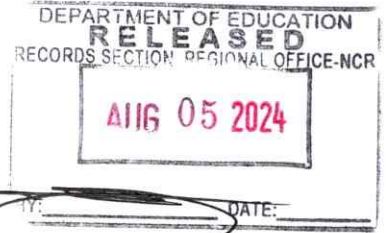




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



ADVISORY No. 167 s. 2024
 July 31, 2024

**NEW SCHEDULE IN THE CONDUCT OF SWOT ANALYSIS AS BASIS FOR
 RISK AND OPPORTUNITY PREPARATION AND
 PPA FORMULATION**

1. With reference to Office Memorandum ORD No. 118, s. 2024, dated 03 July 2024 anent the schedule of the above-captioned subject, the following changes will be implemented:

Schedule of two-day orientation on SWOT Analysis	Previous Schedule: July 22-23, 2024, 8:00 AM to 5:00 PM New Schedule: August 13-14, 2024, 8:00 AM to 5:00 PM Venue: DepEd NCR Conference Hall
Participants	Day 1 (August 13, 2024)- All Functional Division Chiefs, Units and Section Heads and Risk focals Day 2 (August 14, 2024) – All Functional Division Chiefs, Unit and Section Heads and 24 Regional Education Program Supervisors

2. For other important matters needing clarifications, you may directly communicate Policy, Planning and Research Division at pprd.ncr@deped.gov.ph.

3. For your information and guidance.

JOCELYN DR ANDAYA
 Director IV



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: depedncr.com.ph



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

03 July 2024

OFFICE MEMORANDUM

ORD No. 118 s. 2024

To: Functional Division Chiefs
Section/Unit Heads
All Others Concerned

**CORRIGENDUM TO WORKSHOP ON SWOT ANALYSIS AS BASIS FOR
RISK AND OPPORTUNITY PREPARATION AND PPA FORMULATION**

- Relative to the attached Office Memorandum ORD-No. 101, s. 2024, **“Workshop on Swot Analysis as Basis for Risk and Opportunity Preparation and PPA Formulation,”** dated May 30, 2024, you are hereby informed that the said activity will be rescheduled on July 22-23, 2024.
- Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

PPRD/rbd



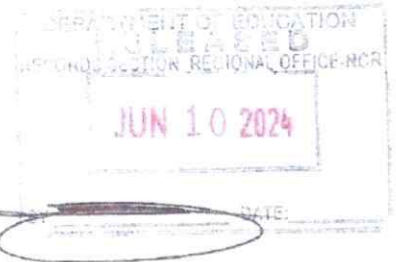
6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



30 May 2024

OFFICE MEMORANDUM

ORD-2024- 121

To: Functional Division Chiefs
 Section/Unit Heads
 All Others Concerned

**WORKSHOP ON SWOT ANALYSIS AS BASIS FOR RISK AND OPPORTUNITY
 PREPARATION AND PPA FORMULATION**

1. In reference to DO No. 14, s. 2022, the DepEd Quality Management System Manual and Procedures and Work Instructions Manual includes Risk Management as one of the steps for the agency's QMS implementation. Moreover, the preparation of SWOT analysis is essential in identifying risk and opportunity to various declared processes which is usable to develop a comprehensive PPAs to be rendered by the process and program owners.
2. In this regard, this Office, through its Policy, Planning, and Research Division, will hold the aforementioned activity on July 2-3, 2024, from 8:00 AM to 5:00 PM at DepEd NCR Valera Hall.
3. At the end of the workshop, the participants are expected to:
 - 3.1 deepen understanding on the SWOT, Risk and Opportunity preparation for declared process;
 - 3.2 equipped with the basic knowledge on formulating PPAs as a result of SWOT analysis;
 - 3.3 familiarize themselves with the procedures in preparing SWOT analysis; and
 - 3.4 finalize the draft SWOT for declared process and PPAs for FY 2025.
4. Please refer to the enclosure 1 for the training guidelines and indicative schedule.
5. Participants must confirm their participation at tinyurl.com/SWOTNCR-Registration by June 15, 2024. Please see attached enclosure 2 for the list of participants.



Address: 6 Misamis St., Bago Bantay, Quezon City
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5. For inquiries and other concerns, please contact Lilia A. Ricero, OIC-Chief and EPS of Policy, Planning and Research Division at pprd.ncr@deped.gov.ph.

5. Wide dissemination of and strict compliance with this Memorandum is earnestly desired.

JOCELYN DR ANDAYA
Director IV



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Enclosure 1

Indicative Schedule

Day & Time	Topic/Activity	In-Charge/ Resource Speaker
Day 1: 2 July 2024		
0800 - 0830	Opening Ceremonies - National anthem - Invocation - Opening message - Introduction of participants	PPRD Secretariat
0830 - 1000	Session 1: Risk-based thinking	BHROD- OED
1000 - 1200	Session 2: Risk Assessment and Risk Treatment	BHROD- OED
1200 - 1300	Lunch Break	
1300 - 1315	Ice Breaker/Energizer	Participants
1315 - 1400	Session 3: Review of NQM Planning Documents	BHROD- OED
1400 - 1415	Health break	
1415 - 1700	Presentation of SWOT, Risk and Opportunity Registry (results of pre-work activities)	Participants
Day 2, 3 July 2024		
0800 - 0830	Management of Learning	Participants
0830 - 1000	Overview of SWOT -Analysis Section	Consultant
1000 - 1030	Health Break	
1030 - 1200	Preparing Situation Analysis Using SWOT	Consultant
1200 - 1300	Lunch Break	
1300 - 1500	Overview of SWOT-Planning Section	Consultant
1500 - 1515	Health break	
1515 - 1700	Preparing Project Proposal Using SWOT - Planning	Consultant



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Enclosure 2

LIST OF PARTICIPANTS

Administrative Services Division

1. Atty. Joylyn P. Dulnuan, CAO
2. Naynie L. Ducut, AO V
3. Precious M. Villareal, AO V
4. Ariane O. Astrero, AO I
5. Elsa P. Mariano, AO V
6. Arlyn J. Cabiten, SEPS

Education Support Service Division

7. Merlino M. Mateo, Dentist III
8. Jennifer Belleza, Nutritionist -Dietitian III

Field Technical Assistance Division

9. Roger R. Morillos, CES
10. Jingle A. Lim, EPS
11. Melody N. Jolo, AAVI

Finance Division

12. Juliet J. Icamen, CAO
13. Maria Eunice C. Arella, AO II

Human Resources Development Division

14. Hajji R. Palmero, CES
15. Christian T. Espanol, EPS
16. Rhea B. Eden, EPS

Policy, Planning, and Research Division

17. Marco B. Realista, PO III
18. Nerissa Z. Lauan, PO III
19. Vergel Jairus Emas, EPS II
20. Joseph T. Indicio, Stat I
21. Herbert D. Vertucio, EPS
22. Lilia A Ricero, OIC-Chief and EPS



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