



Republic of the Philippines  
**Department of Education**  
REGION III  
**TARLAC CITY SCHOOLS DIVISION**

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January 11, 2021

**DIVISION MEMORANDUM**

No. 04, s. 2021

To : OIC-Asst. Schools Division Superintendent  
Divisions Chiefs  
All Others Concerned

**REVIEW OF THE DIVISION BASIC EDUCATION PLAN  
AND SITUATION ANALYSIS**

1. Per DepEd Order No. 2, s. 2012 and relative to the mandate of the Department of Education to continuously provide "quality, accessible, relevant, and liberating basic education", the Tarlac City Schools Division gives importance to an updated educational plan that would serve as blueprint of strategies in the effective and efficient delivery of basic education services and in articulating the common purpose and common direction over the next three years. In line with this, this Office announces the conduct of the Review of the Division Basic Education Plan (DBEP) and Situation Analysis on January 15, 18, and 19, 2021 from 8:00AM to 5:00 PM at the TCSD Division Office.
2. This 3-day activity aims to enable the participants to:
  - 2.1 conduct situation analysis to identify internal and external forces that will serve as guide in identifying PPAs and in formulating strategies aligned to the DepEd Regional and National thrusts;
  - 2.2 review the Division PPAs and make plan adjustments based on the performance indicators;
  - 2.3 review and harmonize process flows of concerned units; and
  - 2.4 give importance to an updated education plan in the delivery of quality basic education services.
3. Participants to this activity are the 105 Division Office Personnel.
4. Refer to Enclosure No. 1 for the matrix of the program.
5. Expenses relative to the conduct of the activity shall be charged to the 2020 HRTD Fund subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**MARIA CARMEN P. CUENCO, EdD, CESO VI**  
OIC- Schools Division Superintendent



**ACTIVITY MATRIX  
REVIEW OF THE DIVISION BASIC EDUCATION DEVELOPMENT PLAN  
AND SITUATION ANALYSIS**

January 15, 18, and 19, 2021 @ 8:00AM-5:00PM  
TCSD Division Office

<b>Day 1</b> Friday January 15, 2021	<b>Day 2</b> Monday January 18, 2021	<b>Day 3</b> Tuesday January 19, 2021
<b>AM Session</b>	<b>AM Session</b>	<b>AM Session</b>
<b>Virtual Plenary Session OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>• Preliminaries National Anthem Prayer Roll Call</li> <li>• Message and Setting the Direction</li> <li>• DepEd Committed Targets and Strategic Directions 2020-2023</li> <li>• 2020 Year-end Accomplishment Report</li> <li>• Situation Analysis</li> </ul>	<b>Per Unit</b> <ul style="list-style-type: none"> <li>• Propose plan adjustments for PPAs to close the gaps (Committed Targets, Strategic Goals and Objectives)</li> <li>• Review of process flow of concerned Units</li> </ul>	<b>Per Functional Division</b> <ul style="list-style-type: none"> <li>• Presentation of plan adjustments of PPAs; and</li> <li>• Harmonized process flow by concerned Units</li> </ul>
<b>PM Session</b>	<b>PM Session</b>	<b>PM Session</b>
<b>Per Unit</b> <ul style="list-style-type: none"> <li>• Review of PPAs based on accomplishments and Performance Indicators (with MOVs)</li> <li>• Identifying internal and external factors affecting performance</li> </ul>	<b>Per Unit</b> <ul style="list-style-type: none"> <li>• Identifying activities, tasks and resources needed for plan adjustments</li> <li>• Harmonizing process flow of concerned Units</li> </ul>	<b>Presentation of outputs</b> <ul style="list-style-type: none"> <li>• CID</li> <li>• OSDS</li> <li>• SGOD</li> </ul>
<b>Expected Outputs: Plan adjustments of mandated Division PPAs and Harmonized process flow of concerned units.</b>		