



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

May 6, 2022

**REGIONAL MEMORANDUM**

No. **432**, s. 2022

**CALENDAR OF ACTIVITIES OF THE REGIONAL OFFICE FOR THE  
SECOND QUARTER OF FISCAL YEAR 2022**

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

1. This Office disseminates the attached Calendar of Activities of the Regional Office (RO) Functional Divisions (FDs) for the 2<sup>nd</sup> 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. 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 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)**

RO FDs	APRIL 1, 2022					
					1	REMARKS
1. ADMIN						
2. CLMD						
3. ESSD						None
4. FINANCE						
5. FTAD						
6. HRDD						
7. PPRD						
8. QAD						
9. ORD /OARD						
10. BAC						
11.ORD - Legal						
12. ORD - ICT						
11.ORD - PAU						

RO FDs	APRIL 4-8, 2022 (Week 2)					
	4	5	6	7	8	REMARKS
1. ADMIN						
2. CLMD			Virtual Consultative Conference with the Alternative Delivery Modes (ADM) Coordinators and Alternate Focal Persons	Virtual Consultative Conference with the Science Education Program Supervisors		
3. ESSD						None
4. FINANCE		FD Monthly Meeting				
5. FTAD		Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Southern Leyte and Maasin City (FTAD only)				
6. HRDD				Conduct of Blended Evaluation and Validation of LDM Note: HRDD only		
7. PPRD						
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)					
9. ORD /OARD						
10. BAC						
11.ORD - Legal						
12. ORD - ICT						
13.ORD - PAU						

RO FDs	APRIL 11-15, 2022 (Week 3)					
	11	12	13	14	15	REMARKS
1. ADMIN				HOLY THURSDAY	GOOD FRIDAY	
2. CLMD						
3. ESSD						None
4. FINANCE						
5. FTAD	Regional Pre-Assessment Coaching on SBM Level 3 Schools					
6. HRDD	Conduct of Blended Evaluation and Validation of LDM Note: HRDD only					
7. PPRD						
8. QAD	Monitor DMEA/SMEA implementation					
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11.ORD - Legal						
12. ORD - ICT						
13.ORD - PAU						

**2022 QUARTER 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)**

RO FDs	APRIL 18-22, 2022 (Week 4)					REMARKS
	18	19	20	21	22	
1. ADMIN						
2. CLMD						
3. ESSD						None
4. FINANCE						
5. FTAD						
6. HRDD						
7. PPRD	Evaluation of Research Papers for BERF Funding		Conduct of Seminar-Workshop on Research (International Publications)			
8. QAD		2022 Q1 RMEA-SDO		2022 Q1 RMEA-RO		
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

RO FDs	APRIL 25-29, 2022 (Week 5)					REMARKS
	25	26	27	28	29	
1. ADMIN						
2. CLMD						
3. ESSD						None
4. FINANCE		RO-SDO Finance Group Interfacing (Catbalogan City)		RO-SDO Finance Group Interfacing (Borongan City)		
5. FTAD	Regional Pre-Assessment Coaching on SBM Level 3 Schools					
6. HRDD		Learning Outcomes Validation and Evaluation of LDM Course 1 and Course 2 (HRDD only)				
7. PPRD		PMIS Training				
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)			Monthly Meeting		
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

**2022 QUARTER 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)**

RO FDs	MAY 2-6, 2022 (WEEK 1)					
	2	3	4	5	6	REMARKS
1. ADMIN						None
2. CLMD			Enhancement Workshop on the Division Local Heritage Theme Matrix			
3. ESSD						None
4. FINANCE						
5. FTAD			Monitoring and TA Provision to SDOs' Implementation of the Division			
6. HRDD		Holiday	Regional LDM Evaluation and Validation (HRDD only)	Workshop on GAD Planning and Budgeting May 3, 2022		
7. PPRD	Evaluation of Research Proposals for BERF funding	Holiday	Evaluation of Research Proposals for BERF funding			
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)					
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
11. ORD - PAU						

