



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

Tracking no.: OTR-2024-08-007

MINUTES OF THE MEETING ON THE PROGRAM MANAGEMENT TEAM ON THE PROGRAM IMPLEMENTATION REVIEW (PIR) CUM VALIDATION OF THE UTILIZATION OF PRIMER 1 (IVATAN) AND BRIDGING PRIMER 2&3

August 20, 2024

Ivatan Conference Hall, Schools Division Office, Basco, Batanes

A. ATTENDANCE

Checking of attendance was facilitated by Mrs. Mariline G. Roniño with all (5 attendees) expected participants were present. (SEE ATTACHED ENCLOSURE 1)

B. MINUTES

I. Introduction

The meeting started at 3:30pm and was presided by Mrs. Carmencita G. Adami. The preliminaries started with a prayer by Mrs. Emerita D. Castellon and immediately followed by the Recitation of the Quality Policy led by Ms. Shirley L. Gutierrez, and Statement of Purpose and Direction Setting by Mrs. Adami. The meeting was called to order after a quorum was determined by the presiding officer.

II. Review and approval of the previous minutes

No reading and approval of the previous meeting as it proceeded directly to the agenda.



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III. Discussion Proper

AGENDA	DISCUSSION	AGREEMENTS
	<p>The Program Implementation Review (PIR) Cum Validation Of The Utilization Of Primer 1 (Ivatan) And Bridging Primer 2&3 will be conducted at the Ivatan Conference Hall on August 24,2024 and will be attended by 42 trainees and 8 PMT.</p>	
<p>I. Discuss Roles and Responsibilities of the PMT</p>	<p>Mrs. Adami <i>presented the</i> Roles and Responsibilities of the PMT. (SEE ATTACHED ENCLOSURE 2):</p> <ul style="list-style-type: none"> ❖ Mrs. Carmencita G. Adami as the <i>PROGRAM AND LEARNING MANAGER</i>. <ul style="list-style-type: none"> -to organize and supervise the entire program with Mrs. Violeta B. Gasilao including the PMT for smooth delivery and submission of documents. -to orient and conduct debriefing to the PMT and Resource Person to ensure the program is carried out and set objectives/ standard met. - to lead the conduct of the program per session room, ensures conducive learning environment by facilitating unfreezing activities. ❖ Ms. Carina H. Delos Santos will be the <i>Resource Speaker</i> <ul style="list-style-type: none"> - to prepare Power point presentation and provides expert content input during learning sessions. ❖ Mr. Kym Clyde H. Moro as the <i>M&E Coordinator</i> <ul style="list-style-type: none"> - to prepare and implement the monitoring and evaluation plan. ❖ Ms. Shirly L. Gutierrez as the <i>Finance Officer</i> <ul style="list-style-type: none"> - to assist Mrs. Adami and oversee finance related concern of the 	

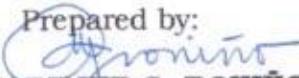
AGENDA	DISCUSSION	AGREEMENTS
	<p>program.</p> <ul style="list-style-type: none"> ❖ Mrs. Mariline G. Roniño as the <i>Secretariat and Documenter</i> <ul style="list-style-type: none"> - to prepare notice of meeting and minutes of the meeting of the PMT meeting. - to prepare attendance sheet, registration form, certificate of appearance, 1 certificate for resource speaker, post travel, DTR and completion report (minutes of the meeting). - to assist in the fill-out of registration form and attendance sheet and follow-up missing pax. - to document proceedings of the learning sessions and take photos. - to follow-up the status of the procurement of meals and snacks to the winning bidder the Bunkers Bistro. ❖ As for the Welfare Officer: <ul style="list-style-type: none"> - Not yet identified due to trainings are conducted at the same date. ❖ Mrs. Emerita D. Castellon as the <i>Logistics</i> <ul style="list-style-type: none"> - to ensure quality, adequacy and availability of facilities, equipment supplies and materials needed for the training with the assistance of Mr. Walden G. Habana. 	<p>Mrs. Castellon will ask the assistance of Mr. Pierce John Vargas regarding the sound system.</p>

AGENDA	DISCUSSION	AGREEMENTS
	<p>learning .</p> <p>- to prepare the session room is ready for use and conducive to</p>	<p>Mr. Moro will coordinate with health section in the preparation of the hall.</p>

IV. Other matters

CLOSING:

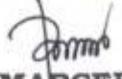
The meeting was adjourned at 5:00 in the afternoon.

