



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
SCHOOLS DIVISION OF SURIGAO CITY
M. Ortiz St., Brgy. Washington, Surigao City



Fax No. (086) 826-3075; Tel Nos. CID (086) 826-8931, 826-1268

October 21, 2019

DIVISION MEMORANDUM


No. 387, s. 2019

**INDIGENOUS PEOPLES EDUCATION (IPEd) PROGRAM
ORIENTATION SEMINAR-WORKSHOP**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
This Division



1. Pursuant to Deped Order No. 62, series 2011 re: Adopting The National Indigenous Peoples Education (IPEd) Policy Framework, this Schools Division Office shall conduct the Indigenous Peoples Education (IPEd) Program Orientation Seminar-Workshop on October 29-31, 2019 at the SDO Conference Hall, CV Diez Memorial Central Elementary School Compound, Ortiz Street, Surigao City.
2. This activity will provide wonderful opportunities among the DepEd Officials and Staff, Local Government Officials and Indigenous Cultural Community Elders and representatives to establish a common understanding and set unified direction towards its effective and efficient implementation.
3. The participants are the SDO Officials and select personnel, all Education Program Supervisors, Public Schools District Supervisors, School Heads and Teachers of IPEd implementing schools, Local Government Officials, Indigenous Cultural Community Elders and representatives with the Human Resource and Quality Assurance and Monitoring and Evaluation staff. Please see enclosure no. 1 for the list of participants for pre-work conference, and day 1 to day 3 activity proper. Enclosure no. 2 for the members of the working committees.
4. The board and lodging of resource speakers, facilitators, IP elders and representatives, meals and snacks of the participants, transportation of the resource speakers including IP resource persons, honorarium of IP elders and representatives, workshop materials and supplies and other incidental expenses incurred during pre-work conference and activity proper shall be charged against IPEd Program Support Fund subject to the usual accounting and auditing rules and regulations.
5. A pre-work conference shall be held on October 25, 2019, from 8:30 am until 4:00pm at the SDO Conference Hall which will be participated by the CID chief, SGOD Chief, focal person, SEPS in Social Mobilization, Head of Human Resource and Quality Assurance and Monitoring and Evaluation, Budget Officer, Accountant, and all members of the working committees. (Please see attached enclosure).
6. Immediate dissemination of and compliance with this memorandum is desired.


FLORENCE E. ALMADEN, CESE
OIC-Schools Division Superintendent

Enclosures: As stated

Reference: DO 62, s. 2011

To be indicated in the PERPETUAL INDEX under the following subjects:

IPEd

Inclusive Education

Orientation

Seminar-Workshop

mlp/10.21.2019

"We serve with GOD (Goodness, Openness, Dignity) ..."



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"ANNEX D"

Enclosure No. 2 to the Division Memorandum No. ____, s. 2019

MANAGEMENT COMMITTEE STRUCTURE
 (Participants to the Pre-Work Conference)

ROLE	TERMS OF REFERENCE (TOR)	DESIGNATED PERSONNEL IN-CHARGE	
		(Leader)	(Member/s)
Overall Program / Activity / Project Manager	Oversee the preparation and conduct of the activity; Prepares Division Memorandum for QATAME Constitute Management Committee; and Prepares Division Memorandum for the Management Committee Orientation; Orient Management Committee members on their corresponding Terms of Reference. Prepare Proposal; Prepare Division Memorandum for the duly approved Proposal; Procure cash advance for the operating expenses and process liquidation of the same; Purchase and distribute materials / items needed. Prepare and submit GAD Accomplishment Report (GAR) to the GAD Secretariat; Prepare and submit Completion Report (comRep) to the HRD Section;	Dr. Carlo P. Tantoy	Marino L. Pamogas
Secretariat	Facilitate the registration process; Secure activity materials; Check venue for amenities and provisions; and Ensure the smooth functioning of the Management Committee.	Carmel Joan Escalante	Ronelyn C. Pacleb
Documentation In-Charge	Observe and take down notes (Minutes of the Meeting) on the proceedings; Prepare Narrative Report; Take photographs and videos; Report and submit narrative report, photographs, and videos to the Secretariat.	Kevin Adrian M. Rosas	Manuel B. Dayondon
Welfare Officers	Provide health devices and medicine for basic medical needs; Provide weighing scale for constant check up participants' gained or lose weight; and Attends to the basic medical needs.	Jemberto M. Namuag	
Master of Ceremonies / Host	Follow the agenda and or activity matrix; Ensure that the various sections of the event start and end on time; and Refer the changes on the activity flow (if there is any) to the Overall Activity Manager.	Thelma T. Tolentino	
Decoration In-Charge	Prepare, procure, and purchase materials needed; Arrange and decorate the designated area.	Jessica Chrystabelle M. Talaro	



