



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 5, 2022

REGIONAL MEMORANDUM

No. **786**, s. 2022

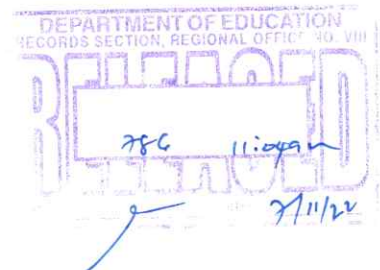
CALENDAR OF ACTIVITIES OF THE REGIONAL OFFICE FOR THE
THIRD QUARTER OF FISCAL YEAR 2022

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. This Office disseminates the attached **Calendar of Activities of the Regional Office (RO) Functional Divisions (FDs) for the 3rd Quarter of Fiscal Year 2022.**
2. To keep track all activities, the RO Chiefs are directed to update and align the schedules of activities in the Regional Office Website Calendar of Activities based on this issuance.
3. All RO FD Chiefs are reminded in advance on the quarterly online encoding/updating of the Calendar of Activities for Fourth Quarter of the Fiscal Year 2022 on or before September 15, 2022, through the link: <https://bit.ly/2022PAPs>. To mitigate scheduling conflicts, the Chiefs, Unit, and Section Heads are reminded to indicate below the activity title (in parentheses) the expected participants of their activities. All programs, activities, and projects, including meetings and onsite and field activities shall be reflected in the Calendar of Activities.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As stated
Reference: AIPs of RO FDs
To be indicated in the Perpetual Index under the following subjects:
CALENDAR OF ACTIVITIES



PPRD-TCPJ



2022 QUARTER 3 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	JULY 1, 2022 (Week 1)					REMARKS
					1	
1. ADMIN						
2. CLMD						
3. ESSD						
4. FINANCE					Preparation and submission of monthly RO financial reports (RO Finance Division)	
5. FTAD						
6. HRDD						
7. PPRD						
8. QAD						
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	JULY 4-8, 2022 (Week 2)					REMARKS
	4	5	6	7	8	
1. ADMIN						
2. CLMD			Quality Assurance and Finalization of the Self-Learning Modules (SLMs) Workshop. Participants, Teacher-Writers, EPS RO and SDO in English, AP, Math, and Science as Reviewers			
3. ESSD	Consolidation of the DTR Requirements of Contract of Services of Engineers in DepEd Region VIII		Technical Assistance and Monitoring of Gabaldon Building in Baybay City			
4. FINANCE	Preparation and submission of monthly RO financial reports (RO Finance Division) Regional Mid-Year Financial Reporting (RO and SDO Finance Personnel including IU-Schools)	Preparation and submission of monthly RO financial reports (RO Finance Division) FD Monthly Staff Meeting Regional Mid-Year Financial Reporting (RO and SDO Finance Personnel including IU-Schools)	Preparation and submission of monthly RO financial reports (RO Finance Division) Regional Mid-Year Financial Reporting (RO and SDO Finance Personnel including IU-Schools)	Preparation and submission of monthly RO financial reports (RO Finance Division) Regional Mid-Year Financial Reporting (RO and SDO Finance Personnel including IU-Schools)	Preparation and submission of monthly RO financial reports (RO Finance Division) Regional Mid-Year Financial Reporting (RO and SDO Finance Personnel including IU-Schools)	
5. FTAD	Onsite Pre-Assessment Coaching of Nominees Recommended for Regional Accreditation on SBM Level III Principles - Ormoc City Division	Onsite Pre-Assessment Coaching of Nominees Recommended for Regional Accreditation on SBM Level III Principles - Baybay City Division		Onsite Pre-Assessment Coaching of Nominees Recommended for Regional Accreditation on SBM Level III Principles - Tacloban City Division		
6. HRDD	Workshop on the Development of GAD 2023 Plan and Budget		HRDD Mid Year Convergence			
7. PPRD			Personnel Conference on the Preparation of the 2023 Annual Implementation Plan (AIP) of PPRD (PPRD Personnel) (PPRD Personnel)		Performance Review and Evaluation of OPCRfs (RPMT, Chiefs, PPRD Staff)	
8. QAD	Monitoring and Validation of recognized Private Schools, SUCs and LUCs and Re-Validation to SHS with Provisional Permit (QAD personnel)					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	JULY 11-15, 2022 (Week 3)					REMARKS
	11	12	13	14	15	
1. ADMIN						
2. CLMD						
3. ESSD				SBFP Virtual Monthly Meeting, Participants Division SBFP Focal Person	Live-out and Mid-Year Review of OPCR/IPCR	
4. FINANCE						
5. FTAD		Onsite Pre-Assessment Coaching of Nominees Recommended for Regional Accreditation on SBM Level III Principles - Catbalogan City Division (FTAD, SDO SBM Coordinator)	Onsite Pre-Assessment Coaching of Nominees Recommended for Regional Accreditation on SBM Level III Principles - Samar Division (FTAD, SDO SBM Coordinator)			

