



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 29 2023

MEMORANDUM

**IMPLEMENTATION OF PROJECT G.R.O.W.S.
(GOALS, RESULTS, OPPORTUNITIES, WORKFORCE SUCCESS)**

To: OIC – Assistant Schools Division Superintendent /
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Administrative Officer V
All Others Concerned

1. Project G.R.O.W.S. is a special program for Muntinlupa SDO personnel, designed to enhance employee performance, productivity, and overall workplace effectiveness and efficiency. This entails coordinating team and individual goals with the SDO's goals, emphasizing the achievement of quantifiable outcomes, offering opportunities for growth, and giving the workforce's success a high priority.
2. This aims to create a high-performing Schools Division Office through the collective growth, engagement, and satisfaction of the workforce. Likewise, this targets to set clear, specific, and meaningful goals that align with the SDO's strategic directions, to promote a culture of accountability and performance wherein personnel are inspired to take ownership of their work and drive impactful results, to scout and/or create growth opportunities, to recognize the importance of personnel well-being, engagement, and job satisfaction in achieving organizational success, and to facilitate effective teamwork, knowledge sharing, and synergy to drive collective success and achieve organizational goals.
3. This project shall be carried out every Friday of the week for at least 10–20 minutes during flag retreat, which shall start at 4:30 P.M.
4. The unit or persons-in-charge during Project S.E.R.V.E.S. on Monday's flag raising shall also serve as unit or persons-in-charge for Project G.R.O.W.S.; hence, they are directed to coordinate with the scheduled facilitator or discussant. Attached are the schedules and the list of topics and facilitators or discussants, for guidance and reference.
5. The attendance of all SDO personnel at both Project S.E.R.V.E.S. and Project G.R.O.W.S. will be strictly observed.
6. For other concerns as regards Project G.R.O.W.S., please coordinate with **Ms. Ivy M. Romano**, Senior Education Program Specialist of the Human Resource Development (HRD), though 8805-9935 Local 124.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940



7. Immediate and wide dissemination of, and strict compliance with this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: As stated
Reference: none
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL	PROGRAM	PERSONNEL	PERFORMANCE
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IMR/DM_ Project G.R.O.W.S.
214 / June 26, 2023

Enclosure 1: **Schedule of Project G.R.O.W.S., List of Topics and Facilitators / Discussants**

Month	Date	Topic	Unit/Facilitator
Core Behavioral Competencies			
May 2023	May 26, 2023	Self-Management	Ms. Ivy M. Romano SEPS-HRD
June 2023	June 2, 2023	Service Orientation	Ms. Ivy M. Romano SEPS-HRD
	June 9, 2023	Result Focus	Ms. Ivy M. Romano SEPS-HRD
	June 16, 2023	Teamwork	Ms. Ivy M. Romano SEPS-HRD
	June 23, 2023	Innovation	Ms. Ivy M. Romano SEPS-HRD
	June 30, 2023	Professionalism & Ethics	Ms. Ivy M. Romano SEPS-HRD
Proper Grooming and Professional Appearance			
July 2023	July 7, 2023	Dress Code and Attire	Dr. Gina U. Urquia EPS, LRMDs
	July 14, 2023	Personal Presentation	Ms. Sue Ann Yago PDO I
	July 21, 2023	Professional Image and Branding	Mr. Jayboy E. Evano EPS
	July 28, 2023	Cultural Sensitivity and Diversity	Ms. Mariel Eugene L. Luna EPS
Administrative Concerns - Part 1			
August 2023	August 4, 2023	Process of Leave	Ms. Angelica Cachuela AO IV
	August 11, 2023	Authority to Travel	Mr. Michael Domingo Administrative Aide VI
	August 18, 2023	Promotion Process	Ms. Angela Francisco AO IV
	August 28, 2023	Communication & Record Keeping	Ms. Lourdes Rodilla AO IV

September 2023	September 1, 2023	Differential Pay	Ms. Lourdes Lumaad ADAS III
	September 8, 2023	Step Increment	Mr. Michael Evan Aguelo ADAS III
	September 15, 2023	GSIS Benefits	Mr. Melanio San Jose ADAS III
	September 22, 2023	Pag-IBIG Benefits	Mr. Jerico Ylen ADAS III
	September 29, 2023	Retirement Transfer Separation	Ms. Angela Francisco AO IV
Building Relationship in the Workplace			
October 2023	October 6, 2023	Building Trust and Collaboration	Dr. Zoren Pepito L. Gubalane SEPS-M&E
	October 13, 2023	Relationship Management	Dr. Evangeline Aman PSDS
	October 20, 2023	Conflict Resolution	Dr. Myra Namit PSDS
	October 27, 2023	Networking & Relationship Building	Ms. Ma. Regaele Olarte EPS
Learning & Development			
November 2023	November 3, 2023	Personal & Professional Development	Ms. Ivy M. Romano SEPS-HRD
	November 10, 2023	Scholarship	Mr. Andres F. Sicam Jr. EPSP-HRD
	November 17, 2023	Equal Employment Opportunity	Ms. Alyssa Aventurado PSDS
	November 24, 2023	Career Progression	Ms. Angela Francisco AO IV
Happiness in the Workplace			
December 2023	December 1, 2023	Work-life Balance	Ms. Armida Oblinada EPS
	December 8, 2023	Employees Well-being	Ms. Marissa Andanza EPS
	December 15, 2023	Reflective Self-management	Mr. Edison Enerlas EPS
	December 22, 2023	Reason of the Season	Dr. Ma. Carmen Solayao EPS

	December 29, 2023	Starting the Year Right	Ms. Phoebe R. Arroyo SEPS-R&P
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