



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

**UNNUMBERED MEMORANDUM**

TO: Assistant Schools Division Superintendent  
Chief - Curriculum Implementation Division  
Chief - Schools Governance and Operations Division  
Schools Division Research Committee (SDRC) Members  
Public Elementary and Secondary School Heads  
All others concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

DATE: **NOVEMBER 15, 2024**

SUBJECT: **STAFF ORIENTATION WORKSHOP (SOW) FOR THE CONDUCT OF THE READINESS ASSESSMENT OF THE 4<sup>th</sup> REGIONAL PLANNING CONFERENCE**



1. In preparation for the conduct of the **4<sup>th</sup> Regional Planning Conference slated on November 20-22, 2024**, the SDRC through the SGOD-Planning and Research Section informs the members of the working committees to participate in the **Staff Orientation Workshop (SOW) on November 18-19, 2024 at the SDO Conference Hall, Bayombong, Nueva Vizcaya** from 8:00AM to 5:00 PM.
2. The SOW activity aims to:
  - a. discuss the preparations for the conduct of the activity; and,
  - b. finalize the program matrix, tarpaulin, Educares Newslet and Journal.
3. The following are the expected participants of the SOW:

Name of Personnel	Position/School/Office	Role
1. Romulo S. Ancheta PhD	Chief - SGOD	Lead Facilitator
2. Rommel S. de Gracia	SEPS-SGOD	Lead Facilitator
3. Den Mark A. Lorenzo	TIII-Solano HS	Facilitator/RTWG
4. Francis Leonard T. Jasmin PhD	PI, Kakiduguen ES	Facilitator/RTWG
5. Jayson D. Velasco DIT	HTIII – Dupax del Sur HS	Facilitator/RTWG
6. Aruel Flores Delim Jr	TIII, Santa Fe NHS	Facilitator/RTWG
7. Dolores A. Santos	TIII-Bonfal NHS	Facilitator/RTWG
8. Mark Anthony I. Gano PhD	HT I, Casecan NHS	Facilitator/RTWG
9. Edison Lopez	TIII-Bonfal NHS	Facilitator/RTWG
10. Clydinne A. Ballon	Admin Asst - PAR	Secretariat
11. Edgar V. dela Rosa Jr PhD	TIII, Bambang NHS	Moderator/RTWG



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Name of Personnel	Position/School/ Office	Role
12. Mylene O. Castro PhD	MT II, Dupax Del Norte NHS	Facilitator/RTWG

- The SOW activity starts at exactly 8:00AM. Snacks and Meals will be served to the participants present, chargeable against the PSEF fund allotment of the PAR.
- Information and immediate dissemination of this memorandum is desired.

Encl.:

As stated

References:

DepEd Order 16, s. 2017. Research Management Guidelines