



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

13 January 2021

Division MEMORANDUM
No. 017 , s. 2021

To : Education Program Supervisors and Coordinators
Public Schools District Supervisors/District-in-charge
Heads of Functional Division
This Division

**MONTHLY SCHEDULE OF ACTIVITIES OF THE
SCHOOL GOVERNANCE AND OPERATIONS DIVISION FOR C.Y. 2021**

1. The Schools Division of DepEd-Surigao del Sur continues its thrust of providing quality education despite the adversities caused by the COVID-19 pandemic, through its priority strategic and problem-based activities.
2. In this light, the School Governance and Operations Division hereby informs the field of the enclosed schedule for a more effective implementation of the program owners as well as proper guidance and synchronization of the activities in the districts and schools.
3. For strict compliance. Immediate and widest dissemination of this Memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: as stated
References: None

To be indicated in the Perpetual Index
under the following subjects:

HRD Policies
Schedule of Activities

Priority Strategic Activities
C.Y. 2021

MAN/DM- Monthly Schedule of Activities of the School Governance and Operations Division for C.Y. 2021
017 /January 13, 2021



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SGOD Schedule of Activities for C.Y. 2021

DATE OF IMPLEMENTATION	TITLE OF ACTIVITY	DELIVERY MODALITY	EXPECTED OUTPUT	TARGET PARTICIPANTS	FOCAL PERSON/S	SECTION
JANUARY 2021						
5-7	Updating of SGOD Personnel Monthly Schedule of Activities	Virtual via Google Sheet	Year-round Schedule of Activities	SGOD Personnel	Elvira S. Urbiztondo, Mary Luz B. Advincula-Niere Erlyn G. Mangadiao	Human Resource Development
11-12	4th Quarter DMEA Presentation	Face to Face	4th Quarter DMEA Reports	Deped Personnel	Elvira S. Urbiztondo, Voltair C. Asido, Marieto Cleben V. Lozada	School Management Monitoring and Evaluation
11-15	Strategic Planning on Partnership	Virtual	Partnership Agenda by district	PSDSs/DIC and ASP Coordinators	Alex S. Mislula Oslas N. Manlucob Jr.	Social Mobilization
11-15	Medical-Dental Outreach Program	Face to Face	160 pupils/students/Community	Pupils/Students/Community Arangasa ES and Bitaugan IIS	Dentist Medical Officer, Nurses	Health and Nutrition
13-15	Uploading of Quality Assured LDM-2	Virtual via Google Drive	LDM-2 Online Repository	Instructional Coaches	Elvira S. Urbiztondo, Mary Luz B. Advincula-Niere, Carlos Tian Chow C. Correos	Human Resource Development/ Curriculum Implementation Division
18-22	Submission of Training / Activity Designs for CPD Accreditation	Face to Face	Submitted Training/Activity Designs to the region	Program Owners	Mary Luz B. Advincula-Niere Carlos Tian Chow C. Correos	Human Resource Development/ Curriculum Implementation Division
19-20	Drafting of GAD Accomplishment Report 2020	Face to Face / Virtual	GAD Accomplishment Report 2020	Program Owners	Mary Luz B. Advincula-Niere Carlos Tian Chow C. Correos Analiza G. Doloricon	Human Resource Development/ Curriculum Implementation Division
21-22	Gender Analysis of GAD survey	Face to Face / Virtual	Gender Analysis results for GAD Planning 2021	Carlos Tian Chow C. Correos Analiza G. Doloricon	Mary Luz B. Advincula-Niere Ucille P. Galvez	Human Resource Development / Curriculum Implementation Division / Planning and Research

