



Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



13 February 2024

DIVISION MEMORANDUM

No. 116 s.2024

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 70 S. 2024
COMPOSITION OF THE TECHNICAL WORKING GROUP (TWG) FOR THE
PLANNING, COORDINATION AND APPLICATION OF CAGAYAN
DE ORO DIVISION FROM MEDIUM TO LARGE DIVISION**

TO: Assistant Schools Division Superintendent
Concerned Division Personnel
Concerned School Head
All Others Concerned

1. In addition to the composition of the Technical working Group (TWG) for the planning, coordination and application of DepEd CDO Division from medium to large Division. You are hereby directed to constitute the additional members of the Technical Working Group (TWG).

Roles	Name
Validators	Rosalio R. Vitorillo-SGOD Chief Jean S. Macasero – OIC CTD chief Romeo B. Aclo- SGOD Assistant Chief Designate
Writers	
Organizational structure and Governance / Human Resource and Staffing	Risa Bea Soccorro M. Borres – AO-V Marilou F. Navaja – AO-IV Derrold Marl S. Aves – SEPS Kristian B. Murillo – AO IV Nida Mandawe - Division ICT Team Member Rodel S. Megollas- Planning Officer III
Legal and regulatory considerations	Atty. Laurence A. Del Puerto – Division Legal Officer Romiel S. Vallente – AO-V
Operational Plan	Risa Bea Soccorro M. Borres – AO-V Marilou F. Navaja – AO-IV Rodel S. Megollas- Planning Officer III James Roberto Z. Sijo – ICT Officer I Aisa T. Badana – EPS-II
Multidimension/Market Analysis	Rodel S. Megollas- Planning Officer III Joel D. Potane - SEPS



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Email: cagayandeoro.city@deped.gov.ph

Financial analysis	Arnel C. Calubag – Accountant III Edwin Carl Caños – ADAS-III
Educational Facilities/Building Resource Availability and Building Requirements	Engr. Ely V. Mamacay, II – Engineer III Edward Mark Olango - Division ICT Team Member
Stakeholder Engagement and Communication	Jean T. Loquillano - SEPS Roy H. Lumban – EPS-II
Learning Resource analysis	Rochelle A. Luzano - EPS
Risk Management and Mitigation	Ryan Q. Blanco- PDO II January Gay T. Valenzona – EPS-II Elizer O. Teruel – DAPSSHI President Celso L. Pagulon – PESPA President
Context, Rationale, Background/ Legal bases	Joel D. Potane - SEPS Jean Loquillano - SEPS Rochelle Luzano - EPS
Layout and design/ICT in-charge	Edward Mark Olango – Division ICT Team Member Nida Mandawe - Division ICT Team Member James Roberto Z. Sijo-ICT officer I
Secretariat/Documenter /consolidation of data/language editor	Eleanor Consejo H. Rollan - SEPS Aisa T. Badana -EPS-II Amor A. Radaza – EPS-II Loredelle L. Tacandong-PDO-I
Over-all Chair Over-all Co-chair	Roy Angelo E. Gazo – SDS Audie S. Borres - ASDS

- Relative to this, there will be a meeting this coming February 16, 2024 10:00AM to 12:00NN at Division conference room.
- Attached is the indicators and the writers detailed assign task to do.
- In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
- Immediate dissemination and compliance to this memorandum is required.


ROY ANGELO E. GAZO
 Schools Division Superintendent

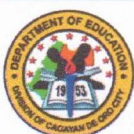
Encl.: None

Reference: None

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

COMMUNICATION

RHL / DM – addendum to the composition of the Technical Working Group (TWG) for the planning, coordination and application of CDO Division from medium to large Division
February 13, 2024



