



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

April 4, 2023

OFFICE MEMORANDUM

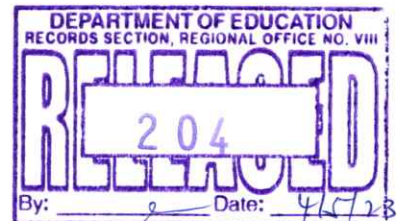
No. **204**, 2023

To: Schools Division Superintendent } Division of Calbayog City
All Others Concerned

**REQUEST FOR SCHOLAR TIME IN THE ACCOMPLISHMENT OF THE
REQUIREMENTS FOR THE CAPSTONE PROJECT (CP) OF
MS. GALINA V. PANELA, DEVELOPMENT ACADEMY
OF THE PHILIPPINES (DAP) MIDDLE MANAGERS
CLASS BATCH 30 SCHOLAR**

1. Attached is a letter from Ms. Nanette C. Caparros, Managing Director for the Public Management Development Program (PMDP) of the Development Academy of the Philippines (DAP) requesting the grant of scholar time in the accomplishment of the requirements for the Capstone Project (CP) of Ms. Galina V. Panela, PMDP - Middle Managers Class Batch 30 scholar.
2. Immediate dissemination of and compliance with this Memorandum are desired.

Evelyn R. Fetalvero
f. **EVELYN R. FETALVERO CESO III**
Regional Director *4/5/23*



HRDD-DSS



4343

15 March 2023

MOISES D. LABIAN, JR. PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent
 DepEd Schools Division of
 Calbayog City
 Calbayog City, Samar

Dear **Dr. Labian**:

Greetings from the Development Academy of the Philippines!

We are pleased to inform you that the Middle Managers Class Batch 30 of the Public Management Development Program completed the training phase last 10 March 2023

As the next step your scholar, **Ms. Galina V. Panela** is expected to work on her Capstone Project (CP) requirements with the following timelines:

Date	Activity
10 March – 04 May 2023	CP Plan Writing with Faculty Adviser & Institutional Partner Consultation <i>(Chapters 1 to 3 – Refinement of Write-up)</i>
09 May 2023	Submission of CP Plan manuscript with Institutional Partner and Faculty Adviser endorsement <i>(Chapters 1 to 3, including required preliminary pages and annexes)</i>
15 - 19 May 2023	CP Project Plan Panel Presentation
05 - 10 June 2023	Submission of revised CP <i>(incorporated comments from panel)</i> with endorsement from Institutional Partner and Faculty Adviser to implement
19 May – 18 August 2023	CP Implementation
18 August – 18 September 2023	CP Report Writing with Faculty Adviser and Institutional Partner Consultation
20 September 2023	Submission of CP Report manuscript with complete Institutional Partner, Faculty Adviser, and Program Representative endorsement <i>(5 working days before panel presentation)</i>
25 – 29 September 2023	CP Report Panel Presentation
02 – 31 October 2023	<ul style="list-style-type: none"> • CP Report Writing with Faculty Adviser & Institutional Partner Consultation • Submission of CP hardbound copies with collaterals

During the CP Phase, the scholar must report progress on the CP implementation and continuously communicate and consult with the assigned Faculty Adviser and Institutional Partner.

With this, we would like to request your office to give the scholar time to focus on the CP and, if possible, be relieved from office work until the end of the CP phase in October 2023.

We are grateful for your continued support to the scholar and the PMDP. May all these translate into better service to the Filipino people.

Very truly yours,


NANETTE C. CAPARROS
 Managing Director, PMDP

Cc: Scholar / Immediate Supervisor / HR Department

15 March 2023

DR. EVELYN R. FETALVERO, CESO III

Regional Director
DepEd Regional Office VIII
Government Center, Candahug
Palo, Leyte

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NANETTE C. CAPARROS
Managing Director, PMDP

Cc: Scholar / Immediate Supervisor / HR Department