



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

November 28, 2023

DIVISION MEMORANDUM

No. 496, s. 2023

**DIVISION ORIENTATION ON THE IMPLEMENTATION GUIDELINES ON
INNOVATION MANAGEMENT AND APPLICATION PROJECT OF
LEARNING AND DEVELOPMENT AND OF EDUCATION**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Select Elementary and Secondary School Heads
All Others Concerned

1. To facilitate a collaborative and constructive communication among the members of the SDO Management Team, select school heads and education program specialists with a goal of ensuring the successful evaluation and validation of the innovation and application project and the achievement of the SDO goals for improving the quality of education in the division, this Office shall conduct a Division Orientation on the Implementation Guidelines on Innovation Management and Application Project of Learning and Development and of Education on November 30, 2023 at 8:30AM at 4th Floor DJ Paradise Penthouse, DJ Paradise Hotel, City of Malolos, Bulacan.
2. The activity aims to facilitate a collaborative and constructive communication among members of the management team including select school heads and education program specialists to ensure that the guidelines remain dynamic and responsive to the evolving landscape of education and development.
3. Participants to this division orientation are assistant schools division superintendents, division chiefs, education program supervisors, public schools district supervisors, education program specialists, PSSPA president and vice president, EDDIS chairs of the secondary group, and select elementary school heads (1 representative per district to be identified by the PSDSs) with the technical work group.
4. This Memorandum shall serve as the travel authority of all participants.



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5. Attached are Enclosure No. 1, Program Flow for the Division Orientation, and Enclosure No. 2, members of the Division TWG, as references.
6. All expenses relative to the conduct of this activity shall be charged against Division MOOE fund except transportation expenses which can be charged against school local fund for school heads both subject to the usual government accounting and auditing rules and regulations.
7. Health and safety protocols shall be strictly observed at all times as pre-emptive interventions to combat any infectious diseases.
8. Immediate and wide dissemination of this Memorandum is desired.


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



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Enclosure No. 1 to Division Memorandum No. 994, s. 2023

- I. Nationalistic Song
- II. Prayer
- III. QMS Policy Statement
- IV. Acknowledgement of participants
- V. Welcome Message – Cecilia E. Valderama, EdD.
Assistant Schools Division Superintendent
- VI. Statement of Purpose - Cecilia S. Custodio, PhD.
Chief ES, SGOD
- VII. Inspirational Messages – Norma P. Esteban, EdD, CESO V
Schools Division Superintendent
- VIII. Orientation Proper - Cecilia S. Custodio, PhD.
Chief ES, SGOD

Jay-Arr C. Tayao, MBA
Education Program Supervisor, SGOD
- IX. Goal Setting - Gregorio C. Quinto, Jr, PhD.
Chief ES, CID
- X. Closing Remarks – Zurex T. Bacay, EdD.
Assistant Schools Division Superintendent

Cecile E. Cruz, SEPS, SMME
Master of Ceremony



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Enclosure No. 2 to Division Memorandum No. 494, s. 2023

Members of the Technical Work Group

Ma. Bella S. Fajardo
Cecile E. Cruz
Ma. Jesusa V. Pampilon, PhD.
Paulo Eduardo C. Cruz, Jr.
Inah Marifaye M. Blanco