February 17, 2022

REGIONAL MEMORANDUM

No.   **1 5 2**   , s. 2022

CALENDAR OF ACTIVITIES OF THE REGIONAL OFFICE FUNCTIONAL DIVISIONS FOR THE FIRST QUARTER OF FISCAL YEAR 2022

To: Schools Division Superintendents
        Chiefs of the Regional Functional Divisions
        All Others Concerned

1.   To keep track of upcoming activities, this Office disseminates the attached Calendar of Activities of the Regional Office (RO) Functional Divisions (FDs) for the First Quarter of Fiscal Year 2022.

2.   Immediate dissemination of this Memorandum is desired.

EVELYN R. FETALVERO, CESO IV
Regional Director

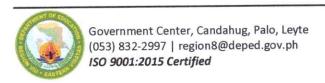Enclosure: As stated
Reference: AIPs of RO FDs
To be indicated in the Perpetual Index under the following subjects:
        CALENDAR OF ACTIVITIES

PPRD-TCPJ

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. VIII
RELEASED
152
By: Date:

2022 QUARTER 1 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	January 3-7, 2022 (Week 1)				
	3	4	5	6	7
1. ADMIN					
2. CLMD					
3. ESSD			Child Protection Unit Contests for the National Children's Month		
4. FINANCE					
5. FTAD					
6. HRDD					
7. PPRD					
8. HRDD					
9. QAD					
10. OARD					
11.ORD					

RO FDs	January 10-14, 2022 (Week 2)				
	10	11	12	13	14
1. ADMIN					Consolidate and prepare 2021 Quarter 4 RMEA Report
2. CLMD					
3. ESSD					
4. FINANCE					
5. FTAD					
6. HRDD					
7. PPRD					
8. HRDD					
9. QAD					
10. OARD					
11.ORD					

RO FDs	January 17-21, 2022 (Week 3)				
	17	18	19	20	21
1. ADMIN				Attend 2021 Quarter 4 RMEA	
2. CLMD					

3. ESSD	Workshop on the Preparation of Program of Works for the Damaged Schools in Areas affected by Typhoon Odette				
4. FINANCE					
5. FTAD					
6. HRDD					
7. PPRD					
8. HRDD					
9. QAD					
10. OARD					
11.ORD					

RO FDs	January 24-28, 2022 (Week 4)				
	24	25	26	27	28
1. ADMIN	Submit validated 2021 Quarter 4	Submit RCPPE to COA and Finance	Attend PMTMeeting Re: Presentation and Validation of RO and SDO 2021 OPCR		
2. CLMD	Virtul 2nd Round QA of the Q4 Grade5 ADM SLMs				
3. ESSD					
4. FINANCE					
5. FTAD					
6. HRDD					
7. PPRD			Virtual 2021 Year-End Performance Review and Evaluation of Schools Division Offices (SDOs) and Regional Office (RO) Functional Divisions (FDs) Office Performmance Commitment and Review		
8. HRDD					
9. QAD					
10. OARD					
11.ORD					

RO FDs	January 31, 2021
1. ADMIN	Prepare vouchers for payment of utilities for the month of January, 2022
2. CLMD	
3. ESSD	
4. FINANCE	
5. FTAD	
6. HRDD	
7. PPRD	
8. HRDD	
9. QAD	
10. OARD	
11.ORD	

2022 QUARTER 1 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	February 1-4, 2022 (Week 1)				
		1	**2**	**3**	**4**
1. ADMIN		Holiday	PRAISE Committee regular meeting		HRMPSB Meeting
			PRAISE Committee regular meeting		HRMPSB Meeting
2. CLMD		Holiday	CB for the Curriculum & Instruction Implementers of the		
3. ESSD		Holiday	Partnership Management, Negotiation, and Influencing Skills		
4. FINANCE		Holiday			
5. FTAD		Holiday			
6. HRDD		Holiday			
7. PPRD		Holiday			
8. HRDD		Holiday			
9. QAD					
10. OARD					
11.ORD					

RO FDs	February 7-11, 2022 (Week 2)				
	7	**8**	**9**	**10**	**11**
1. ADMIN	Attend QMR				HRMPSB Hearing (Interview of applicants for AO Positions)
2. CLMD					
3. ESSD					
4. FINANCE					
5. FTAD					
6. HRDD					
7. PPRD					
8. HRDD					
9. QAD		Conducted on-site inspection for validation of school application as establishment.... and F2F implementation			
10. OARD					
11.ORD					