25	Reconstitution of GFPS in the Division and the District	Face to Face	Memorandized GFPS	Top Management	Mary Luz B. Advincula-Niere	Human Resource Development
25	Orientation on the the Conduct of Early Registration for School Year 2021-2022	Online through Google Meet	Submitted Early Registration Report	PSDS/DIC, SHs. Administrative Officer II. assigned in the 17 municipalities	Ucille P. Galvez	Planning and Research
25-26	Clusted-based Writing Workshop for District Publication Staff	Virtual ¹ (Googlemeet)	Articles for District Publication	District Publication Editorial Board	Liza M. Guinguing	Planning and Research
25-29	Re-Orientation on School-Based Management Level of Practices	Face to Face	SBM Self Assessment Result	by district (all school heads)	Rufino T. Reyes/ Voltair C. Asido/ Marieto Cleben V. Lozada, Ucille P. Galvez	School Management Monitoring and Evaluation and Education Program Supervisor
26-27	Crafting of GAD Plan 2021 and 2022 based on Gender Analysis	Face to Face	Approved GAD Plan 2021 and 2022	Division GAD Focal Point System	Mary Luz B. Advincula-Niere Ucille P. Galvez Carlos Tian Chow C. Correos Analiza G. Doloficon	Human Resource Development / Planning and Research Curriculum Implementation
28-29	Revisiting of the DEDP/Program Implementation Review	Face to Face	Revised DEDP and Reviewed PAPs	FD Chiefs, Chiefs of Sections, EPS, Program Holders	Liza M. Guinguing	Planning and Research
2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzaes	Education Facilities
3rd week to 4th week	Series of Partnership Engagements for Realignment of Partnership Agenda	Virtual	Partnership Proposals	Partner Representatives, SDS, SGOD Chief and SocMob personnel	Alex S. Mistula Osias N. Manlucob Jr.	Social Mobilization

4th Week	Youth Formation Program Implementation Review cum Presentation of Accomplishment Report for C.Y. 2020	Virtual	2020 Annual Accomplishment Report	District Student Government Coordinators, Board of Federation Presidents	Glee Cris S. Urbizondo & Von Jason A. Casa	Youth Formation
No specific date (District may choose specific date & month of Online and Print Publication)	Submission of the District Publication for uploading the Publication Portal	Online (Google Drive)	PDF Copy for the Print Publication and link for the Online Publication	35 Districts	Liza M. Guinguing	Planning and Research
No specific date (District may choose specific date & month)	District-based Capability Building in Crafting Action Research for School Heads and Teachers / District Research Presentation	Face to Face / Virtual	Evaluated Action Research Proposal for Implementation	PSDS, School Heads and Teachers	Liza M. Guinguing	Planning and Research
FEBRUARY 2021						
1-28	Dental Health Month Celebration					Health and Nutrition
	Dental Health Talks	Face to Face	30 pax examined/treated		Dentist	
	Oral Urgent Treatment(OUT)					
	Medical-Dental Outreach Program	Face to Face	140 pupils/students/Community		Dentist	
1-5	Re-Orientation on School-Based Management Level of Practices	Face to Face	SBM Self Assessment Result	All School Heads & PSDSs by district	Rufino T. Reyes/ Voltair C. Asildo/ Marieto Cleben V. Lozada	School Management Monitoring and Evaluation
2-5	Division Monitoring on the Implemented, Utilized and Replicated Action/Basic/ Researches in Schools (3 Years Back)/ BERF Funded Researches (3 Years back)	Virtual / Face to Face	List of Action/Basic Researches Implemented, Utilized and Replicated with MOVs	PSDSs/District Research Coordinators	Liza M. Guinguing	Planning and Research

8-12	Reconstitution of the Learning and Development System	Virtual / Face to Face	User-friendly L&D system		Mary Luz B. Advincula-Niere Marvin G. Minguilan	Human Resource Development / Information Communication Technology
8-12	Re-Orientation on School-Based Management Level of Practices	Face to Face	SBM Self Assessment Result	All School Heads & PSDSs by district	Rufino T. Reyes/ Voltair C. Asido/ Marieto Cleben V. Lozada	School Management Monitoring and Evaluation
15-19	Re-Orientation on School-Based Management Level of Practices	Face to Face	SBM Self Assessment Result	All School Heads & PSDSs by district	Rufino T. Reyes/ Voltair C. Asido/ Marieto Cleben V. Lozada	School Management Monitoring and Evaluation
15-19	Cluster-based Journalism Refresher Training	Virtual (Googlemeet)	Trained School Paper Advisers, Plan of Activities	School Paper Advisers in Elementary and Secondary (English/Filipino)	Liza M. Guinguing / Carlos Tian Chow C. Correos	CID/ SGOD
22-25	School-based Organization of the School Publication Editorial Board/ Submission of the List of the Organized School Publication Editorial Board to the Division Office via Google Drive	Virtual / Face to Face	Organized School Student Publication with trained Journalists	School Paper Advisers, Journalists in Elementary & Secondary (English/Filipino)	Liza M. Guinguing / Carlos Tian Chow C. Correos	CID/ SGOD
24	Re-Orientation of the Use of the Learning and Development System	Virtual	Trained Program Owners	Chiefs, EPSs/Division Coordinators, SEPS, EPS-II, PSDSs/DICs	Mary Luz B. Advincula-Niere Marvin G. Minguilan	Human Resource Development / Information Communication Technology
26	4th Division Virtual Research Forum	Virtual (FB Live Streaming)	Evaluated and Implemented Action/Basic Researches	Select Presenters, Resource Speakers, All Teaching & Non-Teaching Personnel	Liza M. Guinguing	Planning and Research

