



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

SEPTEMBER 16, 2024

DIVISION MEMORANDUM

No. 471, s. 2024

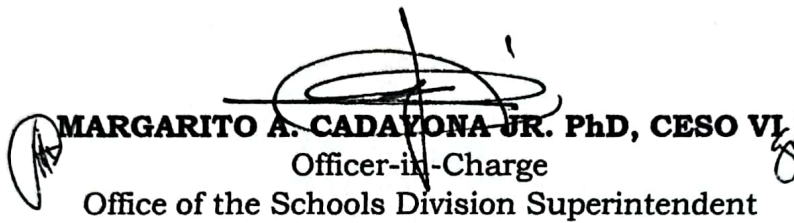
QUARTERLY CID OFFICE FUNCTION REVIEW VERSION 3.0

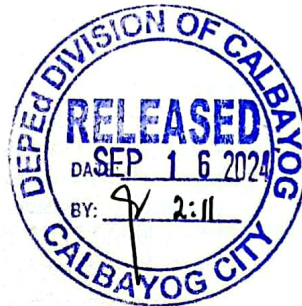
To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. To ensure the alignment of the **Programs, Projects, and Activities (PPAs)** of the Curriculum Implementation Division (CID) with the **2023-2028 Division Education Development Plan (DEDP)** and the **Office Functions Compendium Version 3.0**, this Division shall conduct the **Quarterly CID Office Function Review Version 3.0**.
2. The objective of the Quarterly CID Office Function Review is to evaluate the implementation of CID PPAs and ensure their coherence with the DEDP and the Office Functions Compendium Version 3.0. This review will provide an opportunity to assess the efficiency, effectiveness, and alignment of the division's initiatives.
3. The designated team members for each **CID Key Result Area (KRA)** will be responsible for developing tools to gather essential data and documentation relevant to their assigned focus areas. Each team will ensure that resources are effectively utilized to monitor progress, identify challenges, and document outcomes. The tools they create will be used during the Quarterly Review to facilitate thorough data collection and ensure accurate reporting of progress, issues, and next steps. A detailed **Team Composition for each KRA, Outputs, and Output Indicators**, along with their specific duties, is provided in **Attachment 1** of this memorandum.
4. The review sessions will focus on the progress of the CID's major functions and the status of PPA implementation. These sessions will take place from **September 16-20, 2024**, at the **CID Office**. The results of this review will be consolidated into a comprehensive report, which will be submitted through **Dr. Renato S. Cagomoc, CID Chief**, to the Schools Division Superintendent's

Office, ensuring that all progress, challenges, and recommendations are documented and addressed.

5. Immediate dissemination and compliance with this memorandum are desired.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
curriculum learning area, PAP's



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph/>

Enclosure No. 1 of Division Memorandum No. _____, s. 2024

Team Composition for CID Key Result Areas (KRAs):

Overall Chairman : Dr. Renato S. Cagomoc

KRA 1: Instructional Supervision and Management

Lead Members:

Mr. Arnold M. Jaraba

Supporting Members and Outputs:

Output 1 & 2: Lilibeth G. Ortiz, Vincent Asturias

Output 3 & 4: Ma. Teresa S. Simon, all SCPs Division Coordinators

Output 5: Dr. Nelson R. Bello, Benedicto Merales

Output 6- 10: Ma. Teresa S. Simon, all PSDS

Output 11: Ester A. Siozon

Output 12: Elbert G. Ongcal

Output 13: Anabelle O. Yangzon, Ma. Gina U. Moreno and All EPS's and PSDS's

Output 14: Dr. Erwin L. Purcia

KRA 2: Assessment of Learning

Lead Members:

Dr. Lourdes L. Matan

Supporting Members and Outputs:

Output 1: Rina M. Aboganda

Output 2: Nora G. Capetillo, all PSDS

Output 3: Joshua Sherwin T. Lim, JD, all PSDS

Output 4: Noel E. Sagayap

KRA 3: Learning Resources Management and Development

Lead Member:

Noel S. Sagayap

Supporting Members and Outputs:

Output 1 and 2: Lilibeth G. Ortiz, Beverly C. Longcop

Output 3: Reynaldo T. Bernales

Output 4-6: Beverly C. Longcop

KRA 4: Technical Assistance on Curriculum and Instruction

Lead Member:

Dr. Joy B. Saldana

Supporting Members and Outputs:

Output 1-4: Jose O. Abon, Noemi S. Castante, Mercedita S. Garcia

Output 5: Dr. Geraldine P. Sumbise

Output 6: Alma R. Caber

Output 7-8: Dr. Erwin L. Purcia, Teresa D. Villa

Office Administration and Performance Management

Lead Member:

Dr. Erwin L. Purcia

Supporting Members:

Teresa D. Villa

Mercedita S. Garcia

Lilibeth G. Ortiz

Vincent Asturias

Carlo Uy

Patrick Palma

Rina M. Aboganda (ALS)

Beverly C. Longcop (LR)

Leah G. Arnejo

Enclosure: As stated