



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION  
DepED, Division of Zambo. Norte  
No: \_\_\_\_\_  
Date: OCT 15 2024 By: \_\_\_\_\_  
**RELEASED**

**Office of the Schools Division Superintendent**

October 15, 2024

Division Memorandum  
No. 549, s. 2024

**STAFFWORK FOR THE SCHOOL GOVERNANCE & OPERATIONS  
DIVISION (SGOD) MODERNIZATION PLAN**

To: **ASDSs**  
**Chiefs, CID & SGOD**  
**SGOD-EPS, Section/Unit Heads/SGOD Program Focals & Staff**

1. Pursuant to the Division Reform Agenda 2, re: Modernization and Automation to improve the delivery of support services, this office calls for the conduct of staff work for the finalization of the SGOD Modernization Plan on **October 18, 2024, 9:00 AM**, at the CID Conference Hall, 3<sup>rd</sup> Floor, SDO Building, Estaka, Dipolog City.
2. The target outputs of the activity are as follows:
  - i. Finalized SGOD MP Framework,
  - ii. Quality-assured data collection tools for the PAPs imbedded in the Framework,
  - iii. Draft of localized interim parameters and criteria to guide schools in self-assessing the functionality of school PAPs as captured in the Revised SBM self-assessment checklist.
3. Attendance is mandatory to all SGOD personnel, esp. those without prior and on-going engagement with RO/CO personnel or with other agencies in venues outside Dipolog City. It is imperative that the focals should have prepared their inputs including the proposed tools, & criteria/parameters) to fast track the QA process.
4. Enclosed is a matrix of component activities, for reference and guidance of all.
5. Compliance with and wide dissemination of this Memorandum is desired.

**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent

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Enclosure to DM No. \_\_ s. 2024

**STAFF WORK SPECIFICS**

<b>Component Activities</b>	<b>Time</b>	<b>Responsible</b>
I. Plenary a. Expectation/Goal Setting	9:00-10:00	a. CES Joy L. Singson, EMD To be assisted by SEPS Inding
b. Completion of the Framework		b. SEPS Leonido A. Pampilo, with inputs from all focals
II. Presentation and QA of data collection tools	10:00 -12:00  &  1:30- 2:30 (If necessary)	<b>Panelists</b> 1. ASDS Jerry Bokingkito 2. CES Joy Singson 3. CES Zyhrine Mayormita /CID Representative 4. EPS Ervie Acaylar <i>( Other SGOD Program focals may also provide QA inputs)</i>
III. Meeting of Concerned SDO Program Focals for the Draft of Local Interim Criteria to guide schools in self-assessing the Functionality of PAPs as captured in the Revised SBM Checklist	1:30-2:30 PM	SEPS Wilson Inding EPS II Jed Nieves PDO Joseph Pantoja Other concerned SDO Program Focals
IV. <b>After-QA</b> Staff Work	2:30-4:00 PM	All SGOD Focals
V. Post SW Plenary	4:00-4:30 PM	All SGOD Focals



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