RO FDs	February 14-18, 2022 (Week 3)				
	14	15	16	17	18
1. ADMIN	Submit to depositary bank copies of LDDAP and other supporting documents for release of 1st-half salary for February 2022		Virtual Planning Conference for the Quarterly Convergence Meeting of RO and SDO Administrative Service		
2. CLMD		Summit on K to 12 in the new Normal			
3. ESSD	Regional Validation of Entries for 2021 Brigada Eskwela Best Inplementing School Awards				
4. FINANCE			Virtual Orientation on Submission of Documents to the Finance Division for CY 2022 and Process Updates Utilizing Shared Google Sheets		
5. FTAD					
6. HRDD				Regular Meeting	Cliniquing to SERG
7. PPRD					
8. HRDD					
9. QAD		Conducted on-site inspection for validation of school application as establishment.... and F2F implementation			
10. OARD					
11. ORD			REXECOM (AM)	REMANCOM (AM)	

RO FDs	February 21-25, 2022 (Week 4)				
	21	22	23	24	25
1. ADMIN					
2. CLMD					
3. ESSD	Regional Validation of Entries for 2021 Brigada Eskwela Best Inplementing School Awards				
				Site Visit by CO Technical Team on Implemented Infrastructure Projects of DepEd Region VIII and in Typhoon Odette Affected Areas cum Regional Coordination Meeting with Central Office and Regional Office VIII	
4. FINANCE	Conduct of RO and SDO Finance Group Interfacing Activity (Biliran)				

5. FTAD	RFTACTs Post Deployment Conference Note: To adjust with REXECOM Sched.				
6. HRDD		PRAISE Meeting	[F2F] Executive Education in Leadership Dev't. (Pax Func. Div Chiefs & All EPS, 3 SDO Grievance Committee Members)		
7. PPRD		Workshop on the Preparation of FY 2023 Budget Proposal			
8. HRDD			Executive Education in Leadership Development		
9. QAD	PQR Meeting				
		RPCOM Meeting (6 PM @ XYZ			
10. OARD					
11.ORD					

RO FDs	February 28, 2022				
1. ADMIN					
2. CLMD					
3. ESSD	Regional Deliberation of the 2021 Brigada Eskwela Regional Awardees				
4. FINANCE					
5. FTAD	Virtual Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance				
6. HRDD	Conduct Evaluation of Professional Development Program				
7. PPRD	Workshop on the Preparation of FY 2023 Budget Proposal (Day 1)				
8. QAD	Monthly Meeting | RPCOM Meeting (9AM Convergence Zone) Note: RD, ARD, PPRD & QAD Chiefs, SDS L. Cervantes				
9. ORD/OARD	REXECOM (PM)				
10. BAC					
11.ORD - Legal	Legal Officers 2nd Bi-Annual Forum for CY 2021				
12. ORD - ICT					
11.ORD - PAU					

2022 QUARTER 1 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	March 1-4, 2022 (Week 1)			
	1	2	3	4
1. ADMIN				
2. CLMD				
3. ESSD				
4. FINANCE		Virtual Training on Web-Based Monitoring System of School MOOE	Conduct of RO and SDO Finance Group Interfacing Activity (Leyte and Tacloban)	
5. FTAD	Virtual Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) *Note: FTAD Only*	FTAD Performance Review (2021 activity) *(Note: FTAD only)*		Q1 Planning Conference with the RFTACTs *(Note: EPS A. Lagumbay will not attend)*
6. HRDD		WS on Crafting on Instructional Supervision Framework *(CLMD Chief, EPS S. Tayum, EPS R. Tiu, HRDD, Pilot Schools)*		
7. PPRD				
8. QAD		Conducted on-site inspection for validation of school application as establishment.... and F2F implementation		
9. ORD /OARD			REMANCOM	
10. BAC				
11.ORD - Legal		Legal Officers 2nd Bi-Annual Forum for CY 2021		
12. ORD - ICT				
11.ORD - PAU				

