



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO DEL NORTE
DIPOLONG CITY

RELEASED



BY:  DATE: 09 MAR 2016

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City

DIVISION MEMORANDUM

No. 0100, 2016

To: Administrative Officer V
HRDU personnel
Public Schools District Supervisors
Secondary and Elementary School Principals/School Heads
Secondary and Elementary Teachers

From:  NATIVIDAD P. BAYUBAY, CESO VI
Officer In-Charge 
Office of the Schools Division Superintendent

Subject: One-day Division Teachers Consultative Conference

Date: March 8, 2016

The Department of Education, Division of Zamboanga del Norte, acknowledges the invaluable role of the Teachers of its Division. Hence, a program that shall unify their goals/objectives and address their multifarious concerns in the Areas where they are assigned has become a necessity which when accomplished shall redound to the benefit of the stakeholders, in particular, the pupils.

Moreover, prevailing issues regarding Teachers' benefits and privileges shall be uncovered.

The output of the program shall be the resolution of the concerns of the Teachers. Hence, for the fulfillment of the Conference, the following shall be performed:

1. The HRDU shall discuss about the Education Act of 2001 (RA 9155); School Based Management; Code of Conduct (RA 6713); Education Act of 1982; RPMS (DO 2, s. 2015);
2. The Administrative Officer V shall discuss about Salary; Integration; NOSI; NOSA; Loyalty Award; PEI; PBB; Administrative Policies;
3. The host PSDS's shall look for a caterer and have the expenses reimbursed in the Schools Division Office in accordance to the number of participants captured in the program. Moreover, he/she shall secure the equipment to be used in the program and the certificates that shall be distributed to the participants after the activity;

4. The Principals/School Heads – whose Teachers are requested to attend – shall remain in their respective Schools, however, shall advise their pupils not to come to School with the condition that they will have a One-day make-up class, preferably on a Saturday;
5. Travel and other incidental expenses incurred by the participants during the activity shall be chargeable against SCHOOL MOOE/Local Funds subject to the usual accounting and auditing rules and procedures;
6. Expenses of participants (food and travel) belonging to Implementing Units shall be charged against their SCHOOL MOOE/Local Funds subject to the usual accounting and auditing rules and procedures;
7. Participants who are scheduled on a Saturday are entitled to a One-day Service Credit;
8. Attached is the Program and Schedule of the Activities;
9. Widest dissemination of this memorandum is desired.



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DATE: 09 2016

DIVISION TEACHERS CONSULTATIVE CONFERENCE

I. RATIONALE

The Department of Education, Division of Zamboanga del Norte, acknowledges the invaluable role of the Teachers of its Division. Hence, a program that shall unify their goals/objectives and address their multifarious concerns in the Areas where they are assigned has become a necessity which when accomplished shall redound to the benefit of the stakeholders, in particular, the pupils.

Moreover, prevailing issues regarding Teachers' benefits and privileges shall be uncovered.

The output of the program shall be the resolution of the concerns of the Teachers.

II. OBJECTIVES

- To conduct a one-day Division Teachers Consultative Conference in every Municipality of District I, District II, and District III;
- To agree on the manner that the concerns of the Teachers' will be resolved.

III. METHODOLOGY

The Conference will primarily utilize the lecture-feedback method.

ACTIVITY: Lecture on the Benefits inherent to the Teaching Profession/Provision of Copies of the Topics from Lecturers

TOPICS: Salary; Integration; NOSI; NOSA; Loyalty Award; PEI; PBB; Administrative Policies

- Enhancement of Policies for efficiency and effectiveness on the processes involved in the delivery of the benefits of the Teachers';
- Agreement on the manner the resolutions are executed thru the inputs of the Teachers';

References: Education Act of 2001 (RA 9155); School Based Management; Code of Conduct (RA 6713); Education Act of 1982; RPMS (DO 2, s. 2015)

OBJECTIVE/S	PROCEDURES/TASKS	OUTCOMES/OUTPUTS
I. Lecturers <ul style="list-style-type: none"> • To show to the participants the extent of their influence in crafting School and Division Policies for 	The Division Administrators shall empower and enable every Teacher to be impassioned in claiming their benefits.	Comprehension of the nature of their concerns/claims; Feed-backing and evaluation thru the manner that their

<p>their own benefit,</p> <ul style="list-style-type: none"> • To enhance harmony between and among Teaching and non-teaching personnel by taking care of each other's welfare; • To establish a system of feedback and evaluation by the Teachers' towards School and Division Administrators in relation to the resolution of Teachers' problems in claiming their benefits. 	<p>Lecture Outline:</p> <ol style="list-style-type: none"> 1. Benefits inherent to the Teaching Profession ; 2. Procedure and Timeline in claiming Teachers' Benefits; 3. Administrative Policies. 	<p>Concerns are resolved;</p> <p>Policies for the betterment of the Services of the Division for the Welfare of the Teachers'.</p>
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IV. BUDGETARY REQUIREMENT

MEALS AND TRAINING VENUE			
Number of Participants	Price per Meal Set (Lunch, and AM & PM snacks included)	Date and Venue	Budget per Municipality
Municipality of La Libertad – 84 Teachers			
Municipality of Rizal – 123 Teachers			
Municipality of Sibutad – 173 Teachers			
+ 1 host Principal and 5 Division Personnel			
TOTAL = 380	Php200.00	March 11, 2016/Rizal Gym	Php76,000.00
Municipality of Mutia – 113 Teachers			
Municipality of Pinan – 193 Teachers			
+ 1 Host Principal + 5 Division Personnel			
TOTAL = 312	Php200.00	March 12, 2016/ Piñan Gym	Php62,400.00
Municipality of			