6. HRDD	Orientation on the Implementation of Induction Program for Beginning Teachers					
7. PPRD			Mid-Year Workshop on the Revisiting and Adjustment of 2022 AIP and Updating of WFP at PMIS (Chiefs, Unit, and Section Heads)			
8. QAD	Monitoring and Validation of recognized Private Schools, SUCs and LUCs and Re-Validation to SHS with Provisional Permit					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	JULY 18-22, 2022 (Week 4)					REMARKS
	18	19	20	21	22	
1. ADMIN						
2. CLMD						
3. ESSD			Consolidation of the Status Report and Accomplishment of all Infrastructure Project Implemented in DepEd Region VIII			
4. FINANCE						
5. FTAD	Q2- RFTACT Post-Deployment Conference (RFTACTS Chair and Co-Chair)					
6. HRDD						
7. PPRD						
8. QAD	RMEA-SDO (RM 516, s. 2022)			RMEA - RO (RM No 516, s. 2022)		
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	JULY 25-29, 2022 (Week 5)					REMARKS
	25	26	27	28	29	
1. ADMIN				Training on Payroll System		
2. CLMD	Quality Assurance of Contextualized Learning Resources. Participants all EPS of CLMD a,d select SDO EPSs					
3. ESSD	Online Virtual Coordination Meeting of Regional and Division DRRM Coordinators (Mid-Year)	Annual Laboratory Examination for DepEd RO Personnel		Writeshop of the Partnership Coffee Table Book (July 27-29)		
4. FINANCE						
5. FTAD	Updating of FTAD's Operations Manual (FTAD only)					
6. HRDD			PRAISE Mid-year Assessment	HRDD OPCR/IPCR Mid-year Review		
7. PPRD		E-Saliksik Rollout (RRC and TWC Members and Secretariat, Statistician I, AO II, ASDSs, and SEPSs-PR)				
8. QAD	Two- Day Interfacing with RO,SDO, Private Schools, SUCs,LUCs offering Basic Education (QAD personnel and SDO Private School Coordinator,SDO Senior High School Coordinators, President of Private School Association)		Mid-Year Performance Review (QAD personnel)	Post-RMEA Activity (QAD and 2 SDO Representatives)		
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

2022 QUARTER 3 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	AUGUST 1-5, 2022 (WEEK 1)					REMARKS
	1	2	3	4	5	
1. ADMIN						
2. CLMD			QA & Content Review of STE SLMs (Selected Regl Content Evaluators)			
3. ESSD	Consolidation of the DTR Requirments of Contract of Services of Engineers in DepEd Region VIII			ISHNP Mid-Year PIR (MO,DIC,NIC)		
	August 1-6, 2022 Brigada Eskwela August 1-26, 2022 Brigada Eskwela Period					
4. FINANCE	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division) FD Monthly Staff Meeting	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division)	
5. FTAD						
6. HRDD			Capability Building for Scholars			
7. PPRD			Workshop on the Preparation of the RBEP 2023-2028 (Regional Planning Team: Chuefs, Unit, and Section Heads, PPRD Chief, EPS, RPO, EPS II, Staff)			
8. QAD	Convergence Meeting with RO, SDO, Private Schools, SUCs, LUCs and private School Organization President					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
11. ORD - PAU						

RO FDs	AUGUST 8-12, 2022 (Week 2)					REMARKS
	8	9	10	11	12	
1. ADMIN						
2. CLMD	8 - 10 Onsite Regl Training-Workshop on the Implementation of Project R8 BULIG (pax: ELLN Div Coor and select teachers)		10-12 DOST STAR Training for Science & Math Teachers (RO & SDO EPSs - Sci & Math, Selected teachers) 10-11 Virtual Presentation of the Finalized Sinugbuanong Binisaya Grade 1 Ebook			
3. ESSD	Capacity Building on Basic Life Support (BLS) of Regional Office Personnel and Division DRRM Coordinators CB on Brigada Pagbasa, Pagkwenta and Pagkvento					
4. FINANCE	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division)			
5. FTAD						
6. HRDD						
7. PPRD				Workshop on the Development of 2023 AIPs and WFPs of RO Divisions (Regional Planning Team, Chiefs, Unit, and Section Heads, PPRD Staff)		
8. QAD	SBM Validation					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	AUGUST 15-19, 2022 (Week 3)					REMARKS
	15	16	17	18	19	
1. ADMIN					Conduct orientation on Property Management to Designated Property	
2. CLMD			Finalization of Grade 1 Interactive Electronic Books (e-book) in Sinugbuanong Binisaya, Participants Teacher -Writers, SDO MT and LR EPS, RO-LR and MT EPS			
3. ESSD		National Coordination Workshop on the Development of Session Guides for the Child Protection Policy.				
			Crafting/Development of Regional and Division Offices' Public Service Continuity Plan (PSCP)			