RO FDs	March 7-11, 2022 (Week 2)				
	7	8	9	10	11
1. ADMIN					
2. CLMD			Summit on K to 12 in the new Normal		
3. ESSD					
4. FINANCE					
5. FTAD	Virtual/ On-site Quarterly Deployment of the RFTACTs to the SDOs	Virtual Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) *Note: FTAD only*			
6. HRDD	Sustaining Education Reform Gains Proje	(SERG) Activity			2021 Regional Awarding Ceremony

RO FDs					
7. PPRD				Annual Performance Review Conference for 2021	
8. QAD				Conduct Quarterly Convergence meeting re: Completed Staff Work (CSW) three weeks before the conduct of RMEA. Note: *FD Chiefs to prioritize*	
9. ORD /OARD	REXECOM (AM Only)				
10. BAC					
11. ORD - Legal					
12. ORD - ICT					
13. ORD - PAU					

RO FDs	March 14-18, 2022 (Week 3)				
	14	15	16	17	18
1. ADMIN					
2. CLMD			Enhancement Workshop on Division Local Heritage Theme Matrix (DLHTM) Cum Launching of the CCORE Program *Note: CLMD Only*		
3. ESSD					
4. FINANCE	Conduct of RO and SDO Finance Group Interfacing Activity (Calbayog, Eastern Samar, Samar and Northern Samar) Note: *Finance Division Only and Finance Section SDOs*				
5. FTAD	Workshop on the Crafting of the CY 2022 Regional TA Plan	Virtual/ On-site Quarterly Deployment of the RFTACTs to the SDOs		Virtual Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) *Note: FTAD only*	
6. HRDD				Conduct of Blended Evaluation and Validation of LDM *Note: HRDD only*	
7. PPRD				Technical Assistance Provision of the Preparation of Division Education Development Plan (DEDP) 2023-2028	
8. QAD					
9. ORD /OARD	REXECOM (AM Only)			REMANCOM Note: FD Chiefs will attend	
10. BAC					
11. ORD - Legal					
12. ORD - ICT					
13. ORD - PAU					

RO FDs	March 21-25, 2022 (Week 4)				
	21	22	23	24	25
1. ADMIN		Quarterly Conference of RO and SDO Administrative Service Note: Admin Div. and SDO Admin only			
2. CLMD			Virtual Seminar for Mentors on Learning Delivery and Strategies *Note: CLMD Only*		

RO FDs				Conduct of Coordination Meetings with Partnership Focal Persons *Note: ESSD only*	Quarterly Coordination Meeting with Division SH Personnel cum Submission of Quarterly Reports on ISHNP *Note: ESSD-SHS only*
3. ESSD					
4. FINANCE					Q1 Finance Group Conference
5. FTAD	Virtual Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) *Note: FTAD only*	Virtual/On-site Quarterly Deployment of the RFTACTs to the SDOs			Virtual Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) *Note: FTAD only*
6. HRDD	MONTHLY MEETING *Note: HRDD only*			Conduct of Blended Evaluation and Validation of LDM *Note: HRDD only*	
7. PPRD	Technical Assistance Provision on Review of the DEDP			Development of Annual Research Agenda based on RMEA Results	
8. QAD					
9. ORD /OARD					
10. BAC					
11. ORD - Legal					
12. ORD - ICT					
13. ORD - PAU					

RO FDs	March 28-31, 2022 (Week 5)				
	28	29	30	31	
1. ADMIN					
2. CLMD	Workshop on the Contextualization of Strategies and Development of Contextualized Learning Resources in all learning area including ALS 1 (*Note: CLMD only*)				
3. ESSD			Regional Awarding of 2021 Brigada Eskwela Best Implementing		
4. FINANCE					
5. FTAD	Virtual Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) *Note: FTAD only*	Workshop on the Enhancement of SBM Assessment Tool and the Appropriate Artifacts for Each SBM Principle (*Note: FTAD, QAD EPS S. Tayum, M. Solis, G. Adtoon)*		Orientation-WS on TA Mechanism for New RFTACT/DFTACT Members	

6. HRDD		Orientation on the Induction Program for Beginning Teachers			
		PRAISE Quarterly Meeting			
7. PPRD		Orientation of RRC & SDRC Members on Evaluating the Research Proposals		Quarterly PMT Meeting	
8. QAD		Schedule of the re-orientation of the Regional-Based Management (SBM) Validation Composite Team for Calendar Year 2022			Monthly Meeting	
9. ORD /OARD					
10. BAC					
11.ORD - Legal					
12. ORD - ICT					
13.ORD - PAU					