



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

November 21, 2023

**DIVISION MEMORANDUM**

No. 497 s. 2023

**PLANNING PREPARATION FOR THE YEAR-END REVIEW, EVALUATION  
AND RECOGNITION OF ACCOMPLISHMENT**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads of the OSDS and SGOD  
All Others Concerned

1. Pursuant to the Republic Act No. 6713, An Act Establishing the Code of Conduct and Ethical Standards for Public Officials and Employees, to uphold the time-honored principle of public office being a public trust, granting incentives and rewards for exemplary service, enumerating prohibited acts and transactions and providing penalties for violations thereof and for other purposes. Section 5 (b) of the abovementioned Act states that all heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such a report shall be open and available to the public within regular office hours. The activity will commence on November 20-30, 2023 at a venue to be announced later.
2. At the end of the Planning Preparation for the Year-End Review, Evaluation, and Recognition of Accomplishment, it is expected that the following should have been accomplished:
  - a. Organization of the 2023 accomplishments for the Annual Report;
  - b. Designed and finalized the Lay-out; and
  - c. Proofread, presented, and printed the draft of the Annual Report
3. The participants in this activity are the Assistant Schools Division Superintendents, CID, and SGOD Chiefs, Education Program Supervisors of English and Filipino, SEPS of SMME and Research, EPS II of SMME, Planning Officer, and members of the Editorial Board.






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4. Attached is Enclosure No. 1, List of Participants. This Memorandum shall serve as the Travel Authority of all participants.
5. All participants are required to stay at the venue during the duration of the undertaking.
7. Attached is Enclosure No. 2, Matrix of Activities as a reference.
8. It is expected that all participants shall observe minimum health protocols to continuously prevent the spread of COVID-19 viruses.
9. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

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





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Enclosure No. 2 to Division Memorandum No. 417, s. 2023

**MATRIX OF ACTIVITIES**

TIME	DAY 1
7:30 – 8:30 a.m.	Arrival/Registration/Breakfast
8:30 – 9:00 a.m.	PRELIMINARY ACTIVITIES  Lupang Hinirang Prayer DepEd Bulacan March Roll Call  Welcome Remarks ----- <b>Cecilia E. Valderama, PhD</b> Assistant Schools Division Superintendent  Inspirational Message ----- <b>Norma P. Esteban, EdD, CESO V</b> Schools Division Superintendent  Statement of Purpose And Setting of Direction ---- <b>Cecilia S. Custodio, PhD</b>  Chief, SGOD
9:00 – 12:00 noon	Preparation of Outputs (Per Areas: Access, Equity, Quality and Resiliency and Well-being with Governance as enabling mechanism)
12:00 – 1:00 p.m.	<b>LUNCH BREAK</b>
1:01 – 4:30 p.m.	Preparation of Outputs (Per Areas: Access, Equity, Quality and Resiliency and Well-being with Governance as enabling mechanism)
4:30 – 5:00 p.m.	Reminders





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TIME	DAY 2
7:30 – 8:30 a.m.	Breakfast
8:30 – 9:00 a.m.	Management of Learning Recap
9:00 – 12:00 noon	Preparation of Outputs (Per Areas: Access, Equity, Quality and Resiliency and Well-being with Governance as enabling mechanism)
12:00 – 1:00 p.m.	<b>LUNCH BREAK</b>
1:01 – 4:30 p.m.	Preparation of Outputs (Per Areas: Access, Equity, Quality and Resiliency and Well-being with Governance as enabling mechanism)
4:30 – 5:00 p.m.	Reminders

TIME	DAY 3
7:30 – 8:30 a.m.	Breakfast
8:30 – 9:00 a.m.	Management of Learning Recap
9:00 – 12:00 noon	Presentation and Critiquing of Outputs (Per Areas: Access, Equity, Quality and Resiliency and Well-being with Governance as enabling mechanism)
12:00 – 1:00 p.m.	<b>LUNCH BREAK</b>
1:01 – 4:30 p.m.	Finalization of SDO Bulacan's Annual Accomplishment Report of 2023
4:31 – 5:00 p.m.	<b>CLOSING PROGRAM</b> Nationalistic Song Prayer DepED Bulacan March  Closing Remarks ----- Zurex T. Bacay, PhD Assistant Schools Division Superintendent
<b>HOME SWEET HOME</b>	

