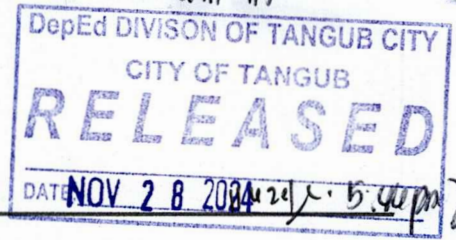




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



2411-417

November 6, 2024

DIVISION MEMORANDUM  
 No. 187, s. 2024

**CONDUCT OF PREWORK IN ALL DIVISION ACTIVITIES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. To ensure effective, efficient and successful execution of all division activities, this Office requires all program holders to conduct Prework Activity at least five days before the actual activity and walkthrough 2 days before the conduct of the activity.
2. The conduct of prework/walkthrough is essential to:
  - a. Ensure clear understanding of the objectives, roles and responsibilities and the expected output;
  - b. Create working committee / TWG;
  - c. Identify and allocate necessary resources;
  - d. Identify potential challenges and develop possible strategies/solutions for a smoother operation; and
  - e. Promote teamwork and collaboration.
3. Attached is the template for Prework.
4. Immediate dissemination of this Memorandum is desired.

**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
 Schools Division Superintendent

112724

Encl: As stated  
 Reference: None  
 To be indicated in the Perpetual Index  
 under the following subjects:

SAU/GCS – CONDUCT OF PREWORK ACTIVITY  
 November 6, 2024



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Republic of the Philippines  
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**SCHOOLS DIVISION OF TANGUB CITY**

**SAMPLE PREWORK TEMPLATE**

Title of Program/Activity: \_\_\_\_\_

<b>ACTIVITY</b>	<b>OBJECTIVE/S</b>	<b>RESOURCE/BUDGET ALLOCATION</b>	<b>DATE OF IMPLEMENTATION</b>	<b>DOCUMENTATION</b> <i>(List of documents needed for the activity)</i>

Prepared and submitted by:

\_\_\_\_\_

Recommending Approval:

**ERLINDA G. DAEL, PhD, CESE**  
Assistant Schools Division Superintendent

Approved:

**SHAMBAEH A. ABANTAS – USMAN, PhD, CESO VI**  
Schools Division Superintendent



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