



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

**Office of the Schools Division
Superintendent**

05 APR 2022

DIVISION MEMORANDUM

No. 281, s. 2022

4-DAY CRAFTING OF PLANNING HANDBOOK AND VIDEO-RECORDED MANUAL

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public School District Supervisor
School Heads
All Others Concerned

1. The Planning Unit from the Schools Governance and Operations Division (SGOD) will craft Planning Handbook and Video-Recorded Manual to lessen the yearly issues in the LIS and BEIS. This will help teachers and school heads to input proper and appropriate data with the help of the video-recorded manual.
2. In order to realize this planning handbook and video-recorded manual, selected district planning coordinators, English critiques, video editors, and technical working group will convene for 4-days to craft and finalize this concept on April 25-28, 2022. Venue will be announced in a separate memorandum. Please see attached list of participants.
3. PSDS are requested to issue Authority to Travel to participants where names are on the list.
4. Meals and accommodation of participants shall be charged to Division HRTD Continuing Funds while travelling and other incidental expenses shall be charged to School MOOE following the usual accounting and auditing rules.
5. Immediate dissemination of this memorandum is desired.

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

4/4/22

SPP/-JMA-MKP-NLR/RBP/ktc
April 5, 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

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List of Participants

1. Melissa A. Lero- Zamboanguita District 2
2. Luckynine Manugura- Zamboanguita District 2
3. Vanessa P. Sumagang- Dauin District
4. Clint Noblefranca- Ayungon District 2
5. Stephene Canada- Ayungon District 2
6. John Ivan Catacutan- Amlan District
7. Teofan Gallosa- Siaton District 4
8. Jerome Resoor- Bindoy 2
9. Larry Gaitera- Siaton 1
10. Edyl Kris Ragay- Siaton 3
11. Troxie Torres- Tayasan 1
12. Severo Caro- DO
13. Dr. Karl Credo-DO