



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

November 22, 2022

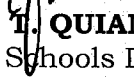
DIVISION MEMORANDUM

No. AA-1 s. 2022

**ENHANCING ORGANIZATIONAL EFFICIENCY AND EFFECTIVENESS THROUGH  
EFFECTIVE PLANNING AND SYNERGY**

To: Assistant Schools Division Superintendent  
SGOD Chief Education Program Supervisor  
SGOD Unit and Section Heads  
School Health Unit  
All Others Concerned

1. This is to announce the conduct of Enhancing Organizational Efficiency And Effectiveness Through Effective Planning And Synergy on November 28-30, 2022 at the venue to be announced later.
2. The activity aims to ensure organizational effectiveness and improvement of individual employee efficiency, particularly the personnel from the School Governance Operations Division (SGOD) who will conduct a review of their Office Performance Commitment to assess their accomplishment vis-à-vis target for the 1st quarter to 3rd quarter of CY 2022 as well as align their programs and projects with the given indicators from HGDG. This undertaking will also establish unity and teamwork to strengthen output and synergy which will foster mental health in the workplace.
3. Participants to this activity are the unit, section heads and staff of the School Governance and Operations Division (SGOD) to wit, SGOD Chief, EPS I-SGOD, Senior Education Program Specialists, Division Engineer, Planning Officer, Education Program Specialists II, Project Development Officers (YFC), PDO II (DRRM), COS (Engineer, Staff) Administrative Assistant II, and all School Health Unit personnel.
4. Expenses to be incurred in this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
5. Health and safety protocols set by the Inter-Agency Task Force (IATF), Department of Health (DOH) and DepEd shall be strictly implemented and observed at all times.
6. This Memorandum will serve as travel authority of all the participants.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/HRD/mgr





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**MATRIX OF ACTIVITIES**

**Day 1- November 28, 2022**

TIME	ACTIVITY	PERSONNEL-IN-CHARGE
6:00 – 6:30	Assembly Time	
6:30	Departure-SDO Bulacan	
12:00 noon	Arrival at the Venue	
12:00 – 12:30	Check-in time	Hotel Personnel
12:30 – 1:00	Registration	HRD
1:00 – 2:00	Opening Program	HRD
2:00- 5:00	Presentation of Mid-Year Accomplishments -SMME -HRD -SMN -Planning & Research -Private Schools -DRMM -YFC -SHNU	SGOD Unit and Section Heads

**Day 2- November 29, 2022**

TIME	ACTIVITY	PERSONNEL-IN-CHARGE
8:00 – 9:00	Management of Learning	YFC
9:00 – 12:00	-Identification of the Gaps against targets - Gender analysis & HGDG -Mental Health in the workplace Preparation of the Action Plan	SGOD Units  -SHN
12:00 – 1:00	Lunch Break	
1:00 – 5:00	Presentation of the Action Plan SMME -HRD -SMN -Planning & Research -Private Schools -DRMM -YFC -SHNU	SGOD Units

**Day 3- November 30, 2022**

TIME	ACTIVITY	PERSONNEL-IN-CHARGE
8:00 – 12:00	Team Building Activities	HRD & YFC
12:00 – 1:00	Lunch Break	
1:00 – 1:30	Time of Departure	
1:30 – 6:00	Arrival- SDO Bulacan	

