



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

SCHOOLS DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
RECEIVED
Date: 18 AUG 2022 4:43 PM
By: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-OSDS-2022-024

To: Christopher Gonzales, Education Program Supervisor, SGOD
Armando Olmedo, Principal IV, Tulalian NHS

Subject: **CONDUCT OF TECHNICAL PLANNING-WORKSHOP DESIGN AND EQUIP THE NEAP-SHA FOR HYFLEX INSTRUCTIONS FOR PUBLIC SCHOOL TEACHERS AND SCHOOL HEADS**

Date: August 18, 2022

Attached are copies of the Memorandum dated August 2, 2022, from Dir. Abram Y.C. Abanil, Information and Communication Technology Service (ICTS) and Regional Memorandum ORD-2022-029 dated August 9, 2022, from Dir. Allan G. Farnazo, Regional Director of DepEd Region XI, on the **Conduct of Technical Planning-Workshop Design and Equip the NEAP-SHA for Hyflex Instructions for Public School Teachers and School Heads** which shall be held on August 29, 2022 to September 2, 2022 in Davao City.

Part of this activity is project scoping to discuss the details of the project to properly design the concept and cost for projects to be participated by the proponents identified by the Regional Office.

Anent to this, you are advised to attend the said activity. You are entitled to one (1) Compensatory Overtime Credit (COC) for your attendance on August 29, 2022, which is a holiday.

Traveling and other incidental expenses incurred shall be charged to local funds while expenses for meals, venue and accommodation are charged to downloaded fund of the Regional Office (OSEC-11-22-5417), all subject to the usual accounting and auditing rules and regulations.

You are advised to implement strict health protocols like wearing of face mask and observing social distancing. Likewise, you are enjoined to continually support and recognize the value of equality and diversity during the conduct of the said activity.

Immediate dissemination of this memorandum is desired.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

OSDS/pea





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ORD-2022-029

To : Schools Division Superintendents / OIC – SDS
Chiefs of: Administrative Services Division, Finance Division
Human Resource Development Division, and
Field Technical Assistance Division

Subject : CONDUCT OF TECHNICAL PLANNING-WORKSHOP
DESIGN AND EQUIP THE NEAP-SHA FOR HYFLEX
INSTRUCTIONS FOR PUBLIC SCHOOL TEACHERS
AND SCHOOL HEADS

Date : August 9, 2022

Herewith is the Memorandum dated August 2, 2022, from Dir. Abram Y.C. Abanil, Director IV, Information and Communication Technology Service, on the **Conduct of Technical Planning-Workshop Design and Equip the NEAP-SHA for Hyflex Instructions for Public School Teachers and School Heads.**

Part of this activity is project scoping to discuss the details of the project to properly design the concept and cost for projects to be participated by the proponents identified by the Regional Office. The technical planning-workshop will be conducted on August 29, 2022, to September 2, 2022, in Davao City and will be facilitated by the ICTS-Technology Infrastructure Division (ICTS-TID).

In view of the foregoing, the participants in the above-mentioned activity are entitled for one (1) day Service Credit for the teaching personnel and Compensatory Overtime Credit (COC) for the non-teaching personnel for their attendance on August 29, 2022 which is a holiday, in celebration of the National Heroes day in the Philippines.

Attached is the program and participants of the activity.

Transportation expenses of participants shall be charged to local funds. However, funds for meals, venue and accommodation are charged to downloaded fund of Regional Office (OSEC-11-22-5417).

Immediate dissemination and proper action of this memorandum is desired.

RECORDED SECTION
RELEASED

4
for: **ALLAN G. FARNAZO**
Director IV

Enclosure: As stated.
ORD/ICT3/jcw

BY: *[Signature]*

Date: *8/11/22* Time: *3:34*



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

Annex A

PROGRAM OF ACTIVITIES

TIME	August 29 Monday	August 30 Tuesday	August 31 Wednesday	Sept. 1 Thursday	Sept. 2 Friday	Sept. 3 Saturday
6:00 AM	ARRIVAL/ REGISTRATION	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
8:00 AM		Ocular Inspection	Assessment/ Workshop Period	Finalizing the Output	Presentation of Output	CHECK-OUT
8:30 AM						
12:00 PM						
12:00 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1:30 PM – 5:00 PM	Goal Setting/ Requirement Setting & Expectations	Assessment/ Workshop Period	Assessment/ Workshop Period	Finalizing the Output	Exit Conference	
6:00 PM	DINNER	DINNER	DINNER	DINNER	DINNER	



