



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

November 17, 2021

**REGIONAL MEMORANDUM**

No. **001773**, s. 2021

**CONVERGENCE OF REGIONAL AND SCHOOLS DIVISION OFFICE PLANNING UNITS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Policy Planning and Research Division (PPRD), will be conducting a two-day Convergence of Regional Office (RO) and Schools Division Office (SDO) Planning & Research Units on November 25-26, 2021 at the RELC NEAP-VIII, DepEd Regional Office VIII, Candahug, Palo, Leyte.
2. This activity aims to align the duties and responsibilities of the RO and SDO Planning & Research personnel and develop a harmonized plan for 2022 toward strengthening the existing strategies on planning, data management, and research in DepEd Region VIII.
3. The expected participants are the Senior Education Program Specialists for Planning and Research and Planning Officers of the 13 SDOs and 8 PPRD personnel. Schools Division Superintendents shall ensure 100% attendance of the Division participants.
4. The participants are advised to strictly abide by the health protocols of the Department of Health (DOH) and Inter-Agency Task Force (IATF) during the face-to-face activity such as social distancing, wearing of face masks, and frequent use of sanitizers and alcohols.
5. Expenses for meals for the conduct of this activity shall be charged to PPRD Funds, while travel, accommodation, and other incidental expenses of the SDO participants to their respective local funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

4:30pm 773  
rdh 11/18/21

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | region8@deped.gov.ph  
ISO 9001:2015 Certified

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 3



Enclosure: Training Matrix

References: None

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

CONVERGENCE PLANNING RESEARCH

PPRD-MBG

**YEAR-END PLANNING & RESEARCH CONVERGENCE  
AND STRATEGIC COORDINATION WORKSHOP**

November 25-26, 2021 @ RELC NEAP-VIII

**SCHEDULE OF ACTIVITIES**

TIME	ACTIVITY/TOPIC	PERSONS RESPONSIBLE
<b>DAY 1</b>		
08:00-09:00	Attendance and Registration	PPRD
09:00-10:00	Opening Program	PPRD
10:00-12:00	<b>10-minute Presentation of the Policy, Planning, and Research Division and the Planning and Research Sections of all 13 Schools Division Offices on the following:</b> a. 2020 RBEP/DEDP Accomplishments b. Status of WFPs in PMIS c. Status of LIS/BEIS Participation d. Utilization of BERF 2015-2020	PPRD and All SDOs
12:00-01:00	LUNCH BREAK	
01:00-02:00	Continuation of Presentations	
02:00-03:30	<b>Workshop 1: Actual Job Functions</b> Which actual duties and responsibilities fill the schedule and workloads of the Senior Education Program Specialist for Planning & Research and the Planning Officer III?	Mark Gallano
03:30-05:00	<b>Duties and Responsibilities of the Planning &amp; Research Units of the Regional Office and Schools Division Offices</b>	Rita Dimakiling
<b>DAY 2</b>		
08:30-09:00	Preliminaries	
09:00-10:00	<b>Finalization of the Harmonized 2022 Strategic Plan and Commitment Pledge</b>	Teodorico Pelino
10:00-11:00	<b>Sharing of FY 2022 Implementation Plans</b>	PPRD and All SDOs
11:00-12:00	<b>Workshop 2: Strategies</b> Which innovative and efficient strategies and activities are the best options in the delivery of the duties and responsibilities of the planning units?	Jennylynd Daya
12:00-01:00	LUNCH BREAK	
01:00-02:00	Ways Forward	PPRD
02:00-03:00	Closing Program	PPRD