RO FDs	MAY 9-13, 2022 (Week 2)					
	9	10	11	12	13	REMARKS
1. ADMIN						NONE
2. CLMD				Onsite Monitoring on the Implementation of Schools Division office Curriculum Contextualization and LRMDs Implementation for CY 2022 Q2		
3. ESSD						None
4. FINANCE		FD MONTHLY MEETING	RO-SDO Interfacing Activity Baybay City			
5. FTAD				Consultative Conference on the Implementation of TA Mechanism and Enhancement of the Contextualized Technical Assistance Mechanism (CTAM) cum Benchmarking of SBM Practices		
6. HRDD			Training on the Utilization of Learning Outcomes in Developing Data-based Interventions for School Heads (3 Batches)			
7. PPRD		Evaluation of Research Proposals for BERF funding				
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)					
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

## 2022 QUARTER 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	MAY 16-20, 2022 (Week 3)					
	16	17	18	19	20	REMARKS
1. ADMIN				2 DAY SEMINAR WORKSHOP-CUM-TEAM BUILDING		MAY 19-21, 2022
2. CLMD				Regional Alternative Learning System (ALS) Summit		
3. ESSD						None
4. FINANCE						
5. FTAD				Q2 Planning Conference cum Workshop on TA Provision with the RFTACTs	On-site Quarterly Deployment of the RFTACTs to the SDOs of Leyte, Tacloban City, Baybay and Ormoc City	
HRDD		Learning Outcomes Validation and Evaluation of LDM Course 1 and Course 2 (HRDD only)				
7. PPRD			Workshop on the Terminal Review of RBEP 2017-2022			
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education) Validate schools with SBM Level III of Practice					
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						
RO FDs	MAY 23-27, 2022 (Week 4)					
	23	24	25	26	27	REMARKS
1. ADMIN						NONE
2. CLMD	Quality Assurance and Revision of the Self-Learning Modules With Integration of Disaster Risk Reduction, Climate Change Adaptation, and Safe School Key Messages					
3. ESSD						None
4. FINANCE		Q2 Finance Group Conference		AAPSI Updating Workshop		
5. FTAD		On-site Quarterly Deployment of the RFTACTs to the SDOs of Eastern Samar and Northern Samar	On-site Quarterly Deployment of the RFTACTs to the SDOs of Borongan City and Samar	Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Tacloban City (FTAD only)	Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Leyte (FTAD only)	
6. HRDD	Learning Outcomes Validation and Evaluation of LDM Course 1 and Course 2 (HRDD only)					
7. PPRD			Seminar Workshop on Research Publication			
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education) Validate schools with SBM Level III of Practice			Monthly Meeting		
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

**2022 QUARTER 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)**

RO FDs	MAY 30-31, 2022 (Week 5)					REMARKS
	30	31				
1. ADMIN						None
2. CLMD	Live-Out Workshop on the Management and Utilization of the Learning Resource Portal					
3. ESSD						None
4. FINANCE		RO-SDO Interfacing Activity Maasin City				
5. FTAD		On-site Quarterly Deployment of the RFACTs to the SDOs of S. Leyte and Catbalogan City				
6. HRDD	Training on the Utilization of Learning Outcomes in Developing Data-based Interventions for School Heads (3 Batches)					
7. PPRD		Quality Management Review				
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)					
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						



**2022 QUARTER 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)**

RO FDs	JUNE 1-3, 2022 (WEEK 1)					
			1	2	3	REMARKS
1. ADMIN			2ND QUARTER CONVERGENCE OF RO , SDOs, and IUs			
2. CLMD			Onsite Monitoring on the Implementation of Schools Division office Curriculum			
3. ESSD						None
4. FINANCE			RO-SDO Interfacing Activity Maasin City			
5. FTAD			On-site Quarterly Deployment of the RFTACTs to the SDOs of Maasin City and Calbayog City	On-site Quarterly Deployment of the RFTACTs to the SDOs of Biliran		
6. HRDD			Training Workshop on HGDG for SDOs			
7. PPRD						
8. QAD	Participants: ASDS, SGOD and CID Chiefs, Div. M&E Coordinators/SEPS, ITO, QAD Staff, RO Division M&E Focal Person					
	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
11. ORD - PAU						

