



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

19 January 2024

DIVISION MEMORANDUM

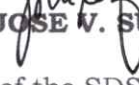
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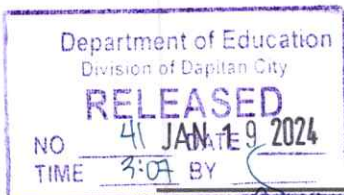
**UPSKILLING OF SCHOOL HEADS ON COMPREHENSIVE SEXUALITY
EDUCATION FOR CATCH-UP FRIDAYS CUM DIVISION MANAGEMENT
COMMITTEE MEETING**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD& CID)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

1. The DepEd-Schools Division of Dapitan City announces the conduct of the **Upskilling of School Heads on Comprehensive Sexuality Education for Catch-Up Fridays Cum Division Management Committee Meeting** on **January 23, 2024** (Tuesday), 8:00 AM-4:30 PM at Bajamunde Farms Pension, Sunset Boulevard, Dawo, Dapitan City
2. The activity aims to:
 - a. empower participants with knowledge and skills in CSE
 - b. promote responsible decision-making, respectful relationships and the overall well-being of individuals and communities
 - c. gather feedback from field implementers on the guidelines of Catch-up Fridays
 - d. disseminate OSDS, CID and SGOD Performance Plans for CY 2024
 - e. gather feedback and reports on the implementation of Catch-up Fridays
3. The participants in this activity are the Schools Division Superintendent, OIC-Assistant Schools Division Superintendent, Chief Education Supervisors, Section and Unit Heads, Education Program Supervisors, Public Schools District Supervisors/Principals In-Charge of Districts, public elementary and secondary school heads.
4. Expenses that will be incurred during the conduct of the activity shall be charged against the Division MOOE subject to its availability and the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this memorandum is hereby enjoined.

For the Schools Division Superintendent:


VICENTE JOSE W. SUAREZ II, EMD
CES (CID)
OIC-Office of the SDS



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Enclosure 1

I. Matrix of Activities

TIME	SESSIONS/TOPICS	RESOURCE SPEAKER/IN-CHARGE
8:00 – 8:30 AM	Registration	PMT
8:30 – 9:00 AM	Preliminaries	PMT
9:00 AM – 12:00 AM	Understanding of CSE Key Concepts and Messages	Ms. Florence S. Gallemit EPS – Araling Panlipuan
12:00 – 1:00 PM	LUNCH BREAK	
1:00 PM – 2:00 PM	Protocols in the Implementation of CSE in Schools	Ms. Florence S. Gallemit EPS – Araling Panlipuan
2:00 PM – 5:00 PM	Division Management Committee Meeting	Dr. Danny B. Cordova SDS

II. Committees

Committee	In-Charge	Tasks
Procurement	Sherlito E. Sagapsapan Arni Jauculan	Prepare Activity Proposal, Division Memorandum and Purchase Request
Program & Secretariat	Michelle V. Torres Johann A. Ladera Anthon John S. Soriano Vicente Ramon V. Suarez II	Prepare program and preliminary activities Prepare attendance sheets Certificate of Participation & CA
Meals & Snacks	Dr. Luna Luz B. Racho	Coordinate with the supplier in the preparation of meal and snacks
Physical Arrangement/Reception	Geordito T. Olario Olga P. Miranda, CPA	Coordinate with the supplier regarding the physical arrangement & set-up of the sound system & projector
Health Protocols	Dr. Glenn E. Mohametano & Nurse II Gwilym Elumba	Implement & monitor compliance of health protocols Set-up First Aid Station
Facilitator/Emcee	Florence S. Gallemit	To facilitate & serve as speaker for the whole training sessions



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