



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 September 2024

DIVISION MEMORANDUM
No. 617 s. 2024

TRAINING ON THE FORMULATION OF CODI MANUAL FOR SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **Regional Memorandum No. 81, s. 2024**, titled **Gender and Development Activities for the Regional Office and SDO GAD Focal Point Systems for FY 2024**, this Office announces the training on the formulation of CODI Manual for Schools on **September 30 -October 1, 2024** at **M. I. Sevilla's Resort**.
2. The training aims to:
 - a. help the education sector formulate CODI Manual in every school; and
 - b. strengthen the campaign on preventing the gender -based sexual harassment on schools.
3. Attached are Enclosure 1: List of Participants and Enclosure 2: Program Management Team.
4. For further queries and clarification, you may contact La Trisha R. Dalit, Education Program Specialist II at 09662433931, or email at latrisha.dalit@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: Regional Memorandum No. 81, s. 2024
To be indicated in the Perpetual Index
Under the following subject:

SCHOOL HEADS PROGRAM MANAGEMENT TEAM

SGOD – training on the formulation of codi manual for schools
SGOMKN5I-001591 / September 13, 2024



Address: Brgy. PotoI, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

Enclosure 1 – List of Participants

	Name of Participants	Position
1	Celedonio B. Balderas Jr.	Schools Division Superintendent
2	Herbert D. Perez	Assistant Schools Division Superintendent
3	Imelda C. Raymundo	Chief Education Supervisor - SGOD
4	Edwin R. Rodriguez	Chief Education Supervisor - CID
5	Agnes M. Luzadas	Accountant III
6	Benjamin A. Millares	Administrative Officer V
7	Conrado C. Gabarda	Administrative Officer V
8	Marife R. Lagar	Planning Officer III
9	Jennelyn M. Mirandilla	Administrative Officer II
10	La Trisha R. Dalit	Education Program Specialist II
11	Regicelle D. Cabaysa	OIC – Planning and Research
12	Montano L. Agudilla Jr.	Senior Education Program Specialist
13	Joan Kathleen M. Talabong	Education Program Specialist II
14	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor – English
15	Christian J. Bables	Education Program Supervisor – Filipino
16	Sherwin C. Quesea	Education Program Supervisor – MAPEH
17	Louie L. Fulleo	Education Program Supervisor – EPP/TLE
18	Jerome A. Chavez	Education Program Supervisor - Mathematics
19	Mildred Z. Galleno	Education Program Supervisor - Kindergarten
20	Generosa F. Zubieta	Education Program Supervisor – LRMDs
21	Joseph Jay U. Aureada	Education Program Supervisor – Values
22	Michael Leonard D. Lubiano	Education Program Supervisor – Science
23	Mikael Sandino T. Andrey	Education Program Supervisor- AP
24	Teofila A. Ocumin	Education Program Specialist II - ALS
25	Maria Corazon A. Borbon	Education Program Supervisor
26	Luzviminda E. Saldares	Senior Education Program Specialist- HRD
27	Ian Neric O. Ila	Administrative Aide II
28	Ariel C. Cabuyao	Project Development Officer II
29	Mark Bryan F. Valencia	Information Technology Officer I
30	Jeanette M. Buera	Administrative Officer IV
31	Alelie A. Padillo	Nurse II
32	Grasiela L. Hernandez	Administrative Officer IV
33	Larvin O. Labrada	Head Teacher III
34	Evelyn R. Palambiano	School Principal I
35	Adrian N. Naynes	Head Teacher I
36	Michael M. Safred	School Principal I
37	Girlye A. Abaricia	Head Teacher III
38	Elpidia C. Palayan	School Principal II
39	Luz A. Pacaigue	Head Teacher III
40	Dennis O. Labita	School Principal II
41	Natalia A. Andaya	School Principal I
42	Joy Buban – Go	School Principal IV
43	Alona C. Crisanto	School Principal III
44	Teresa E. Andaya	School Principal I
45	Akeem Aron P. Valdeavilla	Teacher- in -charge

46	Lea A. Cosico	School Principal I
47	Julieta M. Labita	Head Teacher III
48	Ingrid A. Palad	School Principal II
49	Gener D. Delos Reyes	School Principal IV
50	Lorynel C. De Sagun	Head Teacher III
51	Arlene D. Pagana	Teacher – in – charge
52	Alita C. Rodriguez	Teacher – in – charge
53	Jeffrey G. Dimailig	Teacher - in -charge
54	Baby Lyn T. Olandes	Head Teacher III
55	Adrian D. Maaño	Head Teacher III
56	Roderick O. Hugo	School Principal II
57	Democrito C. Cabile Jr.	Head Teacher III
58	Corazon M. Oabel	School Principal I
59	Ronan R. Ranillo	School Principal II
60	Cherry G. Hugo	School Principal II
61	Honesto P. Caagbay Jr.	School Principal I
62	Waldymar E. Pasacsac	School Principal II
63	Rowena O. Sabiduria	School Principal I
64	Aldwin V. Capistrano	Head Teacher III
65	Wenefredo B. Baylongo	School Principal I
66	Mary Grace M. Cabili	School Principal II
67	Emelia E. Eclarin	Assistant Principal II
68	Johncent Roy Tibordo	Teacher – in -Charge

Enclosure 2

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas, Jr.
Schools Division Superintendent

Co-Chairperson: Herbert D. Perez
Assistant Schools Division Superintendent

Committee	Person/s Charge	In-	Terms of Reference
Program Manager	Imelda Raymundo	C.	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers - Leads in crafting the Program Completion Report
Learning Manager	La Trisha R. Dalit		<ul style="list-style-type: none"> - Leads the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed - Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator
Resource Speakers / Subject Matter Experts	Ruby B. Brion		<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions

M&E Officer	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter/ Secretariat	Ian Neric O. Ilaos Regicelle D. Cabaysa	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	Maria Corazon A. Borbon	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning - Ensure that training adheres to online ethical considerations
Welfare Officer	Alelie A. Padillo	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource persons (including incidents of social exclusion, sexual harassment, etc.)