2nd Week	KABATAANG MADAYAW Elections (Division SPG/SSG Federation Elections)	Virtual	Division Federation Officers	District SPG/SSG Federation Presidents	Glee Cris S. Urbiztondo & Von Jason A. Casa	Youth Formation
3rd Week	Division Leadership Enhancement Webinar for SurSur Student Leaders	Virtual	General Plan of Actions / Enhanced Calendar of Activities	Division Federation Officers and District Coordinators	Glee Cris S. Urbiztondo & Von Jason A. Casa	Youth Formation
4th week	Reproduction and distribution of Positive Affirmations for Teenagers Handbook	On-site	Distributed Handbooks	SurSur Learners and OSY	Glee Cris S. Urbiztondo & Von Jason A. Casa	Youth Formation
2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY- 2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzaes	Education Facilities
No specific date	SGOD on Wheels	Face to Face	Information Dissemination and Monitoring & Evaluation of Major PAPs	Districts and Schools	ALL SEPS	SGOD
No specific date	Orientation of the Templates for Basic Education Information System (BEIS) School Profile Per Curricular Offering Classification /COC	Face to Face	Validated BEIS templates	Division PAPs Coordinators	Ucille P. Galvez	Planning and Research
No specific date	Division Table Validation of Basic Education Information System (BEIS) School Profile Per Curricular Offering Classification (COC)	Face to Face	Validated BEIS templates	School Heads, Division Coordinators	Ucille P. Galvez	Planning and Research

No specific date	Capacity Building for Administrative Officers II on Generating Data and Needs Analysis	Face to Face	Capacitated Administrative Officers	Administrative Officers II of the 17 municipalities	Ucille P. Galvez	Planning and Research
No specific date	Finalization of the Partnership Portal	Face to Face/ Virtual	Partnership page at the Division Website		Alex S. Mistula Osias N. Manlucob Jr. Marvin E. Migullian	Social Mobilization
No specific date	Inventory of Donations	Face to Face	Accomplished inventory forms	PSDSs/DICs, School Heads, ASP Coordinators	Alex S. Mistula Osias N. Manlucob Jr.	Social Mobilization
MARCH 2021						
1-31	Dental Health Talks	Face to Face		30 pax	Dentist	Health and Nutrition
	Oral Urgent Treatment(OUT)					
	Medical-Dental Outreach Program	Face to Face		140 pupils/students/Community	Dentist	
	Re-Orientation on School-Based Management Level of Practices	Face to Face	SBM Self Assessment Result	PSDS and All School Heads	Rufino T. Reyes/ Voltaire C. Asido/ Marieto Cleben V. Lozada	
1	Division-wide Launching of the 2021 National Women's Month	Virtual via FB Live Stream	promote and actualize gender equality and women empowerment in the workplace	DepEd Personnel	Mary Luz B. Advincula-Niere Erlyn G. Mangadiao Division GFPS	Human Resource Development
10	Training-Workshop on HGDG for Division Program Owners & Section Heads	Face to Face	HGDG Rating of at least 1 Major PAP after capacitating program owners	Chiefs, EPSs, SEPS, EPS-II, Section Heads	Mary Luz B. Advincula-Niere Erlyn G. Mangadiao	Human Resource Development
31	Division-wide Culmination of the 2021 National Women's Month	Virtual via FB Live Stream	Acquired knowledge on the salient points of MCW, especially on the leave benefits of women employees	DepEd Personnel	Mary Luz B. Advincula-Niere Erlyn G. Mangadiao	Human Resource Development

