



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 26, 2024**

SUBJECT: **STAFF ORIENTATION WORKSHOP (SOW) FOR THE CONDUCT OF THE 4th REGIONAL PLANNING CONFERENCE**



1. The Schools Division of Nueva Vizcaya is set to hold the **4th Regional Planning Conference (RPC)** on its new schedule on **December 1-3, 2024** at **Diamond Jubilee Gymnasium, Saint Louis College of Solano** from 8:00 am to 5:00 pm.
2. Anent this, SDRC through the SGOD-Planning and Research Section informs the members of the working committees to participate in the **Staff Orientation Workshop (SOW)** from **November 28-December 1, 2024** at the **SDO Conference Hall, Bayombong, Nueva Vizcaya** from 8:00AM to 5:00 PM.
3. 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.
4. The following are the expected participants of the SOW and Date of reporting:

Name of Personnel	Position/School/Office	Role	Date to Report for the RPC Preparation
1. Romulo S. Ancheta PhD	Chief - SGOD	Lead Facilitator	November 28-December 1, 2024
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. Mark Anthony I. Gano	HT I, Casecnan NHS	Facilitator/RTWG	November 30 - December 1, 2024
7. Aruel Flores Delim Jr	TIII, Santa Fe NHS	Facilitator/RTWG	
8. Dolores A. Santos	TIII-Bonfal NHS	Facilitator/RTWG	
9. Edison A. Lopez	TIII-Bonfal NHS	Facilitator/RTWG	



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Name of Personnel	Position/School/ Office	Role	Date to Report for the RPC Preparation
10. Clydinne A. Ballon	Admin Asst - PAR	Secretariat	November 28- December 1, 2024
11. Edgar V. dela Rosa Jr PhD	TIII, Bambang NHS	Facilitator/RTWG	November 30 – December 1, 2024
12. Mylene O. Castro	MTII, Dupax del Norte NHS	Facilitator/RTWG	November 30 – December 1, 2024

5. November 30, 2024 and December 1, 2024 shall be considered Compensatory Time Off for the participants attending and to all concerned.
6. 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.
7. Information and immediate dissemination of this memorandum is desired.

Encl.:
As stated

References:

DepEd Order 16, s. 2017. Research Management Guidelines
Regional Memorandum No. 465, s. 2024



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