



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

**Office of the Schools Division
Superintendent**

MAR 24 2023

MEMORANDUM

**WORKSHOP ON THE FINALIZATION OF DIVISION OFFICE COMMITMENTS AND
PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs) ALIGNMENT TO THE MATATAG**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Education Program Specialists
Administrative Officer V
Administrative Officer IV (Supply, Records, Budget, Accounting Offices)
Planning Officer
Information and Technology Officer
Division Engineer
Project Development Officer-DRRM
All Others Concerned

1. This Office announces the conduct of the above-captioned activity on March 27-28, 2023, at the Development Academy of the Philippines (DAP), Tagaytay City, Cavite.
2. Through this Workshop, the participants are expected to have a clear understanding of the priority strategies of the Division in aligning its commitments and programs, projects, and activities (PPAs) to MATATAG and identify the needed support actions based on the authority, responsibility, and accountability (ARA) attached to their positions.
3. All participants are advised to bring their laptops.
4. Transportation to and from the venue will be provided. Departure from SDO-Muntinlupa on March 27, 2023, will be at 6:00 am.
5. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN B. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated

To be indicated in the **Perpetual Index**
Under the following subjects

ACTIVITY	WORKSHOP	PROGRAMS	PROJECTS
----------	----------	----------	----------

JBE/Memo --- Workshop on the Finalization of Division Office Commitments, and Programs, Projects, and Activities (PPAs) Alignment to the MATATAG Agenda / 101

UN-2023-101



Centennial Ave., Brgy. Tunasan, Muntinlupa City
Telephone No: 805-9935 / 805-9938
www.depedmuntinlupa.iedu.ph; sdo.muntinlupa@gmail.com





Republic of the Philippines
Department of Education
 National Capital Region
Schools Division Office – Muntinlupa City

Enclosure

WORKSHOP ON THE FINALIZATION OF DIVISION OFFICE COMMITMENTS AND PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs) ALIGNMENT TO THE MATATAG

ACTIVITY MATRIX

TIME	DAY 1	DAY 2
7:30am – 8:00 am.	Arrival and Registration	Management of Learning
8:00am – 8:30 a.m.	Opening Program	
8:30–10:00 am.	Discussion of the MATATAG Agenda	Alignment of Existing and Proposed PPAs to Priority Strategies
10:00am-10:15am	<i>Health Break</i>	
10:00 am-12:00 pm.	Presentation and Critiquing of the Division Alignment Plan per MATATAG Component	Finalization of PMIS based on Adjusted Priorities
12:00 nn- 1:00 pm.	Lunch	
1:00 pm-2:00 pm	Workshop: Crafting of Support Actions and PPAs based on Role Delineation and Authority, Responsibility, and Accountability (ARA)	Closing Program
2:00 pm-3:00 pm.	Health Break	
3:15 pm-5:00 pm.	Presentation and Critiquing of Outputs	



Centennial Ave., Brgy. Tunasan, Muntinlupa City
 Telephone No: 805-9935 / 805-9938
www.depedmuntinlupa.iedu.ph; sdo.muntinlupa@gmail.com