RO FDs	JUNE 6-10, 2022 (Week 2)					
	6	7	8	9	10	REMARKS
1. ADMIN					Coordination meeting with PLIs	
2. CLMD	Virtual Presentation of the Finalized Sinugbuanong Binisaya Grade 1 Ebook					
3. ESSD						None
4. FINANCE	Workshop on the Preparation of FARs					
5. FTAD		Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Calbayog City (FTAD only)		Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Northern Samar (FTAD only)		
6. HRDD			Training on the Utilization of Technology- based innovations including ICT for Sup			
	Orientation on the Induction Program for Beginning Teachers					
7. PPRD				Quarterly PMT Meeting		
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education);		2022 Q2 DQMT:CSW			
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						

## 2022 QUARTER 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)

RO FDs	JUNE 13-17, 2022 (Week 3)					REMARKS
	13	14	15	16	17	
1. ADMIN			Orientation on Property Management to Designated Property Custodians of RO8			
2. CLMD	Onsite Monitoring on the Implementation of Schools Division Office Curriculum Contextualization, Programs, Projects, Learning Resources Management and Development System for CY 2022 Quarter 2					
3. ESSD			Bi-Annual Workshop on Consolidation of the Status of Implementation of Infrastructure Projects in Region VIII			Pax: Regional and Division Engineers
4. FINANCE			RO-SDO Interfacing Activity Catbalogan and Calbayog City			
5. FTAD		Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Borongan and E. Samar (FTAD only)		RFACTs Post Deployment Conference		
6. HRDD			Training on the Utilization of Technology- based innovations including ICT for Supervisors (3 Batches)			
		Orientation on the Induction Program for Beginning Teachers (School Heads)				
7. PPRD						
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)					
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						
RO FDs	JUNE 20-24, 2022 (Week 4)					REMARKS
	20	21	22	23	24	
1. ADMIN						
2. CLMD			Workshop on the Contextualization of Strategies and Development of Contextualized Learning Resources in all learning areas including ALS-2			
3. ESSD		Quarter 2 Internal MEA (Pax: ESSD Personnel Only)	Quarterly Coordination Meeting with Partnership Focal Persons (Pax: Regional and Division Partnership Focal Persons)			
4. FINANCE	RO-SDO Interfacing Activity Ormoc City					
5. FTAD		Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Baybay City (FTAD only)	Monitoring and TA Provision to SDOs' Implementation of the Division Technical Assistance Provision Plan (DTAPP) in Maasin City (FTAD only)	Monitoring and TA Provision to SDOs' implementation of the Division Technical Assistance Provision Plan (DTAPP) in Southern Leyte (FTAD only)		
		PRAISE Quarterly Meeting	Training on the Utilization of Technology- based innovations including ICT for Supervisors (3 Batches)			
7. PPRD						
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)					
	Validate schools with SBM Level III of Practice					
9. ORD /OARD						
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11. ORD - Legal						
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**2022 QUARTER 2 PROGRAMS/ACTIVITIES/PROJECTS OF REGIONAL OFFICE (RO) FUNCTIONAL DIVISIONS (FDs)**

RO FDs	JUNE 27-30, 2022 (Week 5)					REMARKS
	27	28	29	30		
1. ADMIN						
2. CLMD	Workshop on the preparation/enhancement of the budget for CLMD's resource requirements (AIP, WFP, and PPMP 2022&23)		Consultative Conference with the Division ALS Focal Persons, Education Program Specialists for ALS (EPSAs), and selected ALS Implementers (host: Ormoc City)			
3. ESSD		Mid-Year Review of ESSD OPCR and IPCR Accomplishments (Pax: ESSD Personnel Only)		Quarterly Coordination Meeting with Division Health Personnel cum Submission of Quarterly Reports on ISHNP (Pax: Regional and Divisions Health Personnel; Virtual only)		
4. FINANCE			Q2 Internal MEA, Finance Coaching, Mid-Year OPCR-IPCR Review			
5. FTAD						
6. HRDD	Training on the Utilization of Learning Outcomes in Developing Data-based Interventions for School Heads (3 Batches)			TA to SERG Pilot Schools		
7. PPRD						
8. QAD	Review of School Applications (Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education)			Monthly Meeting		
				Conduct and submit monthly mentoring and coaching of employees.		
9. ORD /OARD						
10. BAC						
11. ORD - Legal						
12. ORD - ICT						
13. ORD - PAU						