1st Week	Division Level Search for Outstanding Barkada Kontra Droga Implementers	Virtual / On-site validation	Outstanding Accomplishments of dru prevention program	Barkada Kontra Droga Organizations	Glee Cris S. Urbiztondo, Von Jason A. Casa, Dr. Andrew Anthony Lumang	Youth Formation
2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY- 2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tornines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
No specific date	Filming the collaborative implementation of the division LCP	Face to Face	Documentary Film	PSDSs/DICs/School Heads, Teachers, Parents, Learners and other stakeholders	Alex S. Mistula Osias N. Manlucob Jr.	Social Mobilization
APRIL 2021						
1-30	Dental Health Talks	Face to Face	30 pax		Dentist	
	Oral Urgent Treatment(OUT)					
	SBFPP Monitoring	Face to Face	Forms are filled up & liquidated 120	nurses and School Head	SBFP Coordinator	Health and Nutrition
	Medical-Dental Outreach Program	Face to Face	pupils/students/ Community		Dentist	
5-6	1st Quarter DMEA Presentation CY 2021	Face to Face	DMEA 1st Quarter Report	80 pax	Elvira S. Urbiztondo/Voltair C. Asido/ Maneto Cleben V. Lozada	School Management Monitoring and Evaluation
13-15	Orientation on LDM Evaluation	Face to Face	Trained School Leaders for implementing LDM Evaluation	3 School Heads & 1 PSDS/DIC per District, SGOD & CID Chiefs, EPSs	Mary Luz B. Advincula-Niere & Carl Tian Chow C. Correos	Human Resource Development
21-23	Online Division Schools Press Conference	Virtual	Trained Journalists, Evaluated Articles	Journalists, School Paper Advisers (English & Filipino)	Liza M. Guinguing / Carlos Tian Chow C. Correos	CID/ SGOD

26	5th Division Virtual Research Forum	Virtual (FB Live Streaming)	Evaluated and Implemented Action/Basic Researches	Select Research Presenters, Speakers, All Teaching and Non-teaching Personnel	Liza M. Guinguing	Planning & Research
27-29	Orientation on PPSH and PPSS	Face to Face	Trained School Leaders for cascading PPSH and PPSS	3 School Heads & 1 PSDS/DIC per District, SGOD & CID Chiefs, EPSs	Mary Luz B. Advincula-Niere, Elvira S. Urbiztondo, & Carl Tian Chow C. Correos	Human Resource Development
2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
MAY 2021						
1-31	Dental Health Talks	Face to Face	30 pax		Dentist	Health and Nutrition
	Oral Urgent Treatment					
	SBFP Monitoring	Face to Face	Forms are filled up & liquidated	nurses and School Head	SBFP Coordinator	
	Medical-Dental Outreach Program	Face to Face	120 pupils/students/Community		Dentist	
	World Tobacco Day				NDEP Coordinator	
11-13	Training of Trainers on Teacher Induction Program	Face to Face / Virtual	Trained School Leaders for facilitating the TIP to their teachers	3 School Heads & 1 PSDS/DIC per District, SGOD & CID Chiefs	Mary Luz B. Advincula-Niere, Carl Tian Chow C. Correos	Human Resource Development / Curriculum Implementation Division
18-20	On-boarding of Newly Hired Non-Teaching Personnel	Face to Face / Virtual	Newly hired non-teaching personnel on-boarded	Newly hired non-teaching personnel	Mary Luz B. Advincula-Niere, Carl Tian Chow C. Correos, Shirlene E. Crabajales	Human Resource Development / Office of the SDS / CID
25-27	District Teacher Induction Program	Face to Face	Newly hired teachers inducted	Newly Hired Teachers	Mary Luz B. Advincula-Niere, Carl Tian Chow C. Correos, School Leaders-Trainers	Human Resource Development