Polanco - 347 Teachers + 1 Host Principal + 5 Division Personnel TOTAL = 353	Php 200.00	March ____, 2016	Php70,600.00
Municipality of Sergio Osmena - 319 Teachers + 1 Host Principal + 5 Division Personnel TOTAL = 325	Php 200.00	March ____, 2016	Php65,000.00
Municipality of Katipunan - 450 Teachers + 1 Host Principal + 5 Division Personnel TOTAL = 456	Php 200.00	March ____, 2016	Php91,200.00
Municipality of Manukan - 346 Teachers + 1 Host Principal + 5 Division Personnel TOTAL = 352	Php 200.00	March ____, 2016	Php70,400.00
Municipality of Ponot - 249 Teachers + 1 Host Principal + 5 Division Personnel TOTAL = 255	Php 200.00	March ____, 2016	Php51,000.00
Municipality of Manuel Roxas - 371 Teachers + 1 Host Principal + 5 Division Personnel TOTAL= 377	Php 200.00	March ____, 2016	Php75,400.00
Municipality of			

<p>Siayan - 314 Teachers + 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 320</p>	<p>Php 200.00</p>	<p>March __, 2016</p>	<p>Php64,000.00</p>
<p>Municipality of Sindangan</p> <p>Sindangan Central - 254 Teachers</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 260</p>	<p>Php 200.00</p>	<p>March __, 2016</p>	<p>Php52,000.00</p>
<p>Sindangan North = 174 Teachers + Sindangan South + 231 = 405</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 410</p>	<p>Php 200.00</p>	<p>April __, 2016</p>	<p>Php82,000.00</p>
<p>Sindangan Public High School Teachers = 233</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 239</p>	<p>Php 200.00</p>	<p>April __, 2016</p>	<p>Php47,800.00</p>
<p>Municipality of Bacungan - 236 Teachers</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 242</p>	<p>Php 200.00</p>	<p>April __, 2016</p>	<p>Php48,400.00</p>
<p>Bacungan Public National High School Teachers = 201</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 207</p>	<p>Php200.00</p>	<p>April __, 2016</p>	<p>Php41,400.00</p>
<p>Municipality of Baliguian = 123 Teachers</p>	<p>Php200.00</p>	<p>April __, 2016</p>	<p>Php24,600.00</p>
<p>Municipality of Godod = 135</p>			

<p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 141</p> <p>Municipality of Gutalac = 255 Teachers</p> <p>Gutalac Public High School Teachers = 84</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 345</p> <p>Municipality of Kalawit = 220</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 226</p> <p>Municipality of Labason = 315</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 320</p> <p>Municipality of Liloy = 267 inclusive of Liloy I and Public High Schools</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 273</p> <p>Liloy II = 127 Teachers</p> <p>Municipality of Salug = 212</p> <p>+ 1 Host Principal + 5 Division Personnel</p> <p>TOTAL = 345</p> <p>Salug Public High School = 100</p>	<p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p> <p>Php 200.00</p>	<p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p> <p>April __, 2016</p>	<p>Php28,200.00</p> <p>Php69,000.00</p> <p>Php45,200.00</p> <p>Php64,000.00</p> <p>Php54,600.00</p> <p>Php69,000.00</p> <p>Php20,000.00</p>
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Municipality of Sibuco = 227 + 1 Host Principal + 5 Division Personnel TOTAL = 233	Php200.00	April __, 2016	Php46,600.00
Sibuco Public High Schools = 46	Php200.00	April __, 2016	Php9,200.00
Municipality of Siocon = 246 + 1 Host Principal + 5 Division Personnel TOTAL = 252	Php200.00	April __, 2016	Php50,400.00
Municipality of Sirawai = 178 Teachers + 1 Host Principal + 5 Division Personnel TOTAL = 184	Php200.00	April __, 2016	Php36,800.00
Municipality of Tampilisan = 231 Teachers + 1 Host Principal + 5 Division Personnel TOTAL = 237	Php200.00	April __, 2016	Php47,400.00
Meal	Total Budget Php1,462,600.00 Chopsuey with seafoods, Lechon, Kinilaw, Beef Teriyaki, Bam-I, humba, chicken tinola, rice, mixed fresh fruits, overflowing coffee and drinking water AM & PM snacks		

TRAINING MATERIALS AND CERTIFICATES


Unit	Description	Quantity	Unit Price	Total Cost
pcs.	Certificate	7,313	Php. 10.00	Php. 73,130.00

Total Cost: Php. 1,535,730.00

V. MONITORING AND EVALUATION

Ms. Nicollette Ria E. Tangon, EPS II, will monitor the progress of the Program and shall make an extensive report about it.

Prepared By:

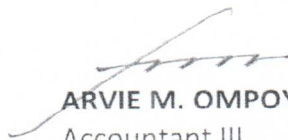

ROBERT T. POCULAN III
Senior Education Program Specialist-HRD

Noted By:

JOY LETRAN SINGSON, E.M.D.
CHIEF – SGOD

Certified as to the availability of funds:

CASEMERA V. LUNJAS
Budget Officer III
ZN PROVINCIAL SCHOOLS DIVISION

 3/8/16
ARVIE M. OMPOY, CPA
Accountant III
ZN PROVINCIAL SCHOOLS DIVISION

Approved:


NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent