



December 8, 2015

**DIVISION MEMORANDUM**

No. 211 s. 2015

**DIVISION REORIENTATION ON RATIONALIZATION PROGRAM  
AND SETTING DIRECTIONS**

To: OIC-Assistant Schools Division Superintendents  
Chiefs Education Supervisors  
Schools Division Office Personnel  
Public Schools District Supervisors  
Elementary and Secondary School Principals

1. Pursuant to DepED No. 52. S. 2015 on New Organizational Structures of the Central, Regional, and Schools Division Offices (SDO) of the Department of Education, the Schools Division is announcing the conduct of Division Reorientation on Rationalization Program and Setting Directions on December 14, 2015 at Nueva Ecija High School.
2. The objectives of this activity are:
  - a. Reorient personnel on the new organizational structures of the Schools Division Office including the functions and relationship of the Office of the Schools Division Superintendent, Curriculum Implementation Division (CID) and the Schools Governance and Operations Division (SGOD).
  - b. Discuss the roles, duties and responsibilities of SDO personnel and their relationship to the field - elementary and secondary schools and learning centers; and
  - c. Set new directions, targets and plans to improve the programs, activities and projects of the SDO, schools and learning centers.
3. Participants in this training are all Division Office Personnel, Public Elementary and Secondary School Heads and officers of the Private School Administrators Association.
4. Enclosure No. 1 is the Training Matrix and Staff.
5. Immediate and wide dissemination of the contents of this Memorandum is desired.

  
**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

Reference: As stated

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

ORGANIZATIONAL STRUCTURE  
RATIONALIZATION PROGRAM

**TRAINING MATRIX**

Time	Activity	In-Charge
8:00 – 8:30	Flag Raising Ceremony	SDO
8:30 – 9:30	Orientation and Overview of the Directions, Targets and PAPs of SDO for 2015 based on Rationalization Program	Ronaldo A. Pozon, Ph.D., CESO V Schools Division Superintendent
9:30 – 10:30	Relationships of Functions of Personnel, Offices and Units to SDO, schools and learning centers under RAT Program	Ericson S. Sabacan, Ed.D. Officer-In-Charge Office of the Assistant Schools Division Superintendent
10:30 – 11:00	Health Break	
11:00 – 12:00	Setting New Directions	SDO
12:00 – 1:00	Lunch Break	
1:00 onwards	Setting New Directions	SDO

**TRAINING STAFF**

Executive Consultants:

Ronaldo S. Pozon, Ph.D., CESO V	SDS
Ericson S. Sabacan, Ed.D.	OIC-ASDS (Elementary)
Johanna N. Gervacio, Ed.D.	OIC-ASDS (Secondary)

Consultants:

Enrique T. Angeles, Jr.	Chief, CID
Luis M. Calison	Chief, SGOD

Over-All In-Charge

Flag Raising Ceremony	Orlando C. De Leon
Orientation Seminar	Lulu B. Diamante
Setting Directions	Cesar C. Lopez

Working Committee Chairs and Members

Oversight & Colors	Carmencita C. Gatmaitan
Music and Sounds	Charina S. Sogue
Stage and Decoration	Reynaldo S. Reyes with NEHS Teachers
Physical Arrangement and Gifts	Arnold D. De Castro
Program & Ceremonies	Irylaine T. Gapud
Foods and Refreshments	Bernabe T. Gaya and Celia M. Inducil
Event Coordinator	Arnold D. De Castro
	Irylaine T. Gapud
Event Manager	Cesar C. Lopez