



Office of the Schools Division Superintendent

July 25, 2022

Office MEMORANDUM
No. 122, s. 2022

To : Assistant Schools Division Superintendent
CID & SGOD Chiefs
PERSONNEL DEVELOPMENT COMMITTEE
Education Program Supervisors & Division Coordinators
Public Schools District Supervisors & District-in-Charge
Heads of Functional Divisions and Sections
This Division

**TRACKING OF INSET 2022 TRAININGS FOR THE 3RD QUARTER
AND 2022 CALENDAR OF ACTIVITIES**

1. The Schools Division of Surigao del Sur, through the Human Resource Development Unit, is now tracking the implementation of the Learning and Development Activities in relation to the 2022 INSET CALENDAR OF ACTIVITIES as a Professional Development Program that shall enhance the capacity of teaching and non-teaching personnel in the delivery of basic education services.
2. Anent to this, every division/unit head or program holder of the trainings and activities filed under Calendar Year 2022 is hereby reminded of the conduct of the L&D programs stipulated in the Program Management Information System (PMIS), including the activities with issuance of SARO/HRTD Funds.
3. As per Division Memorandum No. 186, s. 2021, ALL Program Owners must ensure that they submit design proposals **at least 45 days** before the actual implementation based on the timeline and using the templates that can be accessed here: <http://tinyurl.com/TAforLnDCPD>.
4. For **ALL Program Owners** the L&D programs stipulated in the PMIS are required to file for CPD accreditation and NEAP recognition of the programs and courses with a duration of two days or longer. Even those that only last a day or shorter are also encouraged to perform the same application. You can refer to Division Memorandum No. 241, 2022 for your information and guidance.
5. Attached are the schedule & updates of the training implementation.
6. **ALL Program Owners** who have already conducted trainings and activities during the first and second quarters of this calendar year are also reminded





Republic of the Philippines

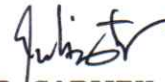
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

to accomplish the **PIMME Checklist**, as attachment to their Completion Report.

7. For further inquiries and clarification, you may contact **Ms. Eryln G. Mangadlao**, EPS II – HRD through this number: 09073950090.
8. Immediate and wide dissemination of the Memorandum is highly desired.

for: 
JOSITA B. CARMEN, CESO V
Schools Division Superintendent

7/29/2022



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**3RD QUARTER TRACKING
PROGRAMS AND PROJECTS UNDER INSET FUNDS FOR CY 2022**

