>Groupings</i>
10:45	11:15	Motivational Activity: Number Game
11:15	12:00	Discussion: School-based Management and Stakeholders Engagement
12:00	13:00	Lunch Break
Segment 2		
1:00	1:30	Motivational Activity: Knowledge is Power
1:30	2:00	Discussion: Knowledge is Empowering
2:00	2:45	Activity: Looking Back
2:45	3:00	Break
Segment 3		
3:00	4:00	Discussion: Education is Everyone's Responsibility
4:00	5:00	Activity: Identifying Priority Improvement Areas and How the Stakeholders Can Help

DAY 2		
Time		Topic
Start	End	
8:00	8:30	Management of Learning
Segment 4		
8:30	8:45	Motivational Activity: Guess The Emotion
8:45	9:00	Discussion: Communication As Foundation of Effective Relationship
9:15	10:00	Activity: Four Basic Communication Skills
10:00	10:15	<i>Break</i>
Segment 5		
10:15	11:00	Discussion: Characteristics of Successful Communication
11:00	12:00	Activity: Mapping Current Communication Efforts
12:00	1:00	<i>Lunch Break</i>
1:00	1:15	<i>Energizer</i>
Segment 6		
1:15	2:15	Discussion: One Way and Two Way Communication
2:15	3:30	Discussion: The Language of Leaders
3:30	3:45	Coffee Break
3:45	5:00	Activity: Skit
DAY 3		
Time		Topic
Start	End	
8:00	8:15	Management of Learning
Segment 7		
8:15	8:30	Motivational Activity: One for All
8:30	9:30	Discussion: The "I" in a Team
9:30	9:45	<i>Coffee Break</i>
Segment 8		
9:45	12:00	Discussion: Promoting Transparency and Accountability
12:00	1:00	<i>Lunch Break</i>
1:00	1:15	<i>Energizer</i>
Segment 9		
1:15	2:30	Discussion: Overview of School Improvement Plan and School Report Card
2:30	3:15	<i>Coffee Break</i>
3:15	4:00	Discussion: Building a Stronger Stakeholder Engagement through SRC
4:00	4:30	Discussion: Effective Ways in Presenting the SRC to the Community

DAY 4		
Time		Topic
Start	End	
8:00	8:30	Management of Learning
Segment 10		
8:30	9:30	Activity: Assessing My Partnership Portfolio
9:30	9:45	<i>Coffee Break</i>
Segment 11		
9:45	11:00	Activity: Envisioning An Effective School With A Strong Stakeholder Engagement
11:00	11:30	<i>Closing Remarks</i>