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Republic of the Philippines
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DAVAO REGION

Office of the Regional Director

Annex B

Participants

#	Division	Name	Position	School/Office
1	RO XI	Nelma Lyn R. Barnija	Chief-HRDD	RO XI
2	RO XI	Ricardo C. Guinto	ITO I	RO XI
3	RO XI	Pocholo C. Hernandez	CP II	RO XI
4	RO XI	Jashua C. Wong	CMT I	RO XI
5	RO XI	Engr. Jay Amor Gardose	Engr. I	RO XI
6	RO XI	Ronnie S. Mercado	EPS	ROXI
7	Davao de Oro	Bob Dylan Manabat	ITO I	Division Office
8		Renato N. Pacpakin	EPS	Division Office
9	Davao del Norte	Cristopher Gonzales	EPS, SGOD	Division Office
10		Armando Olmedo	Principal IV	Tulalian NHS
11	Davao del Sur	Ruben Asan	EPS	Division Office
12	Davao City	Isidora Cermino	PSDS	Cluster 2
13		Nick B. Jamisola	School Head	Mahayag NHS
14		Stevenson T. Velasco	Teacher III	Doña Carmen Denia
15		William D. Enriquez	Principal	Doña Carmen Denia
16	Davao Occidental	Jesus Lascuna	Chief-SGOD	Division Office
17		Kier V. Taña	Teacher 1	Basiawan NHS
18	Davao Oriental	Engr. Jay-Ar Oceña	Engr. III	Division Office
19		Ernesto H. Cabanes	Chief-SGOD	Division Office
20	Digos City	Cherrie Ann B. Bohol	EPS, SGOD	Division Office
21	IGACOS	Jay Nang	Chief-SGOD	Division Office
22		Kevin Milo	ITO I	Division Office
23	Mati City	Gina Flores	Chief-CID	Division Office
24	Panabo City	Tyron A. Dujali	ITO I	Division Office
25		Engr. Eric Valencia	Engr. III	Division Office
26		Januario E. Yamota	Chief-CID	Division Office
27	Tagum City	Ross Chito G. Palo	PSDS	
28		Jeffrey Villarosa	Principal IV	Tagum NHS



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Republic of the Philippines
Department of Education
Pasig City, Philippines

Office of the Undersecretary

FOR : **ALLAN G. FARNAZO**
Regional Director
Region XI

FROM : 
ABRAM Y. C. ABANIL
Director IV
Information and Communication Technology Service

SUBJECT : **CONDUCT OF TECHNICAL PLANNING-WORKSHOP
DESIGN AND EQUIP THE NEAP-SHA FOR HYFLEX
INSTRUCTIONS FOR PUBLIC SCHOOL TEACHERS
AND SCHOOL HEADS**

DATE : August 2, 2022

The additional Program Support Fund (PSF) amounting to Five Hundred Thousand Pesos (Php500,000.00) under Sub-Allotment Release Order No. OSEC-11-22-5417 is already downloaded to fund the technical planning-workshop to transform the National Educators' Academy of the Philippines - "School Heads Academy" (NEAP-SHA).

Part of the activity is project scoping to discuss the details of the project to properly define the design concept and cost for projects to be participated by the project proponent identified by the regional office. The technical planning workshop will be conducted on 29 August to 02 September 2022 in Davao City and to be facilitated by the ICTS-Technology Infrastructure Division (ICTS-TID).

In this regard, kindly inform this office on the result of procurement of lease of venue for this activity.

Attached hereto are the following documents:

1. Sub-Allotment Release Order No. OSEC-11-22-5417 (Annex A)
2. Program of Activities
3. Region XI Request Letter

For clarification or more information on these matters, please direct concerns to ENGR. OFELIA L. ALGO, Information Technology Officer III/ Chief, Technology Infrastructure Division at Phone Nos: +632.6332363 / +63.9088782413 Email: ofelia.algo@dep-ed.gov.ph.

