



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
**SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ**

September 24, 2021

**DIVISION MEMORANDUM**

No. 392, s. 2021

**CALENDAR OF ACTIVITIES AND DESIGNATED PERSONNEL ASSIGNED AS  
 WORKING GROUP FOR THE DIVISION'S PARTICIPATION  
 TO SUSTAINABILITY AWARDS 2021**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (SGOD & CID)  
 All Cluster Leaders and Members

1. The Division of Science City of Munoz, in reference to the conducted coordination meeting based on Division Memorandum No. 385, s 2021 hereby releases the calendar of activities and the designated personnel per functional division as the dedicated working group in the Division's participation to the Search for the Best Implementing SDO of Innovative Practices in Providing Technical Assistance to Schools.

2. Designated personnel per Functional Division includes;

<i>Functional Division</i>	<i>Designated Personnel</i>
Office of the Schools Division Superintendent	Dei Chiara Abao Roma Amor Marzo
Curriculum Implementation Division	Mercedita D. Saldero Winnie W. Poli Mary Queen P. Orpilla Aileen G. Mactal
School Governance and Operations Division	Marlon V. Siminig Joel G. Dizon Lamberto P. Corpuz

3. Timeline of Activities as agreed in the conducted coordination meeting;

<i>Dates</i>	<i>Activities</i>	<i>Expected outputs</i>
October 1, 2021	Operationalization of Templates and Gathering identified MOVs; FGD on TA Mechanism,	Consolidated Issues and concerns Cluster TA Plans Consolidated TA Action



*Loyal, Excellent, Accountable and Dedicated to Service*

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	Process and Outputs;	Plan and Agreements TA Accomplishment Reports
October 15, 2021	Updating and Deliberate discussions on the criteria on Determining effective TA Practices	Presentation of MOVs identified in the criteria anchored on the 6 content areas
October 29, 2021	Validation of Division Innovation	Final Output for validation of Top management
November 5, 2021	Submission of the Division Innovation to RO3	Finalized/ Improved Output for submission to Regional Office
November 9-12	Regional validation of submitted division outputs	

4. All Designated personnel, utilizing reports on Weekly School Readiness, are required to bring necessary documents/ MOVs based on the criteria stipulated in RM 422, s. 2021.

5. For clarification, you may contact the Chief ES of SGOD, through [bernardo.gargabite001@deped.gov.ph](mailto:bernardo.gargabite001@deped.gov.ph) or at cellphone number 0935 631 0043.

**DANTE G. PARUNGAO, CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

LPCSepts  
 smme 9/24/2021



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