



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

09 December 2021

**DIVISION MEMORANDUM**  
DM No. 942, s. 2021

**CAPACITY BUILDING CUM STRATEGIC PLANNING FOR FY 2022 PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) OF ACCOUNTING SECTION**

**To:** OIC-Assistant Schools Division Superintendents  
OIC- Division Accountant  
Administrative Officer II  
Division and Sub-Office Accounting Personnel  
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)  
All Others Concerned

1. In line with the Division Strategic Planning for FY 2022, the Accounting Section hereby announces the conduct of Capacity Building cum Strategic Planning for FY 2022 Programs, Projects and Activities (PPAs) on **December 13-15, 2021 at M.I Sevilla's Farm and Resort.**
  
2. This activity aims to:
  - a. Identify and understand the purpose and importance of strategic planning.
  - b. Understand each one's role and involvement as part of the team.
  - c. Reinforce code of conduct and work ethics as government employee in contributing to implementation of the strategic management plans.
  - d. Strengthen Accounting Section's cooperation and teamwork towards harmonious work relationship.
  - e. Discuss the programs, projects and activities of Accounting Section for FY 2022.
  
2. This is a 3 day live-in workshop. Participants of this activities are all Division and Sub- Office Accounting Personnel and Administrative Officers II who are temporarily detailed at Accounting Section. Food expenses and accommodation shall be charged against the HRTD Fund while travel and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and procedures.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*  
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph

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<b>UPLOADED</b>
DEC 14 2021
Date/Time: <u>10:26 AM</u>
By: <u>enickel</u>
Ref. no. <u>DM 942 s. 2021</u>



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3. To ensure the safety of everyone, health protocols shall be strictly enforced in accordance to IATF guidelines during the activity. All participants should accomplish the online health declaration form through this link <https://tinyurl.com/21HealthDeclaration-Trainings> or bring health clearance. It is also required to wear protective gears.
  
4. A Health Officer shall strictly monitor the minimum public health standards and provide medical assistance as necessary. Participants who are over sixty-five years of age, and those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall not be required to participate in this activity.
  
5. For immediate dissemination and strict compliance of all concerned.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Accfft12/9/2021

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Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)