2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020-2021	Visual/On-site Inspection of the On-going Conservation/R	Monitoring Report Punchlist/ Performance Assessment of the	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
No specific date	Brigada Eskwela	Face to Face / Virtual	Consolidated report of Resources generated	All Schools	Alex S. Mistula	Social Mobilization
No specific date	Orientation on the Learner Enrollment System End of the School Year (EOSY) facility	Online through Google Meet	100% schools with finalized EOSY data in the LIS	Administrative Officer II assigned in the 17 municipalities, School Heads	Ucille P. Galvez	Planning and Research
No specific date	Re-Orientation on the Checking of School Forms for School Year 2020-2021	Online through Google Meet	Re-oriented school heads and Division Checking Committee Members on the school forms	School Heads, Division Checking Committee Members	Ucille P. Galvez	Planning and Research
JUNE 2021						
1-30	Conduct of Division-wide GAD Survey	Virtual	Gender Analysis for 2023	DepEd Personnel	Mary Luz B. Advincula-Niere/ Ucille P. Galves / Division GFPS	Human Resource Development
1-30	Dental Health Talks	Face to Face	30 pax		Dentist	Health and Nutrition
	Oral Urgent Treatment(OUT)					
	SBFP Monitoring	Face to Face	Forms are filled up & liquidated	nurses and School Head	SBFP Coordinator	
	Medical-Dental Outreach Program	Face to Face	130 pupils/ students/ Community		Dentist	
29	6th Division Virtual Research Forum	Virtual (FB Live Streaming)	Evaluated and Implemented Action/Basic Researches	Select Research Presenters, Speakers, All Teaching & Non-Teaching Personnel	Liza M. Guinguguing	Planning and Research

2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/Restoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
JULY 2021						
1	Nutrition Month / National Disaster Resilience Month Launching	Virtual	virtual launching	53 pax	Medical Officer/District Nurses/ Rufino Reyes	Health and Nutrition/ DRR
7-8	2nd Quarter DMEA Presentation CY 2021	Face to Face	DMEA 2nd Quarter Report	80 pax	Elvira S. Urbiztondo/Voltair C. Asildo/ Marieto Cleben V. Lozada	School Management Monitoring and Evaluation
13	Training-Workshop on GMEF for Division Program Owners & Section Heads	Face to Face	GMEF Assessment of the Division	Chiefs, EPSs, SEPS, EPS-II, Section Heads	Mary Luz B. Advincula-Niere / Division GFPS	Human Resource Development
14-15	Training-Workshop on GMEF for School Leaders	Face to Face	GMEF Assessment of each District	3 School Heads & 1 Supervisor per District	Mary Luz B. Advincula-Niere / Division GFPS	Human Resource Development
19-23	Clustered Refresher Training on Crafting ESIP	Virtual (Googlemeet) / Face to Face	Workshop Outputs, Possible data needed in the crafting of ESIP	All School Heads & PSDSs	Liza M. Guinguing/Voltair C. Asildo	Planning and Research / School Management Monitoring and Evaluation
27	Division Workshop on Profiling of Private Schools Offering Kindergarten, Elementary, and Junior and Senior High Schools in the New Normal	Face to Face	Certificate of Government Recognition and Government Permits	34 pax	Voltair C. Asildo/ Marieto Cleben V. Lozada	School Management Monitoring and Evaluation
30	Nutrition Month / National Disaster Resilience Month Launching	Virtual	virtual launching	53 pax	Medical Officer/District Nurses/ Rufino Reyes	District Nurses/ Rufino Reyes

2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/Restoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
3rd to 4th Week of the Month	Conduct of Community Mapping for School Year 2021-2022	Face to Face	Increased enrollment for SY 2021-2022	Teachers/ School Heads	Elvira S. Urbizondo, Uclille P. Galvez	Planning and Research
AUGUST 2021						
2-30	Crafting of ESIP (First Cycle)	Face to Face/Virtual (School-based)	Copy of ESIP for the First Cycle	Division Office Personnel, PSDS, School Heads,	Liza M. Guinguing / Voltair C. Asido	Planning and Research / School Management
Whole August	Division Validation of SBM Level 3 Schools	onsite/ face to face	SBM Assessment Results	35 schools	Rufino T. Reyes/ Voltair C. Asido	EPS SGOD and SMME
17	Training-Workshop on GAD Planning, Budgeting, and Auditing for Program Owners	Face to Face	Draft of the Division GAD Accomplishment Report and GAD Plan	Chiefs, EPSs, SEPS, EPS-II, Section Heads	Mary Luz B. Advincula-Niere	Human Resource Development
18-19	Training-Workshop on GAD Planning, Budgeting, and Auditing for School Leaders	Face to Face	Draft of the Division GAD Accomplishment Report and GAD Plan	3 School Heads & 1 Supervisor per District	Mary Luz B. Advincula-Niere	Human Resource Development
10-14	Reorientation on the Learner Information System (LIS) Beginning of School Year (BOSY 2021-2021	Online through Google Meet	Reoriented School Heads	School Heads/ School LIS Coordinators	Uclille P. Galvez/ Joel Mariano	Planning and Research
31	7th Division Virtual Research Forum	Virtual (FB Live Streaming)	Evaluated and Implemented Action/Basic Researches	Select Research Presenters, Speakers, All Teaching and Non-teaching Personnel	Liza M. Guinguing	Planning and Research