SPECIFIC PROGRAM	FOCAL PERSON	ACTIVITIES	SCHEDULE OF IMPLEMENTATION	BUDGET ALLOCATION	Actual Date	Mode of Delivery	STATUS	REMARKS	HDDG	GAD Appropriated Amount
School Governance and Operations Division										
Plans and Budget	Ucille P. Galvez, SEPS	Division Re-Orientation on the Crafting of School Improvement Plan (SIP)	March	150,000.00	April 26-27, 2022	Face-to-Face	CONDUCTED at SAN PERDO FARM, CANTILAN, SDS		19	348,750.00
School-Based Management	Rufino T. Reyes, EPS	Division Enhanced Re-Orientation on School-Based Management	March	50,000.00	April 26-27, 2022	Face-to-Face	CONDUCTED at SAN PERDO FARM, CANTILAN, SDS	MERGED TO MAM UCL TD - SIP	19	37,500.00
Disaster Risk Reduction Management	Rufino T. Reyes, EPS	Commemoration of National Disaster Resilience Month	July	100,000.00	April 26-27, 2022	Face-to-Face	CONDUCTED	MERGED TO MAM UCL TD - SIP	19	75,000.00
DMEA	Voltaire C. Asido, SEPS	Conduct of Division Monitoring, Evaluation and Adjustment Presentation of Accomplishment Reports	March: June, September, December	150,000.00	April 5-6, 2022 July 5-6, 2022 October 4-5, 2022 December 28-29, 2022	Face-to-Face	CONDUCTED		20	150,000.00
Gender and Development	Mary Luz B. Advincula-Niere, SEPS	Orientation on DepEd Order No. 40, s. 2012 - Child Protection Policy cum Launching of the National Women's Month Celebration 2021	March	60,820.40	March 1, 2022	Live via FB Page	CONDUCTED at Division Office		20	60,820.40
Learning and Development	Mary Luz B. Advincula-Niere, SEPS	Orientation on the Learning and Development Process Flow	March	48,113.02	March 4, 2022	Face-to-Face	CONDUCTED at Selades Agapelle, Mabua, Tandag City		20	48,113.02
Learning and Development	Mary Luz B. Advincula-Niere, SEPS	Competency Enhancement Training of Men and Women School Leaders	February	277,984.62	June 21, 2022	Face-to-Face	Brihanma, San Agustin, SDS		20	277,984.62
Medical and Nursing Services	Andrew Anthony A. Lumang, MO III	Review and Update on First Aid and Basic Life Support with Automated External Defibrillator Training	April	50,000.00	May 24-25, 2022 - Batch 1 May 26-27, 2022 - Batch 2	Face-to-Face	CONDUCTED at Brihanma, San Agustin, SDS		13.17	115,920.00
Monitoring and Evaluation	Evilva S. Urbizondo, SGOD Chief	Mid-Year Performance Implementation Review	June	50,000.00	August 3, 2022	Face-to-Face	to be conducted		18.98	18,750.00
Research	Ucille P. Galvez, SEPS	Coordination Meeting with the District Research Coordinators/ Research Focal Persons	February, August	40,000.00						
Adopt-a-School Program (ASP)	Alex S. Mistula, SEPS	Training-Workshop on Addressing Resource Gaps in Schools	March	100,000.00						
Learning and Development	Mary Luz B. Advincula-Niere, SEPS	Induction Program for Newly Appointed School Heads	April-July	49,569.48						
LIS and BEIS	Jovianon B. Daura, PC III	Planning Conference in Preparation for EOSY 2024-2022	May	20,000.00						
LIS and BEIS	Jovianon B. Daura, PC III	Orientation on the Interim Guidelines in the Preparation, Submission and Checking of School Forms in Preparation for BOSY 2022-2023	July	50,000.00						
Research	Ucille P. Galvez, SEPS	Division Research Forum	August	60,000.00						
Private Schools	Voltaire C. Asido, SEPS	Division Re-Orientation on the Guidelines of Modular Distance Learning	September	30,000.00						
Youth Formation	Von Jason A. Caza, PDO I Melchor Calcha, PDO I	Leadership skills and gender sensitivity trainings for youth leaders and district coordinators	September	50,000.00						

