

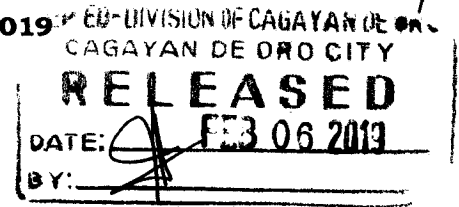


**Department of Education**  
 Region X- NORTHERN MINDANAO  
 DIVISION OF CAGAYAN DE ORO CITY  
 Fr. William F. Masterson, SJ Avenue,  
 KM5, Upper Balulang, Cagayan de Oro City



February 6, 2019 54

**MEMORANDUM**



**TO:** **ALICIA E. ANGHAY, Ph.D., ASDS**  
**ROMMIEL S. VALLENTE, AO V-Budget**  
**EDNA L. MAGHINAY, AO V-Admin Services**  
**LOREBINA C. CARRASCO, OIC-Chief EPS, CID**  
**ROSALIO R. VITORILLO, Chief EPS, SGOD**  
**CYNTHIA V. YAÑEZ, PSDS**  
**DERROLD MARL S. AVES, SEPS-HR**  
**ELEANOR CONSEJO H. ROLLAN, EPS-II, M&E**  
**JOEL D. POTANE, Ph.D.**  
**MARK JOHN GABULE**  
**RELOBE N. ZULITA, School Head - Balubal ES**  
**JENIFER G. AZARON**  
**NOE I. MACABODBOD, School Head - Palalan ES**  
**MARK JOHN A. VALENCIA**  
**LETECIA L. OGA, School Head - Suntingon ES**  
**JAY HEBIA**  
**ALFREDO C. TONGCO, School Head - Tablon NHS**  
**PSYCHE B. CAMBO**  
**ROEL R. LAMBERTE, School Head - Bugo NHS**  
**JOSIE A. SALALIMA**  
**CERYLL D. CELETARIA, School Head - Balubal NHS**  
**AIZA MAE S. BORINAGA**

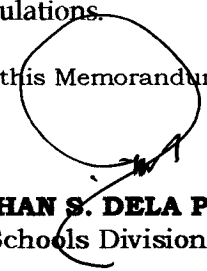
**DIVISION LDNA ACTION PLAN PRESENTATION TO THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) AND L&D TEAM COACHING SESSION**

1. In line with the Learning and Development (L&D) Plan of the Division of Cagayan de Oro City, there will be a Division LDNA Action Plan presentation to the PDC and L&D Team Coaching Session on February 7, 2019 at the GFS-ICT Room, Fr. William Masterson Elementary School.
2. Participants of the said activity will be the Personnel Development Committee, School Heads and LAC Coordinators of the pilot schools and BEST focal persons.
3. Registration will start at 7:30 AM and the schedule of activities will be as follows:

| TIME             | AGENDA                 | PERSONS INCHARGE                           |
|------------------|------------------------|--|
| 07:30 - 08:00 AM | Registration           | BEST                                       |
| 08:00 - 09:30    | L&D System Orientation | Lorebina C. Carrasco<br>OIC-Chief EPS, CID |

|                  |   |   |
|------------------|---|---|
| 09:30 - 09:45    | Morning Snacks  | BEST                                    |
| 09:45 - 10:30    | LDNA Action Plan presentation and PDC Approval          | Rosalio R. Vitorillo<br>Chief EPS, SGOD |
| 10:30 - 12:00 NN | Presentation of the Results of the LDNA Data Validation | Cynthia V. Yañez<br>PSDS                |
| 12:00 - 01:00 PM | Lunch Break   | BEST                                    |
| 01:00 - 04:00    | Coaching Session: Data Consolidation and Analysis       | L&D Team with Mary and Coach Ann        |
| 04:00- 05:00     | LDNA Report Writing Preparations                        | L&D Team with Mary and Coach Ann        |

4. Travel and other incidental expenses shall be charged to local funds, subject to auditing and accounting rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
 Schools Division Superintendent