2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
SEPTEMBER 2021						
8	District Level Awarding Ceremony for Outstanding Employees	Face to Face / Virtual	List of Nominees per District	All Districts	PSDSs / DICs in coordination with Ertyn G. Mangadlao / Mary Luz B. Advincula-Niere	Human Resource Development / Curriculum Implementation Division
9-10	Communication Skills Enhancement Training for Front Line Human Resource of DepEd-Surigao del Sur Division (Batch 1 & 2)	Face-to-Face Delivery Modality	The front-line personnel from this division are expected to draft communications or documents that are free of grammatical errors and thought inconsistency	Front Line Human Resource of DepEd-SurSur	Ertyn G. Mangadlao / Mary Luz B. Advincula-Niere	Human Resource Development
13-17	Submission of Documents of Nominees for Pasidungog 2021	Face to Face	Sorted Documents per Category	Nominees	Ertyn G. Mangadlao	Human Resource Development
13-24	District-based Presentation of the Crafted ESIP (First Cycle)	Face to Face	Evaluated ESIP (First Cycle)	Division Office Personnel, PSDSs, School Heads	Liza M. Guinguing / Voltair C. Asido	Planning and Research / School Management Monitoring and Evaluation
27-30	Evaluation of Documents of Nominees for Pasidungog 2021	Face to Face	List of Finalists	Pool of Evaluators for Rewards and Recognition / Nominees	Ertyn G. Mangadlao / Mary Luz B. Advincula-Niere	Human Resource Development

2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
OCTOBER 2021						
1 - 31	SBFP Monitoring	Face to Face	Forms are filled up & liquidated	nurses and School Head	SBFP Coordinator	Health and Nutrition
1	Food Safety Awareness Week/Global Handwashing Day	Virtual	Accomplishment Report	Teachers/ School Heads, Nurses	SBFP Coordinator	Health and Nutrition
4-8	Submission of Photos and Videos for Pasidungog 2021	Online via Google Drive	Sorted Photos and Videos per Category	All Finalists	Erlyn G. Mangadiao	Human Resource Development
5	Launching of World Teachers' Month Celebration	Face to Face / Virtual	Recognition of Teachers	All division personnel	Alex S. Mistula	Social Mobilization
5-6	3rd Quarter DMEA Presentation CY 2021	Face to Face	DMEA 3rd Quarter Report	80 pax	Elvira S. Urbiztondo/Voltair C. Asido/ Marieto Cleben V. Lozada	School Management Monitoring and Evaluation
11-15	Preparation of Presentations for Pasidungog 2021	Online via Google Drive	Presentations for the Program		Erlyn G. Mangadiao / Alex S. Mistula	Human Resource Development/ Social Mobilization
21	Pasidungog sa Pinakamadayaw 2021	Virtual via FB Live Streaming	Recognized Outstanding Employees	DepEd Personnel	Mary Luz B. Advincula-Niere & Erlyn G. Mangadiao	Human Resource Development
28	7th Division Virtual Research Forum	Virtual (FB Live Streaming)	Evaluated and Implemented Action/Basic Researches	Select Research Presenters, Speakers, All Teaching & Non-Teaching Personnel	Liza M. Guinguing	Planning and Research

