



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

August 9, 2023

DIVISION MEMORANDUM
No. 354 s. 2023

**OPTIMIZING ORGANIZATIONAL EFFICIENCY AND EFFECTIVENESS THROUGH
STRATEGIC PLANNING SYNERGY**

To: Assistant Schools Division Superintendents
Division Chiefs
All Others Concerned


1. This is to announce the upcoming training program, "Optimizing Organizational Efficiency and Effectiveness Through Strategic Planning Synergy," scheduled for September 6-8, 2023 at Dawal Beach Resort, Candelaria, Zambales. Participants must be in front of the division office by 5:30 in the morning on September 6, 2023, for the bus departure to the venue.
2. The main purpose of this program is to maximize the School Governance and Operations Division's (SGOD) overall effectiveness and efficiency in discharging its responsibilities to support the achievement of the division's stated goals. The following objectives are specifically targeted by this initiative:
 - a. Streamline employees' workflows to enhance task efficiency and conserve valuable time and resources;
 - b. Foster a culture of collaboration and shared responsibility, enabling effective teamwork towards common objectives;
 - c. Optimize resource allocation, directing them towards critical initiatives to maximize their impact;
 - d. Develop targeted action plans to address weaknesses or challenges, leading to enhanced overall effectiveness; and
 - e. Strengthen the division's impact and contribution in achieving its goals and objectives.
3. Personnel from the School Governance and Operations Division (SGOD), Education Program Supervisors (EPS), resource speakers, top management, and TWG members will all take part in this engagement. Please refer to the list of resource speakers and the Learning and Development Matrix in the attachments.





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4. All attendees must pre-register for the event by completing the Google Form at the following link by August 25, 2023: <https://bit.ly/SynergySGOD0825262023>. Participants must also submit a written letter of justification through the pre-registration link if unavoidable circumstances make attendance impossible.
5. A Focus Group Discussion (FGD) to ensure a smooth and successful training will be held on August 29, 2023, from 1:00 to 3:00 pm, at SDO Bulacan Conference Hall, to be attended by the resource speakers and members of the Technical Working Group (TWG).
6. Expenses related to the execution of this activity will be allocated from the Division INSET Funds, following the standard accounting and auditing guidelines.
7. Strict health and safety regulations will be implemented at all times.
8. This Memorandum shall serve as the travel authority for all concerned individuals.
9. Timely and extensive circulation of this Memorandum is strongly encouraged.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

mgr/sgod-hrd synergy
100/08-08-2023



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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Enclosure No. 1 to Division Memorandum No. 354, s. 2023
Optimizing Organizational Efficiency and Effectiveness Through Strategic Planning Synergy

LEARNING & DEVELOPMENT MATRIX

Day 1	Day 2	Day 3
6:00 AM Departure from the Division Office	8:00-8:30 AM Management of Learning	8:00-8:30 AM Management of Learning
9:30-10:00 AM Arrival/ Registration	8:30-10:00 AM Topic 4: Innovation Ignited	
10:00-10:30 AM Opening Program	10:00-10:30 AM Part 3 - DIBJWM	8:30-11:00 AM Activity 3 - Nurturing Individual Connections and Revitalization
10:30-12:00 NN Topic 1: Unleashing the Power of Forward Thinking	10:30-12:00 Topic 5: Tech-Driven Excellence	
12:00-1:30 PM ***LUNCH***	12:00-1:30 PM ***LUNCH***	11:00-1:00 PM ***LUNCH***
1:30-2:00 PM Part 1 - Discover Inner Balance and Joy in Wellness Moments	1:30-3:30 PM Topic 6: Pathways to Progress	
2:00-3:30 PM Topic 2: Synergizing Success	3:30-4:00 PM Part 4 - DIBJWM	1:00-2:00 PM ***Closing Program***
3:30-4:00 Part 2 - DIBJWM	4:00-5:30 PM (Power Play) Energizing Productivity in the Workshop Theater	
4:00-5:30 PM Topic 3: Beyond Numbers	5:00-6:30 PM (Synergy Summit) Weaving Success through Collaborative Planning Meeting	2:00-5:00 PM ***Travel Time back to SDO***
5:30-7:00 PM (Visionary Voyage) Setting Sail on a Strategic Planning Adventure		
7:00-8:00 PM ***DINNER***	6:30-8:00 PM ***DINNER***	
8:00-10:00 PM Activity 1 - Nurturing Individual Connections and Revitalization	8:00-10:00 PM Activity 2 - Nurturing Individual Connections and Revitalization	



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Enclosure No. 2 to Division Memorandum No. 354, s. 2023
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LEARNING & DEVELOPMENT RESOURCE SPEAKERS

<i>TITLE</i>	<i>CONTENT</i>	<i>DISCUSSANT</i>
1. Enlightening SGOD Personnel in Embracing Strategic Planning	*Aligning the goals and objectives of SGOD with the overall mission and vision of DepEd *Ways to ensure that the activities and initiatives undertaken by SGOD are in line with the broader organizational objectives.	Schools Division Superintendent (SDS) Assistant Schools Division Superintendents (ASDSes)
2. Cultivating Collaborative Communication for Enhanced Efficiency	*Importance of effective communication and collaboration within SGOD to streamline processes and improve overall effectiveness. *Strategies for fostering a culture of collaboration, sharing best practices, and leveraging technology platforms for seamless communication	Chief, SGOD/ CID
3. Empowering SGOD through Innovative Performance Management and Evaluation	* Implementation of performance measurement and evaluation frameworks within SGOD * Feedback mechanisms, data analytics, and continuous improvement practices	SEPS/EPS II, SMME
4. Maximizing Professional Development and Capacity Building through Strategic Planning	* Enhance professional development and capacity building within SGOD * Identifying skill gaps, designing training programs, and promoting a culture of continuous learning to improve the effectiveness of SGOD staff	SEPS/EPS II, HRD
5. Leveraging Digital Tools to Optimize Efficiency and Effectiveness	* Enhance organizational efficiency and effectiveness through technology * Use of digital tools, automation, data management systems, and online platforms to streamline processes, improve data-driven decision-making, and enhance communication and collaboration	EPS, SGOD/CID
6. Harnessing Stakeholder Insights for Optimal Organizational Efficiency	* Importance of stakeholder engagement in optimizing organizational efficiency and effectiveness * Strategies for involving various stakeholders, such as school administrators, teachers, parents, and community members in the strategic planning process * Mechanisms for soliciting feedback, collaboration, and co-creation of initiatives	SEPS/EPS II, SMN
7. Discovering Inner Balance and Joy in Wellness Moments		Project Development Officer (PDO) I/ School Health & Nutrition Unit (SHNU)
8. Nurturing Individual Connections and Revitalization		



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