



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

July 2, 2024

**DIVISION MEMORANDUM**

No. 299 s. 2024

**TRAINING WORKSHOP ON EMPOWERING PROJECT  
DEVELOPMENT OFFICERS (PDO)**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

1. Project Development Officers (PDOs) are expected to be competent in the utilization of project management methodologies, tools, and techniques. Also, they must be equipped with skills needed to plan, execute, monitor, and evaluate projects successfully, thus enable them to build and maintain positive relationships with stakeholders, gather feedback, and ensure alignment throughout the project lifecycle. To realize this, a training workshop for project development officers shall be conducted on July 10 – 12, 2024 at a venue to be announced later.
2. The objectives of this activity are as follows:
  - develop leadership skills among PDOs to empower them in leading project teams, make strategic decisions, and drive project success;
  - ensure that PDO training aligns with the strategic goals and objectives of the organization; and
  - enable PDOs to contribute effectively to organizational success.
3. Setting directions and discussions shall include the following:
  - Induction Program for PDOs
  - Program Management and Implementation
    - Preparation an Execution Plan for PPAs
    - Consolidation of PPAs conducted based on School Calendar
    - Coordination with others on the required support, resources and documentary requirements
    - Analysis of data related to the implementation of the PPAs
    - Support to SPT in the implementation of relevant PPAs



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Enclosure No. 1 of Division Memorandum No. s. 2024

BATIA HS, GUIGUINTO NVHS Annex, ROMEO ACUNA SANTOS MHS - Pamela Niña A. Sison
BULAKAN - Evergene S. Ramos
CALUMPIT NORTH - Maria Paula R. Nunag
CALUMPIT SOUTH - Princes Elaine R. Diego
HAGONOY EAST - Evangeline S. Domingo
HAGONOY WEST - Mariel T. Austria
PAOMBONG - Emerhayah P. Azis
PULILAN - Nhaire Kyla C. De Jesus
BUSTOS - Precila A. Magpayo
PLARIDEL - John Aldous B. Tanquis
BALIUAG - Nadibim Khayim G. Nabong
BALIUAG - Neil F. Andrada
DRT - Bryan B. Gonzales
SAN ILDEFONSO NORTH - Niña Judith G. Reyes
SAN ILDEFONSO SOUTH - Janice B. Obra
SAN MIGUEL CENTRAL - Jashel S. David
SAN MIGUEL NORTH - Christian G. Roque
SAN MIGUEL SOUTH - John Patrick T. Alcantara
SAN RAFAEL EAST - Dennis Joseph Lustado
SAN RAFAEL WEST - Sheryl Ann J. Dizon
MARILAO NORTH - Christian B. Francisco
MARILAO SOUTH - Irma Lerma C. Matic
OBANDO - Angela May P. Solis
BALAGTAS - Katherine J. Lagman
BOCAUE - John Edel B. Centeno
GUIGUINTO - Lorraine B. Magarro
PANDI NORTH - Altea Marie S. Benedictos
PANDI SOUTH - Suzette J. Enriquez
ANGAT - Terevic O. Mananghaya
NORZAGARAY EAST - Vincent T. Dullete
NORZAGARAY WEST - Jhon Phaul Rhyzen C. Pascual
STA. MARIA CENTRAL - Inald R. Gatlabayan
STA. MARIA EAST - Shirley V. Layug
STA. MARA WEST - Kristelle S. Maningas
Inah Marifaye M. Blanco
Christian V. Dela Cruz
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- Program Coordination and Partnership  
Coordination with involved personnel on the implementation of PPAs  
Social Mobilization  
Preparation of communications and correspondence to concerned school stakeholders
  - Advocacy  
Dissemination of advocacy materials to increase awareness and understanding of school community
  - Individual Performance Commitment Review (IPCR) for PDO
  - Basic Education Advocacy Program (Development of IEC Materials and Facilities)
4. Participants to this activity are the project development officers listed at Enclosure No. 1 of this Memorandum together with the personnel from the School Governance and Operations Division (SGOD) where programs and projects are being lodged. They are expected to bring their laptops for workshop purposes and personal needs since this activity shall be held with accommodation for 2 nights.
  5. Expenses to be incurred in the conduct of this activity shall be charged to Division INSET Fund subject to the usual accounting and auditing rules and regulations.
  6. This Memorandum shall serve as the travel authority of all participants.
  7. It is expected that all participants observe minimum health standard protocols as pre-emptive interventions to prevent the spread of any infectious diseases.
  8. Immediate dissemination and compliance with this Memorandum is earnestly desired.

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