



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

November 12, 2024

DIVISION MEMORANDUM

No. 522 s. 2024

**DIVISION FOURTH QUARTER CONFERENCE AND FOCUS GROUP DISCUSSION
ON PROVISION OF TECHNICAL ASSISTANCE (INTERFACING OF CID AND
SGOD)**

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

1. Technical Assistance is considered necessary to ensure the effective and efficient implementation of programs, projects, and activities. It is one of the key professional activities provided by the Schools Division Office to all its personnel as they move toward the realization of their objectives. This is done by giving them support and guidance in identifying, analyzing, and finding appropriate and relevant interventions to improve the services to the clientele. Thus, this Office shall conduct Fourth Quarter Conference and Focus Group Discussion on Provision of Technical Assistance (interfacing between the Curriculum and Instruction Division and School Governance and Operations Division) on November 18, 2024, at 8:30 AM at SDO Conference Hall, City of Malolos, Bulacan.

2. This conference aims to provide clear procedures, guidelines, tools, and suggested structure in implementing the INSET Training for the coming semestral break. Also, clear guidelines on the evaluation of class programs shall be discussed. It also focuses on how the concept of technical assistance helps the practices associated with the teaching-learning situations, as well as leading and managing schools and different departments to bridge the gaps in curriculum implementation, implementation of programs, projects and activities, and school administration and supervision.

For Quarter 4, discussions shall focus on:

- INSET Training for the semestral break
- Evaluation of Class Programs

3. Attendees to this conference include the following:

- 2 Assistant Schools Division Superintendents
- 2 CID and SGOD Chiefs
- 31 Public Schools District Supervisors
- 12 Education Program Supervisors



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- 4 Senior Education Program Specialists
 - 1 Planning Officer
 - 5 HRDC Members
 - 3 members of the TWG
- Total participants: 60 personnel
4. All participants are requested to bring their laptop for the workshop.
 5. Expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
 6. It is expected that all participants observe the minimum health standard protocols in compliance health standards as pre-emptive interventions to combat any infectious diseases.
 7. Immediate and wide dissemination of this Memorandum is desired.


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