



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Office of the Schools Division Superintendent

January 23, 2025

DIVISION MEMORANDUM

No. 01-016, 2025

KUKABILDO SA DISTRITO: SDO-Siargao's Core Services Roadshow

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Curriculum Implementation Division (CID) Personnel
School Governance and Operations Division (SGOD) Personnel
Office of the Schools Division Superintendent (OSDS) Personnel
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All concerned
This Division

1. The delivery of the Schools Division Office's core services is crucial for ensuring effective and efficient school operations. Without a clear understanding of these services, teaching and non-teaching personnel may struggle to access necessary support, leading to inefficiencies, duplicated efforts, and potential gaps in educational service delivery.

2. In view of the above premise, a **Kukabildo sa Distrito: SDO-Siargao's Core Services Roadshow** will be conducted to equip all school personnel with a comprehensive understanding of the available support systems and services from the three functional divisions, namely: OSDS, CID, and SGOD.

3. Specifically, this activity aims to:

- a. Provide a detailed overview of all core services offered by the Schools Division Office, including their purpose, scope, and accessibility,
- b. Equip personnel with the knowledge and skills to effectively navigate and utilize these services, and
- c. Foster a collaborative environment where personnel can readily share information and resources, maximizing the impact of the core services.

4. Expected participants in this one-day orientation program are all teaching and non-teaching personnel from the respective districts and select SDO personnel. The proposed schedule for each district is detailed below.

January 27, 2025 – San Isidro District

January 28, 2025 – GL District



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February 4, 2025 – San Benito District

February 5, 2025- Pilar District

February 6, 2025 – Numancia East and West Districts

February 11, 2025- Dapa East and West Districts

February 12, 2025- Sapao District

February 13, 2025- Burgos District

February 24, 2025- Socorro East and West

5. PSDS of the respective districts are requested to facilitate venue arrangements and other program preparations. Furthermore, they are to ensure the implementation of the ADM in their respective schools during the scheduled activity to prevent any disruption of classes.

6. All expenses incurred in the conduct of this activity are chargeable against school MOOE/local funds.

7. For immediate dissemination to, guidance, and strict compliance of all concerned.

f. **MANUEL O. CABERTE**

Assistant Schools Division Superintendent
Officer-in-Charge 1/23/2025
Office of the Schools Division Superintendent

Encl: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

Core Services Meet and Greet

CID/fadones

01/23/25