



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

September 29, 2023

DIVISION MEMORANDUM  
No. **510**, s. 2023

**PLANNING CONFERENCE OF SCHOOL HEADS**

To: Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads  
All others concerned

1. In accordance with the concerted efforts to ensure the readiness of all the Elementary and Secondary Schools' programs, projects, and activities and their alignment to the long-term directions provided in the Basic Education Development Plan (BEDP) and DepEd's MATATAG Agenda, and as part of the FY 2023 post-planning activities, the Schools Division Office, through the SGOD-Planning and Research Unit, will conduct the Planning Conference of School Heads with a theme "*Pampanga Planado, Palaging Panalo*", a conference on the crafting and adjusting of the SY 2023-2024 Annual Implementation Plan with the following dates and venues:

<b>BATCH</b>	<b>DATE</b>	<b>VENUE</b>
<b>Batch 1</b> (North Sector, East Sector, Cluster 1, 4, 5)	October 10-11, 2023	<b>Pavilion, Otel Pampanga, City of San Fernando, Pampanga</b>
<b>Batch 2</b> (West Sector, South Sector, Cluster 2, 3, 6, 7)	October 12-13, 2023	

2. The activity aims to assess the previous Annual Implementation Plans 2023 in and on that basis, craft the Annual Implementation Plan FY 2024 in consideration of the 2023 Scenario, Planning Assumptions, and Parameters. Having this as the objective, the following process shall be undertaken:
  - 2.1. guide school heads in developing clear and achievable Annual Implementation Plans (AIPs) for their schools,
  - 2.2. provide opportunities for school leaders to enhance their skills and knowledge in educational leadership, and;



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- 2.3. encourage collaboration and the sharing of best practices among school heads to improve educational outcomes in Pampanga.
3. Participants for the conference are primarily School Heads, Public Schools District Supervisors, and Education Program Supervisors of SDO Pampanga. Additionally, the following will serve as the HR Fellows and QATAME Associates for this activity:

BATCH	NAME	SCHOOL	POSITION
<b>QATAME ASSOCIATES</b>			
<b>BATCH 1</b> (October 10-11, 2023)	Shirley Angelita C. Carencia	Sta. Maria High School	Head Teacher III
<b>BATCH 2</b> (October 12-13, 2023)	Rowena Gonzales	Sto. Tomas Elementary School	Principal I
<b>HR FELLOWS</b>			
<b>BATCH 1</b> (October 10-11, 2023)	Catherine L. Montemayor	Sto. Rosario NHS (Minalin)	Head Teacher III
	Veronica T. Angeles	Cansinala High School	Head Teacher III
<b>BATCH 2</b> (October 12-13, 2023)	Alma P. Cunanan	Malino High School	Head Teacher III
	Nelia C. Guintu	Malino High School	Head Teacher III

4. All school heads attend the planning conference with a registration fee of one thousand six hundred pesos (₱1,600.00) which shall be collected from each participant from schools to cover expenses for the venue and food chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.
5. To streamline the payment process for the registration fee and ensure efficient financial management, the payment structure shall be organized on a per district/cluster basis. Each district or cluster will be responsible for the collective registration fees of its respective school heads. The schedule for the payment thru the Cashier Unit of SDO Pampanga is as follows:





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CLUSTER / DISTRICT	DATE AND TIME
NORTH SECTOR	October 6, 2023 (8:00 am to 9:30 am)
EAST SECTOR	October 6, 2023 (9:30 nn to 11:00 am)
WEST SECTOR	October 6, 2023 (11:00 am to 12:30 pm)
SOUTH SECTOR	October 6, 2023 (12:30 pm to 2:00 pm)
CLUSTERS 1-7	October 6, 2023 (2:00 pm to 3:30 pm)

- This Division Memorandum shall serve as the travel authority of the participants, HR Fellows, QATAME Associates and Technical Working Group.
- Immediate and wide dissemination of this memorandum is expected.

~~ROMEO M. ALIP, PhD, CESO V~~  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2023

**PLANNING CONFERENCE OF SCHOOL HEADS**

**CONFERENCE MATRIX**

**Venue:** Teacher's Training Center  
(October 10-11 & 12-13, 2023)

DAY	TIME	ACTIVITY	PERSON-IN-CHARGE
Day 1	7:00-8:00	Registration	TWG
	8:00-8:30	Preliminaries	TWG
	8:30-10:00	Move FORWARD SDO Pampanga: Creating Strategic Roadmaps for a MATATAG SDO Pampanga	Chief Celia R. Lacanlale, PhD
	10:00-10:15	HEALTH BREAK	
	10:15-11:45	Central Luzon Regional Development Plan 2023-2028	Chief Arceli S. Lopez, PhD
	11:45-12:45	LUNCH BREAK	
	12:45-1:00	Energizer	TWG
	1:00-2:30	Management of Implementation Plans	ASDS Melissa S. Sanchez, PhD CESO VI
	2:30-2:45	Health Break	
	2:45-4:00	Presentation of MATATAG Agenda aligned with DEDP 2028	ASDS Shirley B. Zipagan, PhD, CESO VI
	4:00-5:00	Participatory Session	TWG
DAY 2	8:00-8:30	MOL	TWG
	8:30-10:00	Research for Planning, Monitoring and Evaluation of Plans and Accomplishments	SEPS Michelle D. Mejia
	10:00-10:15	Health Break	
	10:15-12:00	Presentation of Templates and Vital Planning Concerns	PO III Robin D. Perez
	12:00-1:00	LUNCH BREAK	
	1:00-3:00	Verification of Submitted Data by School LIS Coordinators	PO III Robin D. Perez
	3:00-3:15	Health Break	
	3:15-4:30	Random Presentation of Best Practices	TWG
4:30-5:00	Ways Forward	PO III Robin D. Perez	