



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



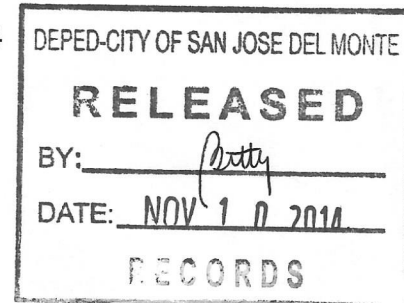
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05 November 2014

DIVISION MEMORANDUM

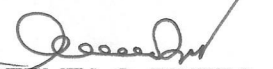
No. 207, s. 2014

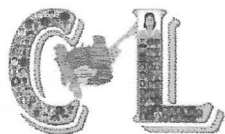
To: Education Program Supervisors
Elementary and Secondary School Heads/OIC's
Division Unit Heads
All others concerned



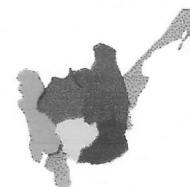
CONDUCT of the DIVISION YEAR-END ASSESSMENT and PLANNING CONFERENCE

1. The City Division of San Jose Del Monte is pleased to announce the conduct of the Division Year-End Assessment and Planning conference on December 3-5, 2014 at the Widus Hotel, Clark, Pampanga.
2. The objectives of this conference are:
 - a. To assess 2014 Division activities and learn from past experiences in preparing future plans;
 - b. To engage all concerned CSJDM Division personnel in planning 2015 activities;
 - c. To coordinate Division activities for optimum use of both human and financial resources; and,
 - d. To ensure active involvement of all concerned in Division endeavors.
3. Participants to this activity are education program supervisors, public schools district supervisors, elementary and secondary school heads/OIC's, and division unit heads.
4. Attached is the matrix for this activity.
5. All participants are hereby directed to submit to this Office on or before November 19, 2014 their respective 2014 Accomplishment Reports (until October 2014) in no more than five (5) powerpoint slides (good for a 3-minute presentation).
6. Immediate and wide dissemination of this Memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"






**MATRIX for DepEd CSJDM Division Year-end Assessment and Planning
December 3-5, 2014**

	Day 1	Day 2	Day 3
6:30 – 7:30 am	BREAKFAST		
7:30 – 8:30	Registration OPENING PROGRAM c/o DIVISION OFFICE	Registration OPENING PROGRAM c/o PESPA	Registration OPENING PROGRAM c/o PSSPA
8:30 – 9:00	2015 CSJDM DIVISION DIRECTIONS SDS ESTELITA G. PINEDA, CESO V	PLANNING & IMPLEMENTATION TIPS OIC-ASDS MARIA CARMEN P. CUENCO, Ed. D.	RECAP ESPERANZA D. CRUZ
9:00 – 12:00	3-MINUTE ACCOMPLISHMENT REPORTS JUNE-OCTOBER 2014 PRINCIPALS (WORKING BREAK)	2015 PLANNING WORKSHOP OUTPUT: 2015 BUDGETED YEAR- ROUND PLANS/REVISED AIP's (WORKING BREAK)	3-MINUTE PRESENTATIONS OF REVIEWED AIP's AND 2-MINUTE ASSESSMENT ELEMENTARY SCHOOL HEADS
12:00 – 1:00 pm	LUNCH BREAK		
1:00 – 3:00	2-MINUTE APPRAISAL OF PRINCIPALS' ACCOMPLISHMENT REPORTS	3-MINUTE PRESENTATIONS OF YEAR-ROUND PLANS AND 2-MINUTE ASSESSMENT EPS's, PSDS's, UNIT HEADS	CLOSING PROGRAM MARLON P. DACLIS
3:00 – 5:00	3-MINUTE ACCOMPLISHMENT REPORTS JANUARY-OCTOBER 2014 EPS's, PSDS's, UNIT HEADS (WORKING BREAK)	3-MINUTE PRESENTATIONS OF REVIEWED AIP's AND 2-MINUTE ASSESSMENT SECONDARY SCHOOL HEADS	HOME SWEET HOME
5:00 – 7:00	2-MINUTE APPRAISAL ON DIVISION EMPLOYEES' ACCOMPLISHMENT REPORTS	DINNER & SOCIALIZATION NIGHT	
7:00 – 8:00	DINNER		

Approved:


ESTELITA G. PINEDA, CESO V
 Schools Division Superintendent