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Door Prize In-Charge	Prepare, procure, and purchase items required; Wrap the purchased items; and Endorse the wrapped items to the Secretariat.	n/a	
Game Master	Prepare, procure, and purchase items needed; and Administer and facilitate the games.	n/a	
Lei In-Charge	Prepare, procure, and purchase items needed; and Arrange and endorse the the purchased items to the Secretariat.	Rovelyn T. Rubi	
Tarpaulin In-Charge	Layout design, procure, and print the tarpaulin; and Endorse the the purchased items to the Secretariat.	Hilda M. Francisco	
Programme In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and distribute the printed Programme.	Donald T. Arquiza	
Certificate In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and endorse the printed Programme to the Secretariat.	Elgemary S. Abata	
Plaque/Pins In-Charge	Procure and purchase plaques for the Service Awardees; and Endorse the procured Plaque/s to the Secretariat.	Jovelyn B. Orejas	
Letter of Invitation In-Charge	Request the materials to be used from the Overall Activity Manager; and Layout design, procure, print, and endorse the printed Letter of Invitation to the Secretariat.	Algie L. Escol	
Information Technology-Related Tasks In-Charge	Oversee the entire preparation of IT-related tasks and outputs; Livestreaming coverage of the Anniversary Celebration Layout design and procure the activity Programme; Print the activity Programme; Distribute the activity Programme; Prepare slide decks presentation for the flow of the activity; Procure pictures of the Awardees and coordinate with the in-charge for the slide decks presentation. Layout, design, procure, and print tarpaulins. Procure music mixing for the Production Number.	Kevin Adrian M. Rosas	
Equipment and or devices In-Charge	Prepare the equipment and or devices needed: 2 Piece(s) Microphone(s) with stand) 2 Piece(s) White Board(s) with marker and eraser)	Kevin Adrian M. Rosas	



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In-Charge	2 Piece(s Extension wire(s) with multiple power outlets) Quality sound system		
Photo Booth In-Charge	Prepare, procure, and purchase items required; and Install the photo booth.	Arnel P. Marte	
Tabulation Officer	Prepare and distribute the documents (i.e. Rubrics and Score Sheets) needed by the Judges; and Prepare, print, and endorse the consolidated results to the Overall Activity Manager.	n/a	
	Create computerized scoresheet; Man the tabulation process; and Provide contest result to the Board of Judges.		
Pageant ID and AVP In-Charge	Procure and produce the IDs and AVP.	n/a	
Stage Decoration In-Charge	Set-up stage decorations.	Jessica Chrystabelle M.Talero	
Pageant Anchor/Quiz Master	Assists the Pageant's main Hosts in delivering the updates of the pageant.	n/a	
Pageant Hosts	Follow the agenda and or activity matrix; Ensure that the various sections of the occasion start and end on time.	n/a	
Hall Preparation	Prepare and distribute the documents (i.e. Rubrics and Score Sheets) needed by the Judges; and Prepare, print, and endorse the consolidated results to the Overall Activity Manager.	Andrew B. Villasor	
Order of Motorcade In-Charge	Facilitate the arrangement and or order of motorcade; and Coordinate with the three (3) Traffic Marshals.	n/a	
Motorcade Truck In-Charge	Procure the truck to be used by the Bb. Edukasyon winners during the motorcade; Arrange the purchased items.	n/a	
Mass In-Charge	Process the mass booking and procure mass offerings; and Arrange the proceedings of the mass by assigning mass choir (singers), readers, and others.	n/a	
Usherette Team	Put on the leis to the guests; and Escort and guides all the attendees to their respective places of assignment.	Rovelyn T. Rubi	Anabelle B. Laid
Awarding Team	Secure the awards to be given to the awardees; and Assist in the giving of the awards.	n/a	n/a
Inspectorate (Infrastructure)	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Von Eugene F. Cleofe	John Mark L. Gorgonio