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Indicators	Writer/s	Task/s
Population Demographics	Rodel S. Megollas Joel D. Potane	Conduct a comprehensive analysis of the division data where the large division office is proposed to be established. Assess factors such as population demographics, student enrollment trends, educational infrastructure/facilities, and existing educational institutions. Identify gaps or areas of need that the new office could address.
Learners' Profile (both public and private schools)		
Teaching and Nonteaching Personnel Profile	Risa Bea Socorro M. Borres Marilou F. Navaja	
Educational Facilities/Building Resource Availability and Building Requirements	Engr. Ely V Mamacalay, II Edward Mark Olango	
Learning resource analysis	Rochelle A. Luzano	Evaluate the current resources, including personnel, technology, and infrastructure, within the medium-sized division and determining their scalability to support the transition to a large division. This analysis will assess the adequacy of existing resources, identify potential gaps or limitations, and recommend strategies for optimizing resources to ensure the successful expansion of the division.
Organizational Structure and Governance/Human Resource Staffing	Risa Bea Socorro M. Borres, Marilou F. Navaja, Derold Marl S. Aves, Kristian B. Murillo, Nida Mandawe, Rodel S. Megollas	Define the proposed organizational structure of the large division office, including positions, salary grades, qualification standards, descriptions of roles and functions. Specify the governance framework and decision-making processes that will govern the operations of the office within the DepEd hierarchy. Assess the staffing requirements for the large division office, including the qualifications, skills, and expertise needed for various roles within the organization. Develop a staffing plan that



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		outlines recruitment strategies, training needs, and personnel policies.
Legal and Regulatory Considerations	Atty. Laurence A. Del Puerto	Evaluate the legal and regulatory requirements that need to be addressed in establishing the large division office. Identify any permits, licenses, or approvals that may be required from relevant authorities.
Operational Plan	Risa Besa Socorro M. Borres, Marilou F. Navaja, Krstian B. Murillo, Rodel S. Megollas, James Roberto Z. Sijo, Aisa T. Badana	Develop an operational plan detailing how the large division office will function on a day-to-day basis. Define the key activities, processes, and workflows involved in delivering the office's services and fulfilling its mandate within the DepEd system.
Financial Analysis	Arnel C. Calubag Edwin Carl Cañeos	Conduct a financial analysis to determine the financial feasibility of establishing the large division office. Estimate the initial startup costs, ongoing operational expenses, and potential revenue streams or funding sources. Prepare a budget projection and cash flow analysis to assess the financial sustainability of the office over time.
Risk Assessment and Mitigation	January Gay T. Valenzona, Ryan Q. Blanco, Elizer O. Teruel, Celso L. Pagulon	Identify potential risks and challenges associated with establishing the large division office, such as funding constraints, regulatory hurdles, or resistance from stakeholders. Develop strategies to mitigate these risks and ensure the successful implementation of the initiative.
Stakeholder Engagement and Communication	Jean T. Loquillano, Roy H. Lumban	Outline a plan for engaging with stakeholders, including DepEd officials, local authorities, educational institutions, community



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		organizations, and other relevant parties. Communicate the objectives and benefits of establishing the large division office and solicit feedback and support from key stakeholders.
Context, Rationale, Background/ Legal bases	Joel D. Potane, Jean T. Loquillano, Rochelle A. Luzano	Describe the background and context of the proposed establishment of a large division office within Cagayan de Oro including the rationale behind the initiative and its alignment with DepEd's goals and priorities.
Layout and Design/ICT in-charge	Edward Mark Olango Nida D. Mandawe James Roberto Z. Sijo	Create visually appealing designs for print and digital version of the feasibility study. Arrange text, images, and other graphical elements to communicate messages effectively and enhance the overall aesthetic appeal of the design.
Secretariat/Documenter /consolidation of data/language editor	Eleanor Consejo H. Rollan Aisa T. Badana Amor A. Radaza Loredelle L. Tacandong	record and organize all pertinent information, findings, and decisions throughout the study process. Ensure that documentation is comprehensive, accurate, and accessible to stakeholders for reference and decision-making purposes. Secretariat plays a crucial role in coordinating meetings, managing communication channels, and maintaining administrative support for the feasibility study team, facilitating smooth collaboration and progress towards project goals.



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