



January 23, 2019

DIVISION MEMORANDUM
No. 18 S. 2019

**MEETING FOR THE SCHOOLS DIVISION OFFICE'S
CALENDAR OF ACTIVITIES FOR CALENDAR YEAR 2019**

**TO : Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division**

1. One important role calendars play in our daily work is to help us be **more productive** in getting items knocked off our "To Do" lists. This method of working ensures that important jobs do not get left off the list and that everything that needs to be accomplished actually gets done. Using a calendar with time slots allows some people to allocate a certain amount of their day to these activities before moving on to other less routine tasks. Another important role calendars play in our daily work is in helping us to **prioritize what should be done first**. Finally, calendars are important to help us schedule time to take a break now and then but it can be necessary to our **well-being and efficiency**.
<https://www.calendar.com/blog/calendars-daily-work/>
2. Relative to the foregoing, we will be having an annual meeting with the agenda **1) Discussion on the details of each functional division's Calendar of Activities (CoAs), and 2) Other matters**. This will be participated by all Heads of the said functional divisions together with their Section Heads.
3. The attendees must prepare slide decks for the presentation of their respective CaOs following the pro forma herein attached as Enclosure 1;
4. Hereunder are the other details of the activity, to wit:

4.1 Date	Monday, January 28, 2019
4.2 Time	Two o'clock in the afternoon
4.3 Attire	Any apparel that may suit to the occasion
4.4 Venue	3 rd Floor Function Hall, Schools Division Office of Surigao City
5. Wide and immediate dissemination of this memorandum is highly desired.

Gilda G. Berte
GILDA G. BERTE, PhD, CESO VI
Schools Division Superintendent

Enclosure : 1
Reference/s : Deped Order 25, s. 2018
Allotment : 3

To be indicated in the perpetual index
Calendar of Activities

Effective Management

Budget Efficiency

Monitoring and Evaluation

GGB/fcc
01/23/19



Enclosure No. 1 of Division Memorandum No. 18, s. 2019

CALENDAR OF ACTIVITIES

Name of Functional Division / Section Head		Name of Division					
Position of Functional Division / Section Head		Name of Section					
JANUARY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			