4. FINANCE		Q3 Finance Group Conference (RO and SDO Finance Personnel)				
5. FTAD						
6. HRDD		Training Addressing the Skills of Non Teaching Personnel				
7. PPRD				Workshop on Policy Recommendations for CO Development (Policy Development and Review Committee Members - Chiefd, ARD, EPS, RPO, EPS II, PPRD Staff)		
8. QAD		SBM Validation				
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	AUGUST 22-26, 2022 (Week 4)					REMARKS
	22	23	24	25	26	
1. ADMIN				Training on Records Management		
2. CLMD						
3. ESSD	Consolidation of the Status Report and Accomplishment of all Infrastructure Project Implemented in DepEd Region VIII					
4. FINANCE						
5. FTAD		3rd Quarter Pre-Deployment of RFACTs cum Workshop on TA Provision (RFACTs Core and Composite Teams)				
6. HRDD				Program Recognition		
7. PPRD						
8. QAD	SBM Validation (pax refer to Rm No. 492 s. 2022)					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	AUGUST 29-31, 2022 (Week 5)			REMARKS
	29	30	31	
1. ADMIN				
2. CLMD	Virtual Regional Training on Campus Journalism			
3. ESSD				
4. FINANCE				
5. FTAD	Q3 RFACT Deployment to SDOs (RFACT Teams)			
6. HRDD		Induction Program for new RO employees		
7. PPRD				
8. QAD				
9. ORD /OARD				
10. BAC				
11. ORD - Legal				
12. ORD - ICT				
13. ORD - PAU				

2022 QUARTER 3 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	SEPTEMBER 1-7, 2022 (WEEK 1)					REMARKS
				1	2	
1. ADMIN						
2. CLMD						
3. ESSD						
4. FINANCE				Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division)	
5. FTAD				Q3 RFTACT Deployment to SDOs (RFTAC Teams)		
6. HRDD						
7. PPRD						
8. QAD						
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	SEPTEMBER 5-9, 2022 (Week 2)					REMARKS
	5	6	7	8	9	
1. ADMIN						
2. CLMD	HRDD & CLMD - Orientation Training on the Region 8 Instructional Supervision Framework					
3. ESSD	Consolidation of the DTR Requirements of Contract of Services of Engineers in DepEd Region VIII					
4. FINANCE	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division) FD Monthly Staff Meeting	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division)	Preparation and submission of monthly RO financial reports (RO Finance Division)	
5. FTAD						
6. HRDD	Resource Package Development of LDNA Needs					
	PRAISE Committee Quarterly Meeting					
7. PPRD					Quarterly PMT Meeting (RPMT, PPRD Staff)	
8. QAD	2022 Quarter 3 CSW					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	SEPTEMBER 12-16, 2022 (Week 3)					REMARKS
	12	13	14	15	16	
1. ADMIN						
2. CLMD		Workshop on the Development of Contextualized Learning Resources and Contextualization Strategies. Participants: RO and SDO EPSs in Baybay, Biliran, and Borongan in the following learning areas - TLE, Math, MT, and LR.				
3. ESSD				Regular Monitoring of RO-Implemented Project		
4. FINANCE						
5. FTAD						
6. HRDD	Workshop Addressing the Priority Learning Needs of RO Personnel					
7. PPRD						
8. QAD	SBM Validation (RM No. 492, s. 2022)					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	SEPTEMBER 19-23, 2022 (Week 4)					REMARKS
	19	20	21	22	23	
1. ADMIN						
2. CLMD		Regional Training on Filipino Sign Language (SPED Supervisors, SPED Teachers, Receiving Teachers, RO TWG)				
3. ESSD			Consolidation of the Status Report and Accomplishment of all Infrastructure Project Implemented in DepEd Region VIII			

4. FINANCE						
5. FTAD						
6. HRDD						
7. PPRD				Eastern Visayas Basic Education Research Conference (DO: Researchers, DRCs; RO: PPRD Chief, EPS, EPS II, RPO, PPRD Staff)		
8. QAD	SBM Validation (pax please refer RM No. 492 s. 2022)					
9. ORD /OARD						
10. BAC						
11.ORD - Legal						
12. ORD - ICT						
13.ORD - PAU						

RO FDs	SEPTEMBER 26-30, 2022 (Week 5)					REMARKS
	26	27	28	29	30	
1. ADMIN						
2. CLMD			Enhancement Workshop on Division Local Heritage Theme Matrix (DLHTM), pax: select RO And SDO EPSs and writers			
3. ESSD				Regular Monitoring of RO-Implemented Project		
4. FINANCE		National Mid Year 2022	National Mid Year 2022 (R	Q3 Internal MEA, Finance Coaching (RO Finance Division Personnel)		
5. FTAD						
6. HRDD	Training on the Utilization of Learning Outcomes for School Heads					
7. PPRD						
8. QAD	SBM Validation (Pax please refer RM No. 492 s. 2022)					
9. ORD /OARD						
10. BAC						
11.ORD - Legal						
12. ORD - ICT						
13.ORD - PAU						