



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON** Department of Education  
(DEPARTMENT OF EDUCATION) National Capital Region  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

By: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: 11/10/15

November 10, 2015

**MEMORANDUM To:**

All Division Chiefs  
Unit Heads  
Education Program Supervisors  
PPRD Staff (Secretariat)  
Concerned Regional Office Employees

You are hereby authorized to attend the **SYNCHRONIZED PLANNING AND BUDGETING CUM INDUCTION AND ORIENTATION OF NEWLY PROMOTED/HIRED EMPLOYEES** on November 15-17, 2015 at Ciudad Christia Resort, Ampid, San Mateo Rizal.

The Division Chiefs, all Education Program Supervisors, Unit Heads, and the Secretariat will be participating in the Synchronized Planning and Budgeting.

Other concerned regional office employees on the attached list will be attending the said activity on November 16, 2015 from 8:00 am to 12:00 noon.

Employees who will participate in this activity on November 15 & 17 (Sunday & Tuesday) will be granted compensatory time off for the corresponding number of hours.

100% attendance is enjoined.

**NOTE:**

A bus will be available for participants.  
Assembly time is 9:00 a.m. at NCR grounds;  
departure is at 9:30 a.m. on November 15.

fr: **LUZ S. ALMEDA**  
Director IV

**WILFREDO E. CABRAL**  
Schools Division Superintendent  
Officer-in-Charge  
Office of the Assistant Regional Director

**List of Regional Office Employees who will attend the SYNCHRONIZED PLANNING  
AND BUDGETING CUM INDUCTION AND ORIENTATION OF NEWLY  
PROMOTED/HIRED EMPLOYEES on November 16, 2015 from 8:00 a.m. to 12 nn.**

- 1. Mr. Eduardo A. Abutal**
- 2. Ms. Isabel T. Caburnay**
- 3. Ms. Leticia M. Nodado**
- 4. Ms. Editha Ruby L. Magpayo**
- 5. Mr. Eduardo A. Lazo**
- 6. Ms. Ma. Cynthia P. Orozco**
- 7. Ms. Marilen G. Reyes**
- 8. Mr. Marx Lenin L. Tiangco**
- 9. Mr. John P. Trajeco**
- 10. Ms. Naynie L. Ducut**
- 11. Ms. Gina M. Galvez**
- 12. Ms. Minerva L. Generoso**
- 13. Ms. Nerizza Z. Lauan**
- 14. Ms. Jessica S. Magbitang**
- 15. Ms. Elaine Raquel L. Santos**
- 16. Ms. Kimberly S. Arma**
- 17. Mr. Vincent Jordan S. Bernardo**
- 18. Ms. Arlyn E. De Guzman**
- 19. Ms. Yassema C. Macabando**
- 20. Mr. Benarson M. Maramag**
- 21. Mr. Mark D. Nival**
- 22. Mr. Josefino C. Pogoy, Jr.**
- 23. Mr. Perlito G. Manalad**
- 24. Mr. Paulus Manalo**



# SYNCHRONIZED PLANNING AND BUDGETING CUM INDUCTION AND ORIENTATION OF NEWLY PROMOTED/HIRED EMPLOYEES

November 15-17, 2015  
Ciudad Christina, San Mateo, Rizal

## MATRIX OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3
8:00 - 8:30 AM		MOL	MOL
8:30 - 10:00 AM	Travel Time	<ul style="list-style-type: none"> <li>● Induction-----Dr. Ponciano A. Menguito</li> <li>● Orientation</li> <li>➔ Relationship among the Regional Office Functions</li> <li>Dr. Ponciano A. Menguito</li> <li>➔ Cross Cutting Functions</li> <li>Dr. Wilfredo E. Cabral</li> <li>➔ Functions of Divisions</li> <li>HRDD/Division Chiefs</li> </ul>	cont. Presentation of Framework Plan of Action
10:00 - 10:10 AM	S N A C K S		S N A C K S
10:10 - 12 NN	Registration Opening Program ● Philippine National Anthem--Dr. Jocelyn V. Marcial ● Opening Prayer-----Mr. Emmanuel I. Maninang ● Welcome Message-----Dr. Wilfredo E. Cabral		
12:00 - 1:00 PM	L U N C H		
1:00 - 3:00 PM	General Principles of Procurement Dir. Aida N. Carpentero	Note: Budgetary Requirement and relevance of PPA analyzed after every presentation	
3:00 - 3:10 PM		S N A C K S	
3:10 - 5:00 PM		Presentation of Framework Plan of Action	
5:00 - 7:00 PM	Review of REDP 2013-2018 Mrs. Victoria R. Mayo	D I N N E R	Home Sweet Home

Note: Each Division is given one (1) hour to present and answer queries on relevance and budget