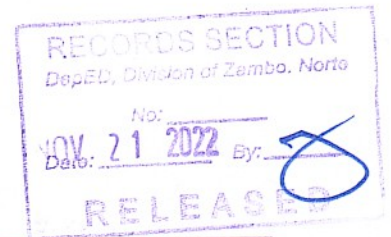




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 21, 2022

Division Memorandum
No. **443**, s. 2022

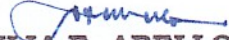

**CAPACITY DEVELOPMENT FOR DATA HUB MANAGERS & REGISTRARS IN
GATHERING AND UPLOADING OF SENIOR HIGH SCHOOL GOVERNMENT
SCHOOL PROFILE**

**TO: Identified Public Schools District Supervisors
School Heads of Secondary Schools with Senior High School Offering
Data Hub Managers and Registrars
All Others Concerned
This Division**

1. The Schools Division of Zamboanga del Norte announces the conduct of Capacity Development for Data Hub Managers and Registrars in Gathering and Uploading of Senior High School Government School Profile for its accurate updating in the system.
2. All personnel concerned are advised to be at Top Plaza Hotel this coming November 27-29, 2022. This will be a stay-in activity.
3. All participants are advised to bring your own laptops and internet connectivity for us to have a smooth workshop.
4. For inquiries please contact MS. HAZEL J. RANJITH at [0968-521-1322](tel:0968-521-1322).
5. Travel and other incidental expenses of the participants shall be charged against respective local funds subject to the usual auditing and accounting rules and regulations.
6. Widest dissemination of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:


LILIA E. ABELLO, Ed.D
CID Chief
In-Charge of Office 

P&R/hjr/gbe/ Capacity Development for Data Hub Managers & Registrars/ DM-25-2022/11212022



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Tel. No.: (065) 212- 5843

Website: www.depedzn.net

Indicative Program of Activities

Date and Time	Activity	Responsible Staff/Person
November 27, 2022 (Sunday)		
1:00 pm - 2:30 pm	Arrival of the participants and Hotel Check -In	Planning & Research Section Personnel / Hotel Personnel
2:30 pm - 3:00 pm	Registration of the Participants	Planning & Research Section Personnel
3:00 pm - 3:15 pm	Invocation and National Anthem	Multimedia Presentation
3:15 pm - 3:30 pm	Welcome/Opening Remarks	
3:30 pm - 3:45 pm	Rationale/Workshop Objectives	Leonido A. Pampilo Jr.
3:45 pm - 4:00 pm	Introduction of Participants	Hazel J. Ranjith
4:00 pm - 4:30 pm	Data Management Presentation	Giparel B. Elumba
4:30 pm - 5:45 pm	Government Elementary School Profile Government Junior High School Profile	
5:45 pm - 6:00 pm	Photo opportunity	Facilitator
6:00 pm - 7:00 pm	Dinner	
November 28, 2022 (Monday)		
6:30 am - 8:00 am	Breakfast	
8:00 am - 8:30 am	Management of Learning	Facilitator
8:30 am - 9:45 am	Government Senior High School Profile	Giparel B. Elumba
	Private School Profile SUCs LUCs Profile	
4:45 am - 10:05 am	SY 2022-2023_SHS Enrollment data by school by track&strand	
10:05 am - 10:25 am	SY 2022-2023_DISTRICT & SCHOOL HEADS DIRECTORY	
10:25 am - 10:45 am	SY 2022-2023_ES_JHS_SHS_Template-on-Enrollment-Inventory-of-Teachers	
10:45 am - 11:05 am	Template on Class Organization and Teacher Requirement Analysis	
11:05 am - 11:35 am	2022 TRA Based on Enhanced Parameters	
11:35 am - 12:00 nn	Open Forum	Facilitator
12:00 nn - 1:00 pm	Lunch	
1:00 pm - 2:30 pm	Data Analytics	Giparel B. Elumba
2:30 - 4:30 pm	Updating of the respective data (SHS Enrollment, Teacher/Personnel, School Head)	Facilitators and Participants
4:30 - 6:00 pm	Presentation of Outputs	
6:00 pm - 7:00 pm	Dinner	
November 29, 2022 (Tuesday)		
6:30 am - 8:00 am	Breakfast	
8:00 am - 8:30 am	Management of Learning	Facilitator
8:30 am - 8:50 am	DO_s2018_003 Enrollment Policy	Giparel B. Elumba
8:50 am - 9:10 am	DO_s2019_027 Yearly Collection	
9:10 am - 9:30 am	DO_s1994_026 Placement of Transferees from Foreign Countries	
9:30 am - 9:50 am	Advisory on SY 2022-2023 BOSY	
9:50 am - 10:45 am	DepEd Order No. 039, s. 2021 - Guidelines on the Provision of Special Hardship Allowance for Public School Teachers	
	Frequently Ask Questions on the Guidelines on the Provision of Special Hardship Allowance for Public School Teachers	
10:45 am - 11:00 am	System Updates for SY 2022-2023	
11:00 am - 11:30 am	Ticketing System	
11:30 nn - 12:00 nn	Next Steps and Closing	Facilitators
12:00 nn - 1:00 pm	Lunch & Check-Out of the participants	Planning & Research Section Personnel / Hotel Personnel