



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

17 May 2021

DIVISION MEMORANDUM

No. *165*, s. 2021

**SDO-NV LEARNING AND IMPROVEMENT FACILITATORS-TRAINERS (LIFT)
YEAR 3: PROFESSIONAL ONBOARDING CUM UPSKILLING**

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors (PSDS)/District In-Charge (DIC)
All others concerned

1. This Office through the Human Resource Development Section (HRDS) of the School Governance and Operations Division (SGOD) informs every one of the upcoming Learning and Development (L&D) activity Re **LIFT Year 3: Professional Onboarding Cum Upskilling on May 31-June 2, 2021 (Batch 1)** and **June 2-4, 2021 (Batch 2)** at Bagabag Teachers' Camp (BTC), Bagabag, Nueva Vizcaya, 8:00 am – 5:00 pm.
2. The activity is a bipartite initiative, onboarding the recognized LIFT from Years 1 and 2 and at the same time address selected 2021 Professional Development Needs of our Division. Specifically, at the end of the program, the participants shall have:

Recognized LIFT

- a. facilitated selected topics as part of their LIFT On-boarding;
- b. promoted their LIFT competency level; and
- c. furthered their commitment to serve as facilitators, speakers to all L&D initiatives of the Division in particular and DepEd agency in general.

Participants

- a. developed awareness of the various L&D trends amidst pandemic;
- b. addressed their professional development needs;
- c. determined ways in applying new L&D concepts in their workplace;
- d. furthered their commitment to quality serve the advance, average, least, lost and last (A2L3) learners.



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3. Participants to this L&D are one (1) School Head/Master Teacher and one (1) ICT Coordinator per District duly identified by the PSDS/DIC. Recommendations shall preferably encompass both **elementary** and **secondary** schools to **complete two (2) slots per District**. The target groups, along with other details are as follows:

Participants	Grouping (1 SH or MT and 1 ICT Coord.) per District	Batch	Date	Total
<ul style="list-style-type: none"> • 23 Elementary and/or Secondary School Heads/Master Teachers per District 	Alfonso Castañeda Ambaguio Aritao I and II Bagabag I and II Bambang I and II Bayombong I and II Diadi Dupax del Sur	Batch 1	May 31- June 2	24
	<ul style="list-style-type: none"> • 23 Elementary and/or Secondary ICT Coordinators 	Dupax del Norte I and II Kasibu East Kasibu West Kayapa East Kayapa West Quezon Santa Fe Solano I and II Villaverde	Batch 2	June 2 – June 4
= 46				
Grand Total				46
<i>Participants are expected to make their Re-entry Action Plans (ReAP) Cum Echo Seminar-Workshop for implementation to their respective Districts (June-July)</i>				

4. The District-identified participants shall accomplish the registration link through <https://cutt.ly/wbD7Gnx> on or before **May 26, 2021**.

5. Further, the following **Program Management Team (PMT)** is advised to perform their assigned tasks and/or be at the venue as scheduled, if necessary. A virtual Staff Orientation Workshop (SOW) is set on **May 19, 2021 at 1:00 pm** through meet.google.com/skn-ysnr-qzj

COMMITTEE	TASKS	IN-CHARGE
OVERALL L&D MONITORS/ IMPLEMENTERS	<ul style="list-style-type: none"> - Implement the L&D as planned - Monitor and maintain logistics (Ensure the provision of supplies and management, attendance, time, MOL, etc.) 	Marianne C. Eugenio John Michael B. Cachero
PROCESS OBSERVERS	<ul style="list-style-type: none"> - Observe the implementation of the L&D, using the Process Observation Analysis (POA) tools (<i>external body/pool of experts</i>); results of which shall be the basis for the advancement of 	Batch 1: Maricel S. Franco Marivic C. Bacud Melany M. Asuncion Noli Mar M. Navarro Rommel S. De Gracia Florence F. Esparrago Batch 2: Ronie A. Bibas



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COMMITTEE	TASKS	IN-CHARGE
	competency levels of LIFT Years 1 and 2	Luviminda A. Cordero Robert D. Cutillon Roscoe N. Gacusana Anna Marie M. Jasmin Roselle R. Mendoza Menalyn M. Salvador
L&D EVALUATION (QUAME) LEVELS 1 AND 2	- Manage the evaluation forms (provision, accomplishment) of the L&D	Noli Mar M. Navarro Julius C. Calangan
SPEAKERS / FACILITATORS	- Deliver the assigned topics the NEAP way	Mickael Raymundo – LIFT Year 1 Arvie Glenn Abellera – LIFT Year 2 Merlie M. Binay-an – LIFT Year 1 John Michael B. Cachero – LIFT Year 2 Jayson D. Velasco – LIFT Year 2 Dexter L. Patricio – LIFT Year 1 Pink Euria L. Montano Herminigildo U. Gandeza - LIFT Year 2 Darlene Derije - LIFT Year 2 Melany M. Asuncion
PROGRAMME/ INVITATION, TARPAULIN, CERTIFICATES	- Prepare, print and distribute <i>programme, encapsulating the activities/sessions to be covered</i> - Layout, bring to the printing establishment, handover to the Focal (hall preparation/restoration) the tarpaulins	Marianne C. Eugenio John Michael B. Cachero
FINANCIAL LOGISTICS	- Ensure the processing and provision of financial needs, in accordance to standards	Emerson B. Balut Jeassel J. Alayu
TRAINING KITS	- Distribute Training Kits	Marianne C. Eugenio John Michael B. Cachero
DOCUMENTATION	- Take pertinent documentation (pictures and proceedings) for documentation during the run/duration of sessions	John Michael B. Cachero Pink Euria L. Montano Howard Doles
RESOURCE PROVISION/REPRODUCTION	- Reproduce materials / In-charge of CD burning and packaging or uploading to agreed platform	Pink Euria L. Montano Howard Doles
FOOD	- Facilitate provision of food, preparation, and service	Marianne C. Eugenio John Michael B. Cachero <i>(in coordination with Supply Office)</i>
HALL PREPARATION/	- Prepare the session/training hall;	Marianne C. Eugenio John Michael B. Cachero