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Youth Formation	Von Jason A. Casa, PDO I Melchor Calda, PDO I Mary Luz B. Advincula-Niere, SEPS	Conduct of Youth Empowerment Activities	October November	30,000.00 63,512.48						
Gender and Development	Von Jason A. Casa, PDO I Melchor Calda, PDO I Enira S. Urtizondo, SGOP Chief	Orientation on RA 7160 - Special Protection of Children Against Abuse, Exploitation, and Discrimination Act cum Launching of the 18-Day Campaign to End VAW	November	20,000.00						
Youth Formation	Von Jason A. Casa, PDO I Melchor Calda, PDO I Enira S. Urtizondo, SGOP Chief	Conduct of Search for Gawed Siklab	November	20,000.00						
Monitoring and Evaluation	Von Jason A. Casa, PDO I Melchor Calda, PDO I Enira S. Urtizondo, SGOP Chief	Year-End Performance Implementation Review	December	50,000.00						
Subtotal				1,500,000.00						
Curriculum Implementation Division										
PRIMALS for JHS	Encarnacion Padua, EPS	Division Training of Trainers on PRIMALS for Key Stage 3	March	250,200.00	April 27-29, 2022	Face-to-Face	CPD APPROVED			
Performance Management and Review	Fuillen L. Cos, CID Chief	Program Implementation Review	March	100,000.00	February 21, 2022 April 25, 2022	Face-to-Face	CONDUCTED		13.5	6,900.00
Assessment of Learning Outcomes	Carlos Tian Chow C. Correas, EPS	Training-Workshop on the Development of Quality-Assured Self-Learning Kits for Special Program, Davao	January-February	145,000.00	March 29, 2022	Online Delivery	CONDUCTED	without expenses	19	54,375.00
Assessment of Learning Outcomes	Carlos Tian Chow C. Correas, EPS	Training-Workshop on the Development of Standardized Assessment for Q2, Q3 and Q4	January	1,468,800.00	May 17-20, 2022 May 24-27, 2022	Face-to-Face	CONDUCTED		18.55	1,101,600.00
Upskilling of Learning Area Facilitators	Carlos Tian Chow C. Correas, EPS	Capacity Building for Learning Area Facilitators on Appropriate Pedagogical Approaches to Achieve Teaching and Learning Standards	January-February	536,000.00						
Subtotal				2,500,000.00						
Office of the Schools Division Superintendent										
Property Custodianship	Dante Gruno, AO IV	Upskilling of Newly-Hired Administrative Officers designated as District Property Custodians	April	50,000.00	March 16-18, 2022	Face-to-Face	CONDUCTED	no AR	19	105,000.00
Financial Reconciliation	Bethany E. Cimnaso, Accountant	Seminar-Workshop on the BIR Tax Updates Revenue Memorandum Circular (RMC) No. 36-2021, RA No. 11534 "Corporate Recovery and Tax Incentives for Enterprises", VAT Guidelines and Instructions and PD 1445 "Government Auditing Code of the Philippines"	February	50,000.00	March 22-26, 2022	Face-to-Face	CONDUCTED	no AR	18.89	76,875.00
PRIME-HRM	June C. Guerra, AO IV	Re-Orientation on the Provisions of PRIME-HRM New Title: ORIENTATION ON THE APPROVED MANUALS OF THE THREE PILLARS OF PRIME-HRM	February	100,000.00	July 26-27, 2022	Face-to-Face	CONDUCTED			
Computerization Program	Marvin Mungulan, ITO II	Upskilling of Administrative Officers II on the Use of the Google Workspace, Microsoft Office, Computer Basic Troubleshooting.	May	100,000.00	June 8-10, 2022	Face-to-Face	CONDUCTED	AR-2022-D6352-000020	18.89	271,950.00
Financial Reconciliation	Bethany E. Cimnaso, Accountant	Financial Reconciliation Workshop	June, November	250000 - INSET 2022 111,890 - DO MOODE	July 6-8, 2022	Face-to-Face	CONDUCTED	AR-2022-06352-0004	54.15	272,917.50

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PRIME-HIRM	June C. Guerra, AO IV	Training Workshop on Administrative Processes and Workflows New Title: TRAINING WORKSHOP ON ADMINISTRATIVE PROCESSES AND WORKFLOWS, CIVIL CAPACITY BUILDING OF ADMINISTRATIVE OFFICER II ON HUMAN RESOURCE AND OTHER SPECIALIZED SERVICES	May	150,000.00	June 22-24, 2022	Face-to-Face	CONDUCTED	AR-2022-D6352-00003	12.65	109,800.00
PRIME-HIRM Administrative Services	June C. Guerra, AO IV Shirlene E. Crabajales, AO V	Midyear Performance Review Coordination Meeting with Newly-Hired Provisional Paid Teachers Division Re-Orientation on DO 49, s. 2006 and ADR	July February	25,000.00 20,000.00						
Legal Management Training	Atty. Joseph Eric Lumadod, Alfonso III	Upskilling of Newly-Hired Teachers on the Use of the Google Workspace, Microsoft Office, Computer Basic Troubleshooting and OER Applications	April	200,000.00						
Computerization Program	Marvin Minguilan, TCO II	Year-End Performance Review Workshop on Psychological First Aid Promoting Mental Health in the Workplace for DepEd Surigao del Sur Division Office Personnel	September December	180,000.00 25,000.00 50,000.00						
Recruitment, Selection and Placement	June C. Guerra, AO IV									
PRIME-HIRM Moral Recovery Program	June C. Guerra, AO IV Shirlene E. Crabajales, AO V									
Subtotal				1,500,000.00						
GRAND TOTAL				5,500,000.00						

Prepared by:

ERLYN G. MANGADLAO

Education Program Specialist II - HRD