



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 399, s. 2024

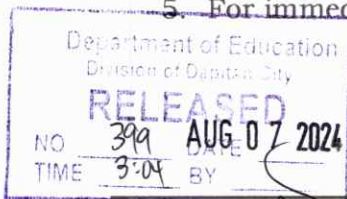
TO: **ELDIE A. ROBARO**
TIFFANY L. UBANDO
MACARIA A. MANUTA
MARILOU S. CAGABABNUA
RIZA A. PENASO
MARY JEAN S. LACAY
All other concerned

FROM: **DANNY B. CORDOVA, Ed.D., CESO VI**
Schools Division Superintendent

SUBJECT: **SUBMISSION OF ACTIVITY PROPOSALS AND ACTION PLANS OF IPED CELEBRATIONS (IP DAY & IP MONTH) FOR SCHOOL-BASED ACTIVITIES FOR SCHOOL YEAR 2024-2025**

DATE: **August 6, 2024**

1. Pursuant to Memorandum 270 DM-CT-2024 from the Office of the Under Secretary for Curriculum and Teaching re: Observance of the International and National Indigenous Peoples Day 2024, this division calls for the submission of activity proposals and action plans of IPED Celebrations for IP Day (August) and IP Month (October)
2. The Proposals and Action Plans should highlight this year's theme: **"Katutubong Edukasyon ay patuloy na palakasin; Pangkulturang integridad isulong at patatagin"**
3. The Proposals and Action Plans should be submitted on or before August 15, 2024 (Hardcopy in the CID Office and furnish the Focal Person with a softcopy of the signed documents in his email on or before August 19, 2024, see attached documents/ memo for further guidance.
4. For inquiries, please contact Mr. Jose C. Overa IPED Focal Person thru his mobile no. at 09161647328 or email at jose.overa001@deped.gov.ph.
5. For immediate dissemination and compliance.



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





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

ACTION PLAN FOR _____
SY 2024-2025
SCHOOL NAME _____

Objectives <i>(List of Goals)</i>	Tasks/Activities <i>(what you need to do to achieve the goals)</i>	Persons Involved <i>(who will do the tasks)</i>	Resources <i>(what or who can help you complete tasks)</i>	Time Frame <i>(by when you need to complete the tasks)</i>	Success Criteria/Indicator <i>(how you will identify your success)</i>

• Add rows when necessary

Prepared by: _____

Noted by: _____

Recommending Approval: _____

Approved: _____

Coordinator _____

School Head _____

VICENTE JOSE V. SUAREZ II, EMD
CID Chief

DANNY B. CORDOVA, EDD, CESO VI
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City
(065) 917-5113
www.depeddapitancty.net

dapitancty@deped.gov.ph
fb.com/DepEdDapitanCity





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

ACTIVITY PROPOSAL

- I. Activity Title:**
- II. Proposed Date:**
- III. Venue:**
- IV. Participants:**
- V. Budgetary Requirements:**
- VI. Source of Funds:**
- VII. Background and Rationale:**

Write a comprehensive background and rationale. Cite legal basis if possible to cement the validity of purpose.

VIII. Objectives:

This activity aims to:

- a. Goals must be smart
- b. Mmm
- c. Ccccc

IX. Participants:

X. Training Methodologies

ex: Limited face-to-face, online

XI. Activity Implementation Plan

ACTIVITY	SCHEDULE	PERSON RESPONSIBLE
Submission of Activity Proposal	August 01, 2024	Jose C. Overa Principal In-Charge of the District IPED Focal Person
Submission of PR for Supplies	August 01, 2024	Jose C. Overa Principal In-Charge of the District IPED Focal Person
Canvass and Procurement of Supplies	August 01, 2024	Jidelle G. Garcia Supply Officer
Issuance of Division Memorandum	August 01, 2024	Danny B. Cordova, EdD., CESO Vi Schools Division Superintendent
Preparation of Materials and Presentations	August 01, 2024	Jose C. Overa Principal In-Charge of the District IPED Focal Person
Conduct of the Activity	August 01, 2024	Speakers/Facilitators/TWG



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





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

XII. Activity Matrix

TIME	TOPIC / COVERAGE	RESOURCE PERSON
8:00 – 8:30	Opening Program	Jose C. Overa Principal In-Charge of the District IPED Focal Person
8:30 – 11:30		Jose C. Overa Principal In-Charge of the District IPED Focal Person
8:00 – 8:30		Jidelle G. Garcia Supply Officer
8:30 – 11:30		Danny B. Cordova, EdD., CESO VI Schools Division Superintendent
8:00 – 8:30		Jose C. Overa Principal In-Charge of the District IPED Focal Person
8:30 – 11:30		Speakers/Facilitators/TWG

XIII. Financial Requirements

Quantity	Unit	Particulars	Unit Price	Total Price
30	Pax	Meals and snacks		
SUBTOTAL				₱

Source of Fund: Division GAA/IPED Fund

XIV. Working Committees:

COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Registration and Attendance / Secretariat	Jose C. Overa Principal In-Charge of the District IPED Focal Person	Takes charge in the registration and attendance of participants
Procurement of Supplies/Food		Responsible in the procurement of supplies



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitanity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





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

Program and Invitation		Prepare the program and introduce speakers/guests. Ensure the smooth flow of activities as the masters of ceremony.
Certificates		Prepares and print certificates indicating the actual number of hours there in and let signatories sign the same
Documentation / ICT		Prepare and submit documentary, pictorial, a narrative report to the SDS
Finance	Olga P. Miranda Division Accountant Rosa Belinda Gemperoso Division Budget Officer	Process documents for the payment of obligations and sources out funds for the training.

Prepared by:

Recommending Approval:

JOSE C. OVERA
IPED Coordinator

VICENTE JOSE V. SUAREZ II, EMD
Chief Education Supervisor, CID

Approved:


DANNY B. CORDOVA, EdD., CESO VI
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity

