



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



website: www.depedcsjdm.weebly.com / e-mail: sanjosedelmonte.city@deped.gov.ph / telefax: (044) 815-2815

April 13, 2018

DIVISION MEMORANDUM

No. **59**, s. 2018

Review of RAT Functions vis-à-vis CSC Rules and Quarter 1 DMEPA

To: Assistant Schools Division Superintendent
Division Chiefs
All Others Concerned

1. This Office will hold a conference-workshop on Rationalized Functions vis-à-vis CSC Rules and Division Monitoring Evaluation and Plan Adjustment (DMEPA) for Quarter I 2018.
2. The objectives of the activity are to:
 - a. review the rationalized functions of each SDO Functional Division/Units;
 - b. revisit and adjust the Division Education Development Plan (DEDP);
 - c. craft the 2018 Individual Performance Commitment and Review (IPCRF); and
 - d. establish accomplishment/performance against target for quarter 1 CY 2018
3. Enclosure No. 1 is the Program Schedule Matrix.
4. Participants to this conference are provided in Enclosure No. 2. They shall bring a laptop, their respective 2017 IPCRFs, 2018 Quarter 1 accomplishment, activity design, WFP and PPMP.
5. The activity starts at 8:00 a.m. First meal to be served is breakfast on April 23, 2018 while last meal is p.m. snacks on April 25, 2018.
6. Expenses relative to this activity shall be charged against Division MOOE Funds.
7. Immediate dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent
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**REVIEW OF RAT FUNCTIONS VIS-À-VIS CSC RULES AND QUARTER 1 DMEPA
MATRIX OF ACTIVITIES**

Day 1 (SGOD)	Day 2 (CID)	Day 3 (OSDS)
7:00 a.m. – 8:00 a.m. Breakfast and Registration	7:00 a.m. – 8:00 a.m. Breakfast	7:00 a.m. – 8:00 a.m. Breakfast
8:00 – 8:30 OPENING PROGRAM	8:00 – 8:15 Management of Learning (MOL)	8:00 – 8:15 Management of Learning (MOL)
8:30 – 9:30 Presentation of Organizational Chart SDS Germelina H. Pascual, CESO V	8:15 – 10:00 Overview of DMEPA and its Forms SEPS Robesa R. Hilario	8:15 – 10:00 Workshop on SDO Accomplishments/Outputs
9:30 – 10:00 Presentation of DEDP SEPS Rendio L. Ignacio	10:00 – 10:30 Break	10:00 – 10:30 Break
10:00a.m. – 12:00h Breckaway by Functional Division (FD) for RAT Review OSDS – SDS Germelina H. Pascual, CESO V SGOD – ASDS Dr. Maria Carmen P. Cuenco, CESO VI CID – Chief Rolando T. Solielo, DEM (Working Break)	10:30 – 12:00 Workshop on Individual Accomplishments/Outputs	10:30 – 12:00 Presentation of SDO Q1 Accomplishments/ Outputs SEPS Robesa R. Hilario
12:00 – 1:00 Lunch	12:00 – 1:00 Lunch	12:00 – 1:00 Lunch
1:00 – 2:00 CSC Rules for Non-Teaching Personnel AO Ma. Jimia T. Cadiz	1:00 – 3:00 Workshop on Functional Divisions' Accomplishments/Outputs	1:00 – 3:00 Wrap-up and Closing Program
2:00 – 4:00 Workshop on the 2018 IPCRF (Working Break)	3:00 – 3:30 Break	
4:00 – 5:30 Presentation of IPCRFs All Personnel	3:30 – 5:00 Presentation of Q1 Accomplishments/ Outputs by FDs (30 mins/FD)	Home Sweet Home
6:00 – 7:00 Dinner	6:00 – 7:00 Dinner	

Review of RAT Functions vis-à-vis CSC Rules and Quarter 1 DMEPA

LIST OF PARTICIPANTS

Name	Office	Designation
1. Germelina H. Pascual, CESO V	OSDS	Schools Division Superintendent
2. Maria Carmen P. Cuenco, Ed.D.	OSDS	Assistant Schools Division Superintendent
3. Ma. Jima T. Cadiz	OSDS	Admin. Officer V
4. Kristine Joy D. Quezada	OSDS	Accountant
5. Orlando D. Gonzales	OSDS	Budget Officer
6. Dennis P. Garcia	OSDS	Supply Officer
7. Jeanny G. Roldan	OSDS	Cashier
8. Arthur F. Francisco	OSDS	Information and Technology Officer
9. Ma. Socorro M. de Guzman	OSDS	Records Officer
10. Ma. Theresa M. Roxas	OSDS	Admin. Officer IV/ HRMO
11. Janette S. Sta. Maria	OSDS	Admin. Assistant III
12. Glaiza P. Alejandro	OSDS	Admin. Assistant II
13. Krizelle I. Agapito	OSDS	Admin. Assistant III
14. Jinky O. Torres	OSDS	Admin. Assistant II
15. Fe A. Alboro	OSDS	Admin. Aide VI
16. Rodelio DC. Jimenez	OSDS	Admin. Aide IV
17. Rolando T. Sotelo, DEM	CID	Chief - CID
18. Ruby Cagadas	CID	Education Program Supervisor I
19. Amelita Carpio	CID	Education Program Supervisor I
20. Esperanza D. Cruz	CID	Education Program Supervisor I
21. Marlon P. Daclis	CID	Education Program Supervisor I
22. Leny B. delos Reyes	CID	Education Program Supervisor I
23. Emmanuel V. de Mesa	CID	Education Program Supervisor I
24. Ma. Corazon P. Loja	CID	Education Program Supervisor I
25. Senen B. Jane	CID	Education Program Supervisor I
26. Maria Cristina H. Nogoy	CID	Education Program Supervisor I
27. Belen C. Bartolome	CID	Public Schools District Supervisor
28. Epifania F. de Leon	CID	Public Schools District Supervisor
29. Darlan R. Grageda, Jr.	CID	Public Schools District Supervisor
30. Angelita F. Lim	CID	Public Schools District Supervisor
31. Ma. Socorro B. Lindo	CID	Public Schools District Supervisor
32. Mary Ann M. Neira	CID	Public Schools District Supervisor
33. Teresita S. Padilla	CID	Public Schools District Supervisor
34. Lydia T. Velunta	CID	Public Schools District Supervisor
35. Maria Eleonor B. del Rosario	CID	PDO II
36. Jocil C. Razal	CID	Librarian III
37. Bernadette B. Rosaroso	SGOD	Education Program Supervisor I
38. Manuel P. Dela Cruz	SGOD	Senior Education Program Specialist
39. Robesa R. Hilario	SGOD	Senior Education Program Specialist
40. Renato L. Ignacio	SGOD	Senior Education Program Specialist
41. Merlita D. Ynciong	SGOD	Senior Education Program Specialist
42. Ma. Felisa C. Camino	SGOD	Planning Officer
43. Isaac Jay B. Salinas	SGOD	Engineer III
44. Urcesio A. Sepe	SGOD	Education Program Specialist II
45. Manuel T. Caliboso	SGOD	PDO II, DRRM
46. Marife C. Arandela	SGOD	PDO I, Youth Formation Officer
47. Mary Ann L. Soriano	SGOD	Medical Officer III
48. Jennifer F. Fuentes	SGOD	Dentist II
49. Ethel Joy A. Querido	SGOD	Nurse II
50. Raymundo G. Villena	SGOD	Nurse II