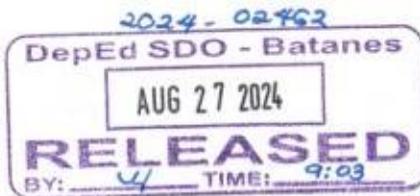
Prepared by:

MARILINE G. RONIÑO
 Secretariat

Recommending Approval:

CARMENCITA G. ADAMI
 Education Program Supervisor/Program Owner

Approved:
ALFREDO B. GUMARU JR. EdD, CESO V
 School Division Superintendent

For by the School Division Superintendent:

DANTE J. MARCELO PhD, CESO VI
 Assistant School Division Superintendent



Appendix A:



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NOTICE OF MEETING

TOPIC: Program Management Team Meeting on Project Implementation Review cum Validation of the Utilization of Primer 1 (Ivatan) and Bridging Primer 2 & 3

MEETING AGENDA			
MEETING OBJECTIVES:			
1. Discuss Roles and Responsibilities of the PMT, 2. Other matters.			
LOGISTICS:		REQUIRED ATTENDEES:	
Date: <u>August 20, 2024</u> Time (Start): <u>4:30 PM</u> Time (End): <u>5:00 PM</u> Location: <u>Ivatan Conference Hall</u> Materials: (Ex.) <ul style="list-style-type: none"> • LCD/ TV • Laptop • Recorder Preparation Required: (Ex.) <ul style="list-style-type: none"> • Approved Agenda Note: Except for other matters, agenda and all presentations must be emailed to the group at least two (2) days before the scheduled meeting		1. Leader/ Facilitator: Carmencita G. Adami 2. Recorder: Mariline G. Roniño 3. Kym Clyde H. Moro 4. <u>Emerita D. Castellon</u> 5. Shirley Gutierrez Meeting called by: Carmencita G. Adami Telephone No.: None Email: <u>carmencita.adami@deped.gov.ph</u>	
Items to be discussed to attain objectives			
AGENDA ITEM	PROCESS	TIME	PERSON(S) RESPONSIBLE
1. Preliminaries	Prayer	3 minutes	Emerita D. Castellon
	Recitation of the Quality Policy		Shirly L. Gutierrez
2. Call to order	Attendance Check	5 minutes	Mariline G. Roniño
	Statement of		Carmencita G.



	Purpose		Adami
	Call to Order		
3. Discuss Roles and Responsibilities of the PMT,		20 minutes	Carmencita G. Adami
4. Other Matters		Remaining time	Carmencita G. Adami
5. Adjournment			

Prepared by:

M. Roniño
MARILINE G. RONIÑO
 ADA VI

Noted by:

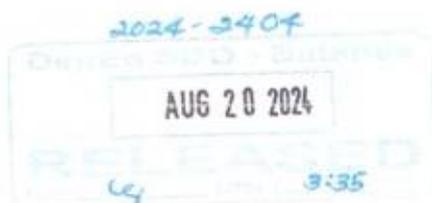
C. Adami
CARMENCITA G. ADAMI
 Education Program Supervisor

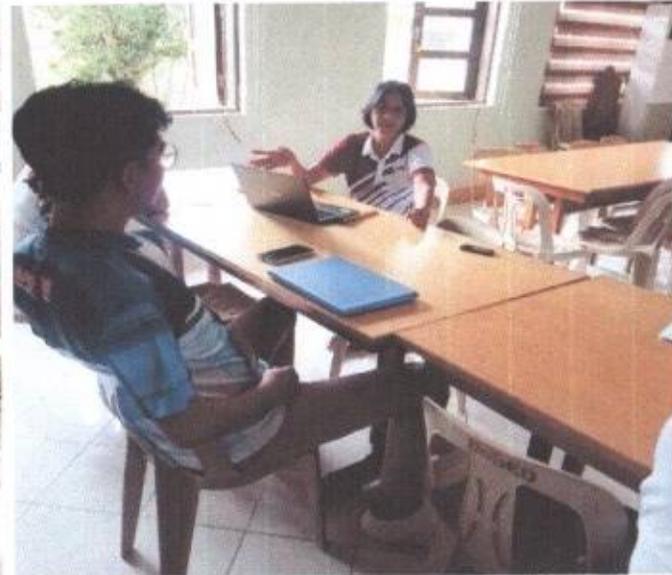
Approved by:

ALFREDO B. GUMARU JR. EdD, CESO V
 Schools Division Superintendent

For the Schools Division Superintendent:

Dante
DANTE J. MARCELO PHD, CESO VI
 Assistant Schools Division Superintendent
8/20





Mrs. Carmencita G. Adarmi discussed the roles and responsibilities of the PMT.

