

DIVISION MEMORANDUM
No. 446 s. 2019

TO: All Education Program Supervisor
Select Division PAPs Focal Persons
This Division

FROM: 
MARILOU B. DEDUMO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: Capacity Building on ICT cum Alignment of KRAs Based on Compendium and Workshop on Assurance of Learning Resources (LRs) for Education Program Supervisors (EPS) and Division Focal Persons

DATE: October 10, 2019

1. A well-structured goal setting process enables an organization and its people to focus, align and achieve greater success. The Process of goal setting begins with first establishing goals at the organizational level. It should begin with clarity on the vision, mission and institution's objectives. This lays the foundation to identify KRAs (Key Result Areas), the areas that are important for the institution and its workforce to focus on, and generate outcomes. Hence, a three (3) day live-in seminar workshop will be conducted on October 15-17, 2019 at Grand Monique, Tandag City .
2. This seminar-workshop aims to:
 - a. Review and align KRAs based on compendium;
 - b. Craft an IPCRF/ OPCRF based on compendium;
 - c. Understand further the Quality Assurance tools and processes; and
 - d. Understand mechanisms on MS Office 365 and its application
3. Participants are requested to bring laptop, extension wire and wifi modem to be used for the workshop.
4. The first meal to be served is breakfast on the first day which is on October 15, 2019 while the last meal is dinner of October 17, 2019.
5. Travelling expenses and per diem of the participants is chargeable against division MOOE funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.

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References: _____

To be indicated in the Perpetual Index
under the following subjects

KRAs Compendium

ICT

Quality Assurance