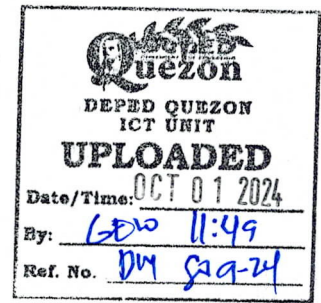




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 September 2024

DIVISION MEMORANDUM
DM No. 809, s. 2024

**ONLINE MEETING IN PREPARATION FOR THE CONDUCT OF TRAINING-WORKSHOP
ON OPTIMIZING SENIOR HIGH SCHOOL CURRICULUM MANAGEMENT: BEST
PRACTICES AND TECHNICAL ASSISTANCE FOR PUBLIC SCHOOLS DISTRICT
SUPERVISORS AND SCHOOL HEADS OF SENIOR HIGH SCHOOLS**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Program Management Team Members
All Others Concerned

1. The Curriculum Implementation Division–Instructional Management Section (CID-IMS) announces the conduct of a Planning Meeting in preparation for the conduct of a training – workshop Optimizing Senior High School Curriculum Management: Best Practices and Technical Assistance for Public Schools District Supervisors and School Heads of Senior High Schools. The Planning Meeting is scheduled on September 30, 2024, at 3:30 p.m., and will be held via an online platform. The meeting link will be shared in the designated group chat.
2. The provisional agenda for the meeting includes:
 - Presentation of the Training Matrix
 - Finalization of Assigned Topics for Facilitation
 - Submission of PowerPoint Presentations and Session Guides
 - Terms of Reference for the Program Management Team (PMT) Members
 - Preparation of Training Materials
 - Preparation of a Newsletter and Accomplishment Report

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3. Participants in this meeting will include the selected speakers who will also serve as members of the Program Management Committee.
4. This activity will strictly comply with the Inter-Agency Task Force for Emerging Infectious Diseases (IATF-EID) guidelines and protocols to ensure the safety and well-being of all participants.
5. Immediate dissemination of this Memorandum is requested for proper coordination and preparation.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

cid-ims-jam09/30/2024
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Enclosure to DM No. 809, s. 2024

PROGRAM MANAGEMENT TEAM

1. Juanito A. Merle, Education Program Supervisor
2. Menchie Geñoso, CID-IMS Staff
3. Janet N. Suaverdez, Principal II, Polillo NHS
4. Rousell Lito E. Alva, Asst. School Principal II, Emilio V. Quizon NHS
5. Arminda D. Red, Principal I, Camohaguin NHS
6. Reynante M. Velasco, Principal I, San Rafael NHS
7. Elpidio S. Javier, Principal III, Malinao Ilaya Integrated NHS
8. Aris S. Barrago, Vocational School Administrator I, Manuel S. Enverga Memorial School of Arts and Trade

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