ENCLOSURE 1:



Republic of the Philippines
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 SCHOOLS DIVISION OF BATANES

Program/Training Title: Program Management Team Meeting on Project Implementation Review cum Validation of the Utilization of Primer 1 (Ivatan) and Bridging Primer 2 & 3

Venue: Ivatan Conference Hall

Date: August 20, 2024

ATTENDANCE SHEET

Data Privacy Notice: Department of Education Regional Office No. 02 complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	SCHOOL/OFFICE	DIVISION	Signature (DAY 1)	Signature (DAY 2)	Signature (DAY 3)
1	MARILINE G. RONILDO	ADA VI	OSDS-Propur	BATANES			
2	KAM UYDE H. MORO	EPS II	SGSD	BATANES			
3	EMENITA D. CASTELLON	AA-1	OSDS	BATANES			
4	CARMENCITA G. ADAMI	EPS	CID	BATANES			
5	Shirley Gufreruz	ADPS III	OSDS -Cash	BATANES			
6				BATANES			
7				BATANES			



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PMT MEETING

August 20, 2024 (3:30 PM)

I. PRELIMINARIES

1. Prayer – Emerita D. Castellon
2. Quality Policy- Shirly L. Gutierrez
3. Attendance Check – Mariline Roniño
4. Statement of Purpose – Carmencita G. Adami

Title of Training: Program Implementation Review Cum Validation of the Utilization of Primer 1 (Ivatan) and Bridging Primer 2 & 3

Date: August 24, 2024 (Saturday)

Venue: Ivatan Conference Hall

II. MEETING PROPER

- A. ORIENTATION ON THE USE OF NRP LESSON EXEMPLARS AND WORKSHEETS
- B. ROLES & RESPONSIBILITIES OF THE PMT

NAME OF PERSONNEL	TERMS OF REFERENCE	PREPARATIONS
Carmencita G. Adami (Program Manager)	<ol style="list-style-type: none"> 1. Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design. 2. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. 3. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. 4. Leads in crafting the Program Completion Report. 	Notice of meeting
Carmencita G. Adami (Learning Manager)	<ol style="list-style-type: none"> 1. Leads the conduct of the program per session room. 2. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. 3. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. 4. Leads in conducting debriefing with the session room 5. Ensures submission of outputs of participants; checks if the submission is tracked 	<ul style="list-style-type: none"> - Training session environment - Unfreezing activities - Conduct of debriefing
Carina H. Delos Santos (Resource Speaker/Subject-Matter Expert)	<ol style="list-style-type: none"> 1. Applies effective presentation and facilitation techniques in conducting assigned sessions. 2. Provides expert content input during learning sessions. 3. Provides the powerpoint presentation to the secretariat to check its compatability to the device that will be used during the training. 	PPP
Kym Clyde H. Moro (M&E Coordinator)	<ol style="list-style-type: none"> 1. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. 2. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. 3. Applies process observation and prescribed tools to monitor and evaluate program delivery. 4. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. 5. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. 6. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report. 	- M&E documents
Mariline Roniño (Documenter)	<ol style="list-style-type: none"> 1. Documents the proceedings of the learning sessions using the prescribed documentation template. 2. Takes photos of the different parts of the program delivery. 	<ul style="list-style-type: none"> - Documentation templates - Camera
Mariline Roniño (Secretariat)	<ol style="list-style-type: none"> 1. Attends registration needs of learners. 2. Ensures that learners fill up attendance sheets every day. 3. Prepares directory of participants based on registration forms. 4. Prepares certificates/programs 5. Minutes of meeting of DSOM/DSOW 6. Assists in posting and collection of session outputs 7. Compiles session documents and learning resource materials 8. Compile post travel report 9. Prepares completion report 	<ul style="list-style-type: none"> - Registration form - Attendance Sheet - Post Travel Report - Certificate of Appearance - DTR - Minutes of the meeting of PMT and PIR

(Welfare Officer)	<ol style="list-style-type: none"> 1. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. 2. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.). 	<ul style="list-style-type: none"> - Medical apparatus - Medical supplies
Emerita D. Castellon (Logistics Officer)	<ol style="list-style-type: none"> 1. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. 2. Leads ocular inspection of venues to ensure adherence to standards and specifications. 3. Checks that session rooms are always ready for use and conducive to learning. 	<ul style="list-style-type: none"> - Sound system - Materials needed for the training
Shirly L. Guitierrez (Finance Officer)	<ol style="list-style-type: none"> 1. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. 2. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. 3. Monitors and documents all disbursements against budget to support liquidation. 4. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report. 	<ul style="list-style-type: none"> - Financial Documents

III. OTHER MATTERS

IV. ADJOURNMENT