



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Bohol

**Office of the Schools Division
 Superintendent**

February 13, 2024

OFFICE MEMORANDUM
 CID – 2024- 057

**CURRICULUM IMPLEMENTATION DIVISION (CID)
 WEEKLY SCHEDULE OF ACTIVITIES**

TO: Assistant Schools Division Superintendents
 CID Chief
 Education Program Supervisors/Division Coordinators
 ALS Education Program Specialists

1. Relative to **Memorandum, DM-HROD-2023 No. 0617** re: **DepEd RO & SDO Office Functions Version 3**, this Office through the Curriculum and Implementation Division (CID) issues the **CID Weekly Schedule of Activities**. This is to ensure the efficient and effective implementation of the **CID Office Functions Version 3** as articulated in the **CID Organization Performance and Commitment Review (OPCR) and Individual Performance and Commitment Review (IPCR)**.

Day	Activity	Venue	Participants/Responsible Persons
Monday	CID Conference: <ul style="list-style-type: none"> • Presentation of Weekly Accomplishments KRA based (3 to 5 minute- Report per Education Program Supervisor/Division Coordinators) • Sharing of Promising Practices and BLICs • Giving of Updates/Instructions 	SDO Conference Room	<ul style="list-style-type: none"> • Asst. Schools Division Superintendents • CID Chief • Education Program Supervisors/Division Coordinators • ALS Education Program Specialists
Tuesday - Thursday	District/School Visits for monitoring and provision of technical assistance	Districts and Schools	<ul style="list-style-type: none"> • Education Program Supervisors/Division Coordinators
Friday	Preparation of: <ul style="list-style-type: none"> • Weekly Plan • Weekly Accomplishment Report • Locator's Slip 	CID Office	<ul style="list-style-type: none"> • ALS Education Program Specialists

2. Attendance in Monday Conferences is a must. A letter of information/explanation shall be submitted to the Office of Schools Division Superintendent for failure to attend the scheduled conference.
3. Immediate dissemination of, and compliance with this Memorandum are directed.

Casiana P. Caberte
CASIANA P. CABERTE PhD, CESO VI
 OIC, Schools Division Superintendent



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Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-HROD-2023- 0617

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary
Human Resource and Organizational Development

SUBJECT : *DepEd RO & SDO Office Functions Version 3*

DATE : 05 May 2023

This is to officially release the DepEd Regional Office and Schools Division Offices' Office Functions – Version 3, which can be accessed through this link: bit.ly/OfficeFunctionsv3. These documents will form part of the QMS Operations Manual and shall also serve as a guide in the preparation of the Office Operational Plan, wherein the priorities of the office for the current year will be translated into their Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance and Commitment Review (IPCR). Further, we would like to remind everyone to use your official DepEd email in accessing the link.

To ensure alignment and proper documentation, any future revisions on the RO & SDO functions must be coursed through the BHROD – OED at email bhrod.oed@deped.gov.ph, for inclusion and updating of said documents.

For your information and reference.

Thank you.

BHROD-OED/Tiamson