



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



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MEMORANDUM


To : DR. NEOLITA S. SARABIA
Education Program Supervisor – LRMD

From : NERI C. OJASTRO, Ed.D., CESE
OIC – Office of the Schools Division Superintendent

Subject : CAPSTONE PROJECT PLAN PRESENTATION

Date : October 11, 2019

1. In view of the letter from the Development Academy of the Philippines signed by the Managing Director Dr. Nanette C. Caparos Re: Capstone Project Presentation, this office is directing you to attend the said activity on October 17, 2019 at Development Academy of the Philippines (DAP) , Pasig City.
2. After the Capstone Project Presentation you are given three (3) working days to incorporate the recommendation of the panel as necessary.
3. Expenses incurred relative to the said activity will be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
4. For your information, guidance and compliance.


NERI C. OJASTRO, Ed.D., CESE
Asst. Schools Division Superintendent
OIC , Office of the Schools Division Superintendent



development academy of the philippines

10 October 2019

NERI C. OJASTRO, Ed.D., CESE

Assistant Schools Division Superintendent
Department of Education – Tagbilaran City Schools Division
Rajah Sikatuna Avenue, Dampas District
Tagbilaran City, Bohol

Dear Dr. Ojastro:

Greetings from the Development Academy of the Philippines!

We, at the Public Management Development Program (PMDP), are pleased to inform you that your scholar, Ms. Neolita S. Sarabia, has successfully completed the program's residential training phase.

Ms. Sarabia is now on her Capstone Project (CP) Phase, wherein she will have to prepare for her Capstone Project Plan which is to be presented to a panel, composed of her Faculty Adviser, a Program Representative, and her Institutional Partner. The CP is the integrating activity wherein the scholars draw from their significant experiences and learnings from the various courses and activities of the PMDP curriculum to address agency or customer-specific concerns and opportunities.

In line with this, we would like to invite Ms. Sarabia and you, as her Institutional Partner, for the Capstone Project Plan panel presentation on **October 17, 2019, 10:30 AM to 12:00 PM at DAP Pasig.**

After the CP Plan presentation, Ms. Sarabia will be given three (3) working days to incorporate the recommendations of the panel as necessary. Upon the approval of her CP Plan, she will then return to her work station for the CP Implementation, where she will be given three (3) months to implement, and afterwards report the results anytime from February 24 to 28, 2020. During this time, she will remain in constant communication/consultation with you and her Faculty Adviser for the further improvement of her CP.

We are grateful for your continued support to the scholar and to the PMDP.

Should you have queries, please contact Mr. Juan Rodrigo E. Ongchangco or Mr. Luis Emmanuel G. Baldivia at telephone numbers 631-2128/631-0921 loc. 125-12 or mobile number 0917-854-4478.

Sincerely yours,

NANETTE C. CAPARROS
Managing Director, PMDP