



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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January 24, 2025

**DIVISION MEMORANDUM**  
**SGOD NO. 012, s. 2025**

**CONDUCT OF OFFICE PLANNING WORKSHOP FOR THE HUMAN RESOURCE DEVELOPMENT PRIORITY PROGRAMS FOR CY 2025 AND PREPARATION OF DIVISION TECHNICAL ASSISTANCE PLAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Section Heads  
Cluster Heads  
Elementary & Secondary School Heads  
*This Division*

1. In preparation for the prioritization of programs, projects and activities under the Human Resource and Development, this Office through the School Governance and Operations Division shall conduct the **Office Planning Workshop for the Human Resource Development Priority Programs for CY 2025 and Preparation of Division Technical Assistance Plan on February 5-7, 2025, in General Santos City.**
2. This activity aims to identify gaps in service delivery and plan out priority programs, projects, and activities for calendar year 2025. This is also supported by the preparation of Division Technical Assistance Plan ensuring monitoring of activities implemented.
3. Participants to this activity are the Schools Division Superintendent, the Assistant Schools Division Superintendent, SGOD Chief and all the members of the SGOD. Further, all participants are advised to bring their laptops for the workshop.
4. The List of Participants and the Matrix of Activities are attached for your reference.



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5. Expenses relative to the conduct of the activity shall be charged against the HRTD INSET Funds 2024 subject to the usual accounting and auditing rules and regulations.
  
6. For information and dissemination.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent  


Enclosures: As stated.  
Reference:  
Allotment: 1-2-3-4  
To be included in the Perpetual Index under

HUMAN RESOURCE

PLANNING

WORKSHOP

*MDJRdF/SGOD/DM-2025 – CONDUCT OF THE OFFICE PLANNING WORKSHOP FOR THE HUMAN RESOURCE DEVELOPMENT PRIORITY PROJECTS FOR CY 2025 AND PREPARATION OF THE DIVISION TECHNICAL ASSISTANCE PLAN/JANUARY 24, 2025*



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Enclosure No. 01 to Division Memorandum SGOD No. 012, s. 2025

**LIST OF PARTICIPANTS TO THE OFFICE PLANNING WORKSHOP FOR THE  
HUMAN RESOURCE DEVELOPMENT PRIORITY PROGRAMS FOR CY 2025 and  
PREPARATION OF THE DIVISION TECHNICAL ASSISTANCE PLAN  
February 5-7, 2025  
General Santos City**

NO	NAME	POSITION	SCHOOL
<b>SDO</b>			
1.	Gildo G. Mosqueda, CEO VI	SDS	SDO
2.	Gilbert B. Barrera, CESE	ASDS	SDO
3.	Mayflor D. Romualdo	Chief ES-SGOD	SDO
4.	Ernie P. Pama	EPS	SDO
5.	Ma. Dianne Joy R dela Fuente	SEPS	SDO
6.	Mohani A. Paguital	SEPS	SDO
7.	Janice P. Suboc	EPS II	SDO
8.	Junaflor R. Sucaldito	EPS II	SDO
9.	Jonald S. Cadio	PDO-II	SDO
10.	John G. Bayugos	PDO-I	SDO
11.	Alejandro S. Reginaldo	PO III	SDO
12.	Aiza B. Bunsu, DMD	Dentist II	SDO
13.	Catherine Q. Maratas	Nurse II	SDO
14.	Jonalee Y. Arquiza	Nurse II	SDO
15.	April Jane Duadua	Nurse II	SDO
16.	Nomer A. Buenavente	AA VI	SDO
17.	Engr. Keiff Humphrey Bedia	DepEd Engr	SDO
18.	Engr Oliver O. Godoy	DepEd Engr	SDO
19.	Evangeline C. Comages	AA VI	SDO



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Enclosure No. 02 to Division Memorandum SGOD No. **012**, s. 2025

**OFFICE PLANNING WORKSHOP FOR THE HUMAN RESOURCE DEVELOPMENT  
 PRIORITY PROGRAMS FOR CY 2025 and PREPARATION OF THE  
 DIVISION TECHNICAL ASSISTANCE PLAN**  
**February 5-7, 2025**  
**General Santos City**

**MATRIX OF ACTIVITIES**

DATE/TIME	ACTIVITY/IES	REPONSIBLE PERSON
<b>Day 1- February 5, 2025</b>		
12:00 nn – 2:30 pm	Travelling, Arrival, and Registration	Mohani A. Paguita Junaflor R. Sucaldito SMME
2:30 pm –3:15 pm	Preliminaries: Makabayan Song Prayer City Hymn Opening Remarks Message	AVP
3:15 pm – 3:30 pm	Health Break	
3:30 pm – 3:45 pm	House Safety and Protocols	Jonald S. Cadiao PDO-II DRMM
3:45 pm – 4:00 pm	Activity Debriefing and Statement of Purpose	Ma. Dianne Joy R. dela Fuente SEPS
4:00 pm – 4:45 pm	Preparation of PPAs for CY 2025 (Workshop)	All SGOD Sections
4:45 pm – 5:00 pm	End of Day Activity Evaluation and Debriefing	SMME
<b>Day 2 – February 6, 2025</b>		
8:00 am – 8:30 am	Management of Learning	SHN
8:30 am – 10:00 am	Presentation of Drafted PPA for CY 2025 SHN DRRM YFD HRDS	Aiza B. Bunsu, DMD Jonald S. Cadiao John G. Bayugos Ma. Dianne Joy R. dela Fuente
10:00 am – 10:15 am	Health Break	
10:15 am – 12:00 nn	Continuation of the Presentation of Drafted PPA for CY 2025 SMN	Junaflor R. Sucaldito



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	PRS EFS SMME	Ma. Dianne Joy R. dela Fuente Engr. Oliver O. Godoy Mohani A. Paguita
12:00 nn – 1:00 pm	BREAK	
1:00 pm-1:15 pm	Management of Learning	DRRM &YFD
1:15 pm – 3:00 pm	Workshop on the Prioritization of Human Resource Development PPAs	Ernie P. Pama Ma. Dianne Joy R. dela Fuente Janice P. Suboc
3:00 pm – 3:15 pm	Health Break	
3:15 pm – 4:30 pm	Finalization of Proposed PPAs	Section Heads
4:30 pm – 5:00 pm	End of Day Activity Evaluation and Debriefing	Mohani A. Paguita SMME
<b>Day 3 – February 7, 2025</b>		
8:00 am -8:15 am	Management of Learning	SMME & PRS
8:15 am – 10:15 am	Formulation of Technical Assistance Plan and Workshop	Mohani A. Paguita SMME
10:15 am – 10:30 am	Health Break	
10:30 am – 12:00 nn	Preparation of TA Plan	Section Heads
12:00 nn – 1:00 pm	BREAK	
1:00 pm – 1:30 pm	Ways Forward	Ernie P. Pama EPS
1:30 pm – 3:00 pm	Closing Program Message Distribution of Certificate Closing Prayer	HRDS
3:00 pm onwards	Home Sweet Home	
<b>Facilitators:</b>		
Day 1	HRDS & SMN	
Day 2	SHN, DRRM & YFD	
Day 3	SMME & PRS, EFS	



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