



Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF LIGAO CITY
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JUL 20 2015
IN: 1:20 pm
OUT: 1:35 pm

July 10, 2015

Division Memorandum

No. 31, s., 2015



**Division Training on the Implementation of DepEd Order No. 18,
s., 2015 in Relation to DepEd Order No. 40. s., 2012**

TO: All Elementary/Secondary School Heads
Public & Private Schools

1. The Department of Education- Schools Division Office-Ligao City will conduct a **Division Training on the Implementation of DepEd Order No. 18 s., 2015 at the SDO Training Hall on August 7 and 8, 2015.**
2. The objectives of the training are:
 - Update and capacitate School Heads, teachers and Guidance Counselors in handling disclosures as stipulated in the DepEd Order No. 18, s., 2015.
 - Train the participants on the prevention of Children at Risks (CAR) and Children in conflict with the Law (CICL).
 - Train participants in the profiling and use of Initial Risk Assessment Tools for children at risk.
3. The participants in this training are the school Heads and the Guidance Counselors of all elementary and secondary public and private schools. Participants from the private school shall be charged Php400.00 registration fee to defray expenses for the meals, stipend of the speakers and training materials whereas, other expenses that will be incurred in this activity shall be charged to the Division Gender and Development (GAD) funds.
4. A school roll-out or echo training must be conducted to teachers, parents barangay Officials and other stakeholders before the end of **August, 2015** charged to the school GAD funds. **A narrative report (long bond paper) with**

pictures must be submitted to the SDO – Attention: Ms. Delia V. Mendoza, EPS, GAD Division Coordinator.

5. Travel expenses relative to said activity are chargeable against school's GAD funds subject to usual accounting rules and regulations.
6. Since August 8, 2015 falls on a Saturday, this Office authorizes the granting of Compensatory Overtime Credit (COC) to school heads and supervisors pursuant to paragraph 3.3, letter K of Joint Circular No. 2 of the Civil Service Commission (CSC)) and the Department of Budget and Management dated October 4, 2004 and the service credits for teachers pursuant to DepEd Order No. 53, s.,2003.
7. Attached is a copy of the Training matrix.
8. For information, guidance and compliance of all concerned.


MARIA LUISA P. SAMANIEGO
Assistant Schools Division Superintendent
Officer in-Charge 

To be included in the perpetual

Index under the following subjects:

Gender & Development
School Improvement Plan

Training
School Heads

Teachers

Inclosure 1 to Division Memorandum No. 31, s., 2015

Time	Activity	People Involved
DAY 1 (August 7, 2015)		
8:00 - 9:00	Registration	Ms. Sharon Perseveranda/Ms. Eden Moron
9:00 - 9:20	Opening Program	Mrs. Jocelyn Navera
9:20 - 10:00	Snacks	
10:00 - 12:00	Salient features of RA 9344 as amended and its RIRR	Atty. Tina Marie Saribong Attorney III
12:00 - 1:00	LUNCH	
1:00 - 3:00	Discussion of DepEd order No. 40, S 2012	Atty. Tina Marie Saribong Attorney III
3:00 - 3:15	SNACKS	
3:15 - 5:00	DepEd Order No. 18, s., 2015	Atty. Tina Marie Saribong Attorney III
DAY 2 (August 8, 2015)		
8:00 - 8:30	↓ Morning praise ↓ Recapitulation/ learning Insight ↓ Ice Breaker	
8:30 10:30	CAR/CICL Intervention and Diversion Program	Ms. Arlene Chua Social Welfare Officer II
10:30 - 12:00	Profiling and initial Risk Assessment	Mr. Santiago Jacky D. Villafuerte II Legal Officer-Designate, DepED RO V
12:00 - 1:00	Lunch	
1:00 - 2:30	Action Planning & Presentation	Ms. Delia V. Mendoza, EPS I/Participants
2:30 - 3:00	Commitment Setting/Closing Program	

O.D. Aug. 7, 2015 - Ms. Delia V. Mendoza

O.D. Aug. 8, 2015 - Mr. Jovito Oriola

Enclosure to Division Memorandum No. 31, s. 2015 entitled DIVISION TRAINING ON THE IMPLEMENTATION OF DepED Order No. 18, s. 2015 in Relation to DepED Order No. 40, s. 2012

Date: August 7-8, 2015

Venue: SDO Training Hall

WORKING COMMITTEES

Registration	:	Mrs. Sharon B. Perseveranda - Chairman MS. Eden Moron - Member
Documentation	:	Ms. Alicia O. Retona - Chairman Mrs. Jhaebie Obleada - Member Mrs. Emalyn Rempis - Member
Foods/Services	:	Mrs. Edna G. Gregorio - Chairman Mrs. Jocelyn P. Navera - Member
Certificates	:	Ms. Marulyn R. Consulta - Chairman Mrs. Marina G. Saenz - Member
I.T.	:	Mr. Rene Prena - Chairman Mr. Frederick Orbase - Member
Sounds & Hall Preparation	:	Mr. Ariel T. Flores - Chairman Mr. Melvin Oro - Member Mr. Kevin Oro - Member