2nd Week	District SMEA Presentation	Face to Face	SMEA Monitoring Report	select District	Voltaire C. Asildo/ Marieto Cleben V. Lozada and Uclile P. Galvez	Planning and SMME
2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
NOVEMBER 2021						
1 - 31	SBFP Monitoring	Face to Face	Forms are filled up & liquidated	nurses and School Head	SBFP Coordinator	Health and Nutrition
25	Division-Wide Launching of the 2021 18-Day Campaign to End Violence against Women	Virtual via Facebook Livestream	Awareness on Violence against Women and Children by distributing tarpaulins and other customized collaterals	DepEd Personnel	Mary Luz B. Advincula-Niere & Erlyn G. Mangadiao	Human Resource Development
1st Week	Program Implementation Review	Virtual/ Face to Face	Annual Accomplishment Report	Medical Officer, Dentists, Nurses	Madelyn Lozada	SHN
2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	Ar. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities
3rd Week	Drug Abuse Prevention and Control Week	Face to face/ Virtual	Accomplishment Report	Learners, School Heads, Teachers, OSY	Medical Officer/District Nurses, PDO I	YF and SHN
4th week	Youth Formation Program Yearend Planning & Review and General Assembly	Virtual	Assessment results and yearend accomplishments	Kabataang Madayaw Officers and District Coordinators	Glee Cris S. Urbiztondo & Von Jason A. Casa	Youth Formation

DECEMBER 2021						
2-3	SGOD Annual Accomplishment Review/Pre DMEA	Face to Face	Annual Accomplishment Reports/ Accomplished IPCR/OPCR	SGOD Personnel	Liza Guinguing / Elvira Urbizondo	SGOD
10	8th Division Virtual Research Forum	Virtual (FB Live Streaming)	Evaluated and Implemented Action/Basic Researches	Select Research Presenters, Speakers, All Teaching and Non-teaching Personnel	Liza M. Guinguing	Planning and Research
11-12	Submission of the Consolidated District Annual Accomplishment Report to the Division Office (Soft Copy)	Online (Google Drive)	District Annual Accomplishment Report (Unified Template)	35 Districts	Liza M. Guinguing	Planning and Research
13	Division-Wide Culmination of the 2021 18-Day Campaign to End Violence against Women	Virtual via Facebook Livestream	Continuing advocacy of gender mainstreaming in the division office and schools	DepEd Personnel	Mary Luz B. Advincula-Niere & Erlyn G. Mangadiao	Human Resource Development
14	Crafting of Work and Financial Plan and Expenditure Matrix for Calendar Year 2020	Face to Face	WFP and Expenditure Matrix	Division PAPS Coordinators	Elvira S. Urbizondo/ Ucille P. Galvez	Planning and Research
15	Submission of GAD Accomplishment Report 2021	Online (Google Drive)	35 District consolidated Accomplishment Reports	PSDSs/IDCs and School Heads/TICs	Mary Luz B. Advincula-Niere & Erlyn G. Mangadiao	Human Resource Development
17	Preparation of Division GAD Accomplishment Report 2021 and GAD Plan 2023 and 2024	Face to Face	Division GAD Accomplishment Report 2021 and GAD Plan 2023 and 2024	GAD Focal Point System	Mary Luz B. Advincula-Niere & Erlyn G. Mangadiao	Human Resource Development
27-28	4th Quarter DMEA Presentation CY 2021	Face to Face	DMEA 4th Quarter Report	80 pax	Elvira S. Urbizondo/Voltair C. Asido/ Marieto Cleben V. Lozada	School Management Monitoring and Evaluation

2nd Week	Pasundayag 2021 and Recognition of Partners/Convergence of Stakeholders	Virtual/ Face to Face	Accomplishment Report	Division Personnel	Alex S. Mistula Osias N. Manlucob Jr.	Social Mobilization
2nd week	Search for Outstanding Student Government Organization & Teacher - Advisers	Online	Outstanding Accomplishments of Programs, Projects & Activities	SPG/SSG Organizations & Teacher - Advisers	Glee Cris S. Urbizondo & Von Jason A. Casa	Youth Formation
2nd to 4th Week of the Month	Inspection and monitoring of the on-going Repair/Rehabilitation of Classrooms Batch CY-2020/ GABALDON/ Electrification and school repair funded by MOOE/ DPWH New Construction	Actual Ocular Site Inspection of the On-going Conservation/R estoration of GABALDON School Building	Monitoring Report/ Punchlist/ Performance Assessment of the Contractors	Contractors and School Heads	At. Ricky A. Magnaye, Engr. Maximo Tomines, Engr. Jhunrey Paluca, Rufino T. Reyes, Jhony Orzales	Education Facilities

PREPARED BY:

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