



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM

No. 10 s. 2025

FROM : SCHOOLS DIVISION SUPERINTENDENT
TO : 3 Functional Divisions
SUBJECT : **Development of SDO Technical Assistance Operational Plan 2025**
DATE : February 4, 2025

This Office informs all concerned re: the development and submission of SDO Technical Assistance (TA) Operational Plan 2025 on **February 14, 2025**. Kindly access this link <https://tinyurl.com/SDOTAOperationalPlan2025> for the online EXCEL sheet.

Further, the 2024 TA Operational Plan is also uploaded for reference. The following Key Result Areas (KRAs) of the SDO shall be used in the development and submission of TA Operational Plan, to wit:

Key Result Areas (KRAs)	FD/Unit Concerned
1. Strategic Management and Leadership	SGOD – Planning and Research SGOD – SMME CID OSDS
2. Curriculum Implementation Management	CID
3. Support to School Governance and Operations	SGOD-All Units
4. SDO Management	OSDS – Administrative Unit OSDS – Finance Unit OSDS – Legal Unit OSDS – ICT Unit
5. Partnership and Linkages	SGOD - SMN
6. Office Administration and Performance	All FDs (SGOD, CID, OSDS)

For information and compliance.


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S05/hgd
February 4, 2025