Thank you.

DepEd Complex, Meralco Ave., Pasig City

APPROVED:
 ANATANIA STALLA
 Chief Administrative Officer
 Department for Finance
 Corporation Chief of Staff

CERTIFIED CORRECT:
 CHOI TAE TONG
 Chief Administrative Officer
 Budget Division

NOTE: This document is a copy of the original document. It is not a legal document. It is for informational purposes only.

AMOUNT IN WORDS: Five thousand, Four hundred and Fifty Pesos Only

DATE: <u>March 17, 2021</u>	ORGANIZATION CODE: <u>0000000000</u>	PROJECT CODE: <u>0000000000</u>
DATE: <u>March 17, 2021</u>	ORGANIZATION CODE: <u>0000000000</u>	PROJECT CODE: <u>0000000000</u>
DATE: <u>March 17, 2021</u>	ORGANIZATION CODE: <u>0000000000</u>	PROJECT CODE: <u>0000000000</u>

REMARKS: Sub-allotment release for the purchase of school supplies.

SUB-ALLOTMENT RELEASE ORDER

DepEd

Republic of the Philippines
 Department of Education
 Budget Division - Finance Service
 Central Office
 DepEd Complex, Meralco Avenue, Pasig City



Annex "A"

Republic of the Philippines
 Department of Education
 Pasig City, Philippines





Republic of the Philippines
Department of Education
Pasig City, Philippines



Republic of the Philippines
Department of Education
Davao Region

Office of the Regional Director

June 12, 2022

DIR. ABRAM Y.C. ABANIL

Director IV
Information and Communications Technology Service
DepEd Central Office
DepEd Complex, Meralco Ave., Pasig City

Dear Director Abanil:

The challenge to deliver and provide digital education affects both the learners and the educators. The same effort in ensuring flexible and hybrid learning methods to the learners can also be applied to update and capacitate educators, school heads, and support National Education Academy of the Philippines – NEAP, Davao Region XI of the Department of Education – School Heads. Teachers must also be supported to learn, adapt and when necessary, digital tool and, in turn, has had a tremendous impact on the educational sphere, leading to a number of growing trends in the world of digital education.

This Office therefore proposes to equip the National Education Academy of the Philippines (NEAP) Davao City with the appropriate ICT Infrastructure to enable the School Heads Academy (SHA) to conduct Hybrid Instruction, a set of blended teaching and learning capabilities for Philippine Educators.

The digital platform that will be designed for SHA will be able to bridge the capability gap between the educators and the public school teachers whether through face-to-face or virtual or hybrid learning that will formally train and protect our public school teachers to become school heads in various levels implementing units (U).

In this regard, may we propose to request Engr. Glenda C. Singson, Chief of Technology Infrastructure Division of the ICT Service and her team of experts in designing the network infrastructure of NEAP'S School Heads Academy (SHA) to help address our technical requirements and help build a better future of our public school heads as well as our teachers.

Very truly yours,

ALLAN G. FARNAZO
Director IV



Address : Torres St., Davao City (8000)
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**TECHNICAL PLANNING-WORKSHOP
DESIGN AND EQUIP THE NEAP-SHA FOR HYFLEX INSTRUCTIONS
FOR PUBLIC SCHOOL TEACHERS AND SCHOOL HEADS**

DATE: 29 August to 03 September 2022

Venue: Davao City

Program of Activities

DATE / TIME	August 29 Monday	August 30 Tuesday	August 30 Wednesday	September 1 Thursday	September 2 Friday	September 2 Friday
6:00am	Arrival / Registration	BREAKFAST				
8:00am		Ocular inspection Technical Team	Assessment/ Workshop Period Technical Team	Finalizing the Output Technical Team	Presentation of Output / All participants	CHECK-OUT
8:30am						
12:00NN						
12:00-1:30	LUNCH BREAK					
1:30PM 5:00PM	Goal Setting / Requirement Setting & Expectations All participants	Assessment/ Workshop Period Technical Team	Assessment/ Workshop Period Technical Team	Finalizing the Output Technical Team	Exit Conference All participants	
6:00PM	DINNER					