



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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September 21, 2020

DIVISION MEMORANDUM

No. 70, s. 2020

PROJECT UPGRADE



TO: OIC, Office of the Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Elementary and Secondary School Heads
 SDO Unit Heads
 Public Schools
 All Others Concerned

- The field is hereby informed on the implementation of the **Project UPGRADE (Unified Protocol as Guide for Responsible Actions and Direction for Employees)**. This aims to:
 - produce operation manual on office protocols; and
 - provide the SDO and school teaching and non-teaching personnel a clear guidelines and procedures on office protocols for sustained customers' satisfaction.
- The schedule of the series of activity for this project shall be as follows:

ACTIVITY	SCHEDULE/DATE	PARTICIPANTS
Phase I: Batch 1 Webinar on the Project UPGRADE for SDO Personnel	Sept. 22-24, 2020 1:00-5:00 PM	<ul style="list-style-type: none"> Chiefs, CID and SGOD All Education Program Supervisors All Public Schools District Supervisors Division Unit Heads Selected SGOD personnel
Phase I: Batch 2 Webinar on the Project UPGRADE for School Heads	Oct. 12-14, 2020 1:00-5:00 PM	<ul style="list-style-type: none"> Chiefs, CID and SGOD All Elementary School Heads All Secondary School Heads Selected SGOD personnel
Phase II: Webinar on the Project UPGRADE for Elementary and Secondary Financial Staff	Nov. 12 & 24, 2020	<ul style="list-style-type: none"> Elementary and Secondary Financial Staff
Phase III: Webinar on the Project UPGRADE for Disbursing Officers	Nov. 16, 2020	<ul style="list-style-type: none"> Disbursing Officers (Elementary and Secondary Schools)
Phase IV: Webinar on the Project UPGRADE for Human Resource Management Office	Nov. 17-19, 2020	<ul style="list-style-type: none"> SDO HR Staff Elementary & Secondary School HR Counterparts (city-paid and National)
Phase V: Webinar on the Project UPGRADE for Schools Property Custodian	Nov. 19-20, 2020	<ul style="list-style-type: none"> Elementary School Property Custodians Secondary School Property Custodians (JHS & SHS)
Phase VI: Webinar on the Project UPGRADE for Records Services	Nov. 25-27, 2020	<ul style="list-style-type: none"> Elementary & Secondary School Registrars Elementary & Secondary School Clerks

- Immediate and wide dissemination of this Memorandum is highly desired.


SHERYL T. GAYOLA

Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent