



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM
NO. 375, s. 2021

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors & Specialists
Public Schools District Supervisors
Elementary & Secondary School Heads
Teaching & Non-Teaching Personnel
All Others Concerned**

From: **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent *NT*

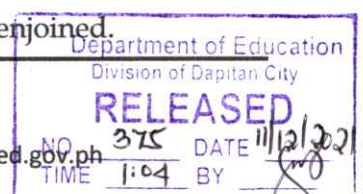
Subject: **SEMINAR-WORKSHOP ON RISK ASSESSMENT AND MANAGEMENT CUM
DIVISION EDUCATION DEVELOPMENT PLAN ADJUSTMENT**

Date: November 9, 2021

- In view of the adoption of the Basic Education Learning Continuity Plan (BE-LCP) of the Department of Education due to the COVID-19 pandemic and in support of the continuing implementation of the various programs, projects and activities as well as the harmonization and alignment of the Division's strategic and operational plans to the processes involved in the Quality Management System (QMS), the Schools Division Office (SDO) will conduct a **Seminar-Workshop on Risk Assessment & Management cum Division Education Development Plan (DEDP) Adjustment** on November 16-17, 2021 at the SDO Conference Hall.
- Participants to this two-day activity are the following:
Limited Face-to-Face: -Top Management/ExeCom, Education Program Supervisors & Specialists, Section Heads, Process Owners who are working on-site
Virtual Platform: -Supervisors / Specialists, Section Heads who are on WFH arrangement [bit.ly/DEDPRevision] -Elementary and Secondary School Heads [to attend on Day 2 only]
- The seminar-workshop aims to:
 - To provide a platform to review and revise Risk Registry and Opportunities and the updating of the same;
 - To revisit the DepEd Vision, Mission, Core Values and 10-Point Agenda of the Secretary and the Division BE-LCP Framework;
 - To review and revisit DEDP targets and accomplishments; and
 - To harmonize and align plans and targets based on current needs and situation.
- Meals and snacks and other expenses shall be charged to the HRTD Funds subject to the usual accounting and auditing rules and regulations.
- As directed in DM 365, s. 2021, **process owners and program focal persons are expected to prepare in advance their respective revisions/adjustments to be presented during the conference.** Templates (WFP, AIP, etc) may be downloaded thru this link: bit.ly/dedp-dap.
- Attached is the matrix for the two-day activity.
- Immediate dissemination and compliance to this Memorandum is highly enjoined.



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**SEMINAR-WORKSHOP ON RISK ASSESSMENT AND MANAGEMENT cum
DIVISION EDUCATION DEVELOPMENT PLAN ADJUSTMENT**
November 16-17, 2021

Day 1 (November 16, 2021) (MOL -SGOD)

7:30 AM – 8:30 AM

Registration

8:30 AM – 9:00 AM

Opening Program

Prayer

National Anthem

Attendance Check

Statement of Purpose

SDS Message

9:00 AM – 12:00 AM

Session 1:

Risk Assessment and Management

Review and Revision of Risk Registry and Opportunities

Engr. Gillert M. Bongcac

ISO Lead Auditor (JRMSU)

12:00 Noon-1:00 PM

Lunch Break

1:00 PM – 3:00 PM

**Workshop on Risk Management and Updating of Risk
Registries and Opportunities**

CES Sherlito E. Sagapsapan/SEPS Nueva A. Andag

3:00 PM – 5:00 PM

Output Presentation and Critiquing

I. CID

II. SGOD

**III. OSDS (ICT, Finance, Budget, Administrative
Services – Personnel, Records, Supply and General
Services)**

SDS Felix Romy A. Triambulo

ASDS Oliver B. Talaoc

Functional Division Chiefs

Section Heads



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Day 2 (November 17, 2021)

8:00 AM – 8:30 AM

MOL - SGOD

8:30 AM – 10:00 AM

Session 2:

Revisiting DepEd Vision, Mission, Core Values and 10-point Agenda of Sec. Leonor Briones (KITE Agenda) and Division BE-LCP Framework

SDS Felix Romy A. Triambulo

10:00 AM -12:00 AM

Session 3:

**Revisiting DEDP Targets and Accomplishments
Division Strategic Directions and Targets (2022-2024)**

ASDS Oliver B. Talaoc

12:00 Noon-1:00 PM

Lunch Break

1:00 PM – 2:00 PM

Session 4:

**DEDP Template Alignment with PMIS Format
Work and Financial Plan and Annual Implementation Plan
Template**

PO Anthon John S. Soriano

2:00 PM – 4:30 PM

**Workshop on Plan Adjustments (DEDP, WFP, AIP)
Finalization, Printing and Submission of corrected/aligned
2022 WFP and AIP**

ASDS, Division Chiefs and Section Heads

For School Heads Group:

**Annual Implementation Plan (AIP) Adjustment for the
Implementation of Face-to-Face Classes**

**Plans for ISO 9001:2015 Quality Management System
Certification for Public Schools**

CES Sherlito E. Sagapsapan/PO Anthon John S. Soriano


4:30 PM – 5:00 PM

Closing Program

Prepared by:


SHERLITO E. SAGAPSAPAN
CES (SGOD)/QA Head

Approved by:


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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