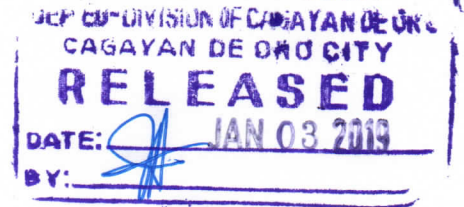




Department of Education  
Region X  
**DIVISION OF CAGAYAN DE ORO CITY**  
Father Masterson's Avenue, Upper Balulang  
Cagayan de Oro City



January 3, 2019



Div. Memorandum No. 01, s. 2019

**2019 PROGRAM PLANNING & SCHEDULING**

To: Dr. Alicia E. Anghay – Assistant Schools Division Superintendent  
Lorebina C. Carrasco – CID Chief  
Rosalio R. Vitorillo – SGOD Chief  
Public Schools Division Supervisors  
Education Program Supervisors  
Arnel A. Calubag  
Richel Sacupayo  
James Roberto Sijo  
Dr. Jerry Roble  
Dr. Ray Butch Mahinay  
Dr. January Gay Valenzona  
Marlon Francis C. Serina  
A.O. V (Admin & Budget)  
A. O. IV (Personnel & Supply)  
Engr. Ely V. Mamaclay  
Dr. Marc Baldomero Meso  
Mabel Chaves  
Mr. Eulogio Suaner  
Eleanor Consejo H. Rollan  
Derrold Marl S. Aves  
Dr. Jean T. Loquillano  
Engr. Rodolfo B. Bayeta  
Dr. Mark John T. Gabule  
Ryan Blanco  
Dr. Raul A. Dechosa  
This Division

1. In preparation for the implementation of Program Management Information System (PMIS) in the Schools Division Office for Calendar Year 2019, the aforementioned personnel are requested to convene at CENTEX, Fr. William Masterson Elementary School on January 8, 2019 from 8:00am – 5:00 pm.



Department of Education  
Region X  
**DIVISION OF CAGAYAN DE ORO CITY**  
Father Masterson's Avenue, Upper Balulang  
Cagayan de Oro City



2. All program holders are directed to prepare short power point presentation following the format below:

1<sup>st</sup> slide – Title of the Program, Program holder, short description

2<sup>nd</sup> slide – Calendar of Activities for CY 2019

3<sup>rd</sup> slide – Budget for each activity

4<sup>th</sup> slide – Target and number of beneficiaries for each activity

3. Advance copy of the presentation shall be submitted to the Planning Officer (Engr. Jun Bayeta) on January 7, 2019 thru email ([depedcdo\\_planning@yahoo.com](mailto:depedcdo_planning@yahoo.com))

4. For strict compliance.

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