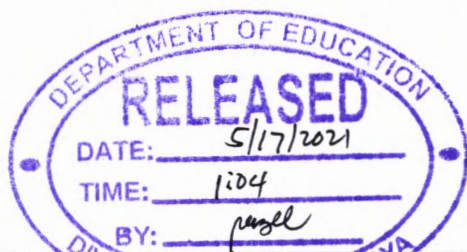


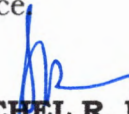
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COMMITTEE	TASKS	IN-CHARGE
RESTORATION	Restore decorations and other logistics from the session/training hall after L&D, ready for next users	<i>(in coordination with BTC Admin. and Staff)</i>
ACCOMMODATION	- Take charge of the billeting of participants and program management team; Coordinate with the venue administrator re Accommodation logistics	Marianne C. Eugenio John Michael B. Cachero <i>(in coordination with BTC Admin. and Staff)</i>
HEALTH MONITORS	- Monitor health status and provide medical assistance to the PMT and participants within the duration of the L&D activity (day and night time)	May 31 – Julius Michael Panganiban, Ronald Guevarra June 1 – Wilson Hindac, Ben Clarion Llantada June 2 – Hazel Arreo, Shiela Zapata June 3 – Lovelyn Cambaliza, Tricia Marie Pascua June 4 – Jennifer Sano, Marilou Roderos
CONSULTANTS	- Serve as approving authorities and advisors to the PMT	Romulo S. Ancheta PhD Evelyn V. Ramos Mary Julie A. Trus PhD Rachel R. Llana PhD, CESO VI

6. All participants are advised to pre-accomplish the attached **SDO Triage Checklist Form** (except for the Temperature) and submit such to our SDO Health Monitors on scheduled Day 1 of the activity.
7. Inclusive meals for the said L&D are AM and PM Snacks and Lunch for the Stay-Out participants while Breakfast and Dinner shall be served to the participants and PMT who opt to stay overnight in the venue.
8. Meals, accommodation, training supplies and miscellaneous shall be charged to the Division HRTD fund allocated to HRD Section and OSDS (SDS), while travel expenses and other miscellaneous, if any, of the participants shall be charged to their respective MOOE/local funds. All expenses are subject to usual accounting and auditing rules and regulations.
9. All concerned are advised to process their respective Travel Orders prior to the conduct of the activity.
10. For dissemination and strict compliance,




RACHEL R. LLANA PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



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COVID 19 TRIAGE FORM
Health Checklist

Temperature:

Name: _____
Office Address: _____
Contact Number: _____ Date of birth: _____ Sex: _____ Age: _____
Nature of visit: _____

		YES	NO
1. Do you have any of the following flu like symptoms today or in the past 14 days? / <i>Nakaranas ka ba ng mga sintomas ng trangkaso ngayon at nitong huling 14 na araw?</i>	a. Sore Throat (<i>pananakit ng lalamunan/masakit lumunok</i>)		
	b. Body Pains (<i>Pananakit ng katawan</i>)		
	c. Headache (<i>Pananakit ng ulo</i>)		
	d. Fever for the past few days (<i>Lagnat sa nakalipas na mga araw</i>)		
2. Have you ever been in contact in the past 14 days with a person who is confirmed, suspect or probable case of COVID-19? / <i>Nakaharap mo ba nitong huling 14 na araw ang isang taong kumpirmado, pinagdududahan o marahil ay may COVID-19?</i>			
3. Have you had any contact with anyone with fever, cough, colds and sore throat in the past 2 weeks? / <i>Mayroon ka bang nakasama na may lagnat, ubo, sipon, o sakit ng lalamunan sa nakalipas na dalawang linggo?</i>			
4. Have you travelled outside the Philippines in the last 14 days? Pls specify / <i>Ikaw ba ay nagbiyahe sa labas ng Pilipinas sa nakalipas na 14 na araw? Sabihin kung saan at araw kalian nagpunta:</i>			
5. Have you travelled outside Nueva Vizcaya with reported cases of COVID-19 in the last 14 days? Pls specify / <i>Ikaw ba ay nagpunta sa labas ng Vizcaya na may mga kaso ng COVID-19 sa nakalipas na 14 na araw?? Pakisulat kung saan:</i>			

I hereby authorize SDO-NUEVA VIZCAYA, to collect and process the data indicated herein for the purpose of effecting control of COVID-19 infection.. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by Republic Act No. 11332 or the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act", to provide truthful information.

Signature/ Lagda

Date & Time/Petsa at Oras



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COVID 19 TRIAGE FORM
Health Checklist

Temperature:

Name: _____
Office Address: _____
Contact Number: _____ Date of birth: _____ Sex: _____ Age: _____
Nature of visit: _____

		YES	NO
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