



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
Alabel



Division Memorandum  
No 214, s, 2013

To : All Elementary, Integrated and Secondary School Heads  
All Teacher Leaders  
This Division

From :  **ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

Subject : **CAPACITY BUILDING PROGRAM ON STRATEGIC PLANNING  
CONTENT AND PROCESS CUM FORMULATION OF FY 2015  
PLANS AND BUDGET PROPOSALS**

Date : August 9, 2013

1. As per Regional Memorandum 156, series of 2013 and in response to the need to capacitate DepED key officials and school heads on strategic and operational planning and for the preparation of the Senior High School implementation by SY 2016-2017, a 2-day Training on **STRATEGIC PLANNING CONTENT AND PROCESS CUM FORMULATION OF FY 2015 PLANS AND BUDGET PROPOSALS** will be conducted on the following dates and venues:

Date	Venue	Participants
August 15-16, 2013	Sun City Suites General Santos City	All <b>Elementary School Heads</b> ( <i>District Heads, Principals, Head Teachers and Teacher Leaders</i> )
August 23-24, 2013	Sun City Suites General Santos City	All <b>Integrated and Secondary School Heads</b> ( <i>Principals, Head Teachers and Teacher Leaders</i> )



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2. The objectives of the training program are as follows:
  - a. Align the participants to the overall direction of DepED;
  - b. Develop self-leadership and mastery of the participants;
  - c. Harness and strengthen the facilitation and strategic planning skills of the participants; and
  - d. Orient and adopt the DepED Strategic Planning Process and apply strategic planning tools and techniques in developing the FY 2015 strategic plans and budgets.
3. The division planning core team (SDS Dela Cruz, ASDS Estacio, ASDS Panes, Bualan Abid, Rey Tagala, Shirley Cardinal, and Meilani Libre) shall lead the overall preparation and conduct of the aforesaid training.
4. School heads and teacher leaders are advised to bring their CESP, AIP, SIP and other school plans including their past and present performance indicators data. Please bring also laptop, if available.
5. A registration fee of one thousand two hundred pesos (PhP 1,200.00) shall be charged from each participant to defray expenses relative to the conduct of the said training. Registration of the participants shall be chargeable against school MOOE which will be deducted from their September MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum to all concerned is highly desired.



Integrity, Professionalism, Efficiency, Accountability, Commitment, Equity



*"Ang batang Sarangan, dapat nasa paaralan."*

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