



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

August 27, 2024

DIVISION MEMORANDUM
No. 552, s. 2024

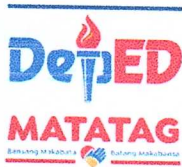
PLANNING CONFERENCE OF SCHOOL HEADS FY 2025

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 2025 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 "*We are **PAMPANGA** (Preparing Academics with Multifaceted Plans and Actions to Nurture Global Achievers)*" a conference on the crafting and adjusting of the SY 2024-2025 Annual Implementation Plan with the following dates and venues:

BATCH	DATE	VENUE
Batch 1 (West and South Sectors excluding Integrated Schools)	September 3-4, 2024	TBA
Batch 2 (Secondary Schools including ALL Integrated Schools)	September 5-6, 2024	
Batch 3 (North and South Sectors excluding Integrated Schools)	September 9-10, 2024	

2. The activity aims to assess the previous Annual Implementation Plans 2024 in and on that basis, craft the Annual Implementation Plan (AIP), and Work and Financial Plan (WFP) FY 2025 in consideration of the 2024 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 AIPs and WFPs for their schools,
 - 2.2. provide opportunities for school leaders to enhance their skills and knowledge in educational leadership, and;



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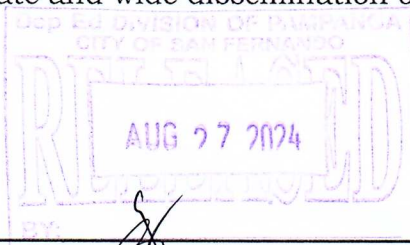
- 2.3. encourage collaboration and the sharing of best practices among school heads to improve educational outcomes in Pampanga.
3. Participants for the conference are School Heads, Public Schools District Supervisors, and Education Program Supervisors of SDO Pampanga.
4. School heads are required to complete the form provided at the following link on or before August 29, 2024. Schools that fail to submit the form will be identified during the conference. Additionally, the information submitted will serve as the office's reference for issuing certificates.

BATCH	LINK
1	https://tinyurl.com/BOSY2024westsouth
2	https://tinyurl.com/BOSY2024secondary
3	https://tinyurl.com/BOSY2024northeast

5. All school heads are required to attend the planning conference. A registration fee of two thousand pesos (₱2,000.00) will be collected from each participant to cover venue and food expenses. This fee will be chargeable against the school's MOOE and is subject to the usual accounting and auditing rules and regulations.
6. 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:

CLUSTER / DISTRICT	DATE AND TIME
NORTH SECTOR	August 28, 2024 (8:00 am to 10:30 am)
EAST SECTOR	August 28, 2024 (10:30 am to 1:00 pm)
WEST SECTOR	August 28, 2024 (1:00 pm to 3:30 pm)
SOUTH SECTOR	August 29, 2024 (8:00 am to 10:30 am)
CLUSTERS 1-7	August 29, 2024 (10:30 am to 1:00 pm)

7. This Division Memorandum shall serve as the travel authority of the participants and Technical Working Group.
8. 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. 2024

PLANNING CONFERENCE OF SCHOOL HEADS

CONFERENCE MATRIX

Venue: TBA

(September 3-4, 5-6 & 9-10, 2024)

DAY	TIME	ACTIVITY	PERSON-IN-CHARGE
Day 1	7:00-8:00	Registration/Breakfast	TWG
	8:00-9:00	Preliminaries	TWG
	9:00-10:00	SDG Catch Up Plan for Central Luzon	George Jose Maria C. Guilas, SEPS
	10:00-11:00	Charting a Course for Future Workplace Development in a Dynamic Landscape in Central Luzon	Cherry G. Vinluan, PhD, EPSvr
	11:00-12:00	MATATAG Curriculum	Celia R. Lacanlale, PhD, Chief CID
	12:00-1:00	LUNCH BREAK	
	1:00-2:00	Blueprint for Better Learning	Arceli S. Lopez, PhD, Chief SGOD
	2:00-3:00	Budget Concerns	Erwin T. Cruz, CPA
	3:00-4:00	Midterm Plan Review	Michelle D. Mejia, SEPS
	4:00-5:00	Open Forum	TWG
DAY 2	7:00-8:00	Arrival/Breakfast	TWG
	8:00-9:00	Preliminaries	TWG
	9:00-10:00	Presentation of OPCRFs (CID, SGOD, OSDS)	Cecilia E. Valderama, PhD, CESE, ASDS
	10:00-11:00		Leandro C. Canlas, PhD, CESE, ASDS
	11:00-12:00		Celia R. Lacanlale, PhD, Chief
	12:00-1:00	LUNCH BREAK	
	1:00-2:00	Presentation of OPCRFs (CID, SGOD, OSDS) (cont.)	Jb B. Manalang, AOV
	2:00-3:00	Presentation of Templates and other Planning Concerns	Robin D. Perez, Planning Officer III
	3:00-4:00		
4:00-5:00	Open Forum and Ways Forward	TWG	



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Enclosure No. 2 to Division Memorandum No. _____, s. 2024

PLANNING CONFERENCE OF SCHOOL HEADS

TECHNICAL WORKING GROUP

NAME	POSITION	OFFICE
Robin D. Perez	Planning Officer III	SGOD
Jayson M. Santos	SEPS	SGOD
Michelle D. Mejia	SEPS	SGOD
John Paul B. Pallasigui	ITO	OSDS
Kristine Marie U. Santos	EPS II	SGOD
Nerisse Nicole B. Torres	EPS II	SGOD
Nadine Muriel Alibutod	ADAS III	OSDS
Carmen S. Rivera	ADA VI	SGOD
Natalie Nicole G. Maninang	ADA I	SGOD
Imelda J. Talavera	ADA VI	SGOD



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