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Inspectorate (Learning Resources)	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid learning resources.	Noemi D. Lim	Farrah C. Coniate
Inspectorate (Services)	Inspect and verify the veracity and correctness of the quantity and specifications of the purchased and or paid learning services.	Jemberto M. Namuag	Manuelita A. Argana
Inspectorate (Goods)	<p>Check the availability of the food before its serving time;</p> <p>Check the quantity of the food against the catering contract before and after its serving time;</p> <p>Ensure that the food is being stored or placed in a safe and protected area; and</p> <p>Ensure that all legitimate participants and facilitators will be provided.</p>	Raquel G. Cultura	Maureen Aristan
Acceptance Officer	Accept the duly inspected and verified veracity and correctness of the quantity and specifications of the purchased and or paid goods.	Michelle G. Jimenez	Niña Marie A. Tuy
Budget Officer	Verify the availability of the allotment.	Krisna Bess D. Edera	Manuelita A. Argana
Accountant	Verify the availability of funds.	Ida B. Solloso	Janice A. Naig
Disbursement Officer	Facilitate the fund disbursement and liquidation or reimbursement.	Leric A. Guyano	Robert L. Babatugon
Canvasser	Gather data relative to the availability of meal packages and items needed with its corresponding selling prices.	Roweno B. Noguerra, Jr.	Kenneth A. Dumali

QATAME Plan

GAD Assessor	<p>Assess the P/A/P proposal on GAD perspective compliance;</p> <p>Prepare gender assessment tool entitled Expanded Box 7: Combined Generic Checklists for Project Identification and Design.</p>	Farrah C. Coniate	
Quality Assurance and Technical Assistance (QATA) Associates	<p>Conduct QATAME Planning prior to the preparation of training proposal;</p> <p>Conduct Management Committee orientation;</p> <p>Prepare Minutes of the planning proceedings;</p> <p>Prepare Minutes of the Management Committee orientation;</p> <p>Assess the P/A/P proposal on L&D standards</p>	Jeanit C. Besinga	Jayllian A. Sulapas
	<p>Prepare L&D assessment tool entitled Checklist for Evaluation of Training Proposal;</p> <p>Provide TA in ensuring that the process involve in learning needs assessment adheres to the set standards whenever necessary;</p> <p>Provide TA in assuring that the plan conforms to the set standards whenever necessary; and</p>	Jennifer R. Jovita	Medeline L. Busio



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	<p>Provide TA in assuring that the design and resource packages conform with the set standards whenever necessary.</p> <p>Catalogue duly assessed training materials for proper archiving and to be used for future reference.</p> <p>Upload duly catalogued training materials to the LR Portal for easy access as reference.</p>	Noemi D. Lim	<p>Laarni C. Micayas</p> <p>Paul Andrew A. Tremedal</p>
<p>Quality Assurance, Technical Assistance, Monitoring (QATAME) Associates</p>	<p>Assures quality of the conduct of the interventions;</p> <p>Monitors the conduct of the intervention; and</p> <p>Provides TA based on the gathered data during conduct of intervention.</p>	<p>Jeanit C. Besinga</p> <p>Jennifer R. Jovita</p>	<p>Medeline L. Busio</p> <p>Anna Nijin S. Namuag</p>
<p>Technical Assistance and Monitoring and Evaluation (TAME) Associates</p>	<p>Conduct on site daily evaluation of the activity and provide corresponding evaluation tool;</p> <p>Prepares reports and recommendations for the improvement of future interventions and for policy action; and</p> <p>Report findings to the Management Team during the debriefing.</p>	Jennifer R. Jovita	<p>Medeline L. Busio</p> <p>Anna Nijin S. Namuag</p>

All Management Committee members must closely coordinate to the Overall Project / Activity / Program Manager Team Leader and coordinate tasks with other committee members.

***** Nothing follows *****