

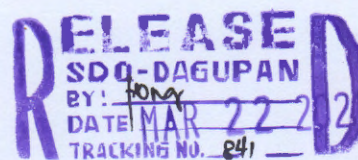


Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 74 s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Field Staff
Teaching and Non-Teaching Personnel
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: March 22, 2021

Subject: **CONDUCT OF OFFICE LEARNING SESSION IN THE SCHOOLS DIVISION OFFICE DAGUPAN CITY**

1. Pursuant to DO 040, S. 2020 also known as Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the Covid-19 Pandemic, the Schools Division Office will conduct the SDO Dagupan Office Learning Sessions (OLS) for the purpose of enhancing the SDO non-teaching personnel knowledge, skills and attitude towards the effective and efficient performance of their duties and responsibilities as a public servant.
2. The said SDO Dagupan Office Learning Sessions will serve as a venue to enhance shared governance, employee empowerment and continuous improvement.
3. The following are the Team Leaders for each OLS Team:

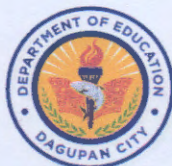
Name	Position	Members
Ma. Criselda G. Ochang	ASDS	Top Management Officials BAC Members and BAC Secretariate PSB
Ma. Linda R. Ventenilla	CES-CID	Curriculum and Implementation Division Personnel
Edilberto R. Abalos	CES-SGOD	School Governance and

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SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

		Operations' Personnel
Myrel Angelica N. Lopez	AO V	OSDS Personnel
Harking C. Reyes	Accountant III	Finance Unit

4. Each Team Leaders are advised to create groups with a minimum of 10 members and maximum of 15 members for each OLS team. Each created team shall have the following:

OLS Leader:

OLS Documenter:

OLS Facilitator:

OLS Resource Person:

Members:

5. All Team leaders with their respective OLS teams are advised to submit OLS Plan for the 2nd to 4th quarter of FY 2021. One to two sessions shall be scheduled per month which could last for 2 hours. The table below could be used as reference in deciding on the topics to be discussed by each OLS team.

OLS TEAM: _____

OLS TEAM LEADER: _____

Month	Need/s to be addressed	Topic	Resource Person	Modality
April				
May				
June				
July...December				

6. Immediate and widest dissemination of the contents of this Memorandum is desired.

Aguedo C. Fernandez
AGUEDO C. FERNANDEZ, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

Reference: DO 040, S. 2020

Encl.:

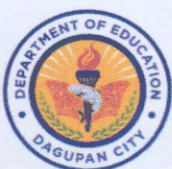
To be indicated in the Perpetual Index
under the following subjects:

HRD

PD

Non-Teaching Personnel

mvr/ Conduct of Office Learning Session in the Schools Division Office Dagupan City
3/22/2021



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