Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

19 November 2026

DIVISION MEMORANDUM
No. 770 s. 2026

DIVISION TRAINING ORIENTATION WORKSHOP ON THE FLEXIBLE LEARNING OPTIONS AMONG SCHOOL HEADS CUM DEVELOPMENT OF SCHOOL INITIATED INTERVENTION PROGRAM (SII)

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

1. Relative to Regional Memorandum No. 542, s. 2025 titled "Regional Orientation to 100 Pilot School Implementers of the Alternative Delivery Mode (ADM) One-Stop Shop Program," this Office, through the Curriculum Implementation Division, will conduct the **Training Orientation Workshop on the Flexible Learning Options Among School Heads Cum Development of School Initiated Intervention Program (SII)** on November 24, 2026 at M.I. Sevilla's Resort, Brgy. Domoit, Lucena City.

2. The activity aims to:
   a. orient instructional leaders on the implementation of Flexible Learning Programs (FLPs);
   b. propose School Initiated Intervention to address the identified clients of the FLO and prepare tools and protocols for learning profiling, instructional planning, monitoring and reporting; and
   c. foster a network of pilot implementers that can serve as learning hubs and mentoring sites for future scale-up.

3. Enclosed are the list of participants and training matrix for this activity.

4. Orientation expenses for the meals of participants shall be charged against downloaded fund, subject to the usual government accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is desired.

CELEDONIO P. BALDERAS JR.
Schools Division Superintendent

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

Encl.: As stated
Reference: RM No. 542, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

FLEXIBLE LEARNING PROGRAM
TRAINING

CID- training orientation workshop on the flexible learning options among school heads cum development of school initiated intervention program (sii)
CIDQMD2B-004011/November 19, 2026

Address: Brgy. Potol, 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	Designation	School / Office
1.	Lorynel C. De Sagun	Principal I	Alsam IS
2.	Larvin O. Labrada	Principal II	Lakawan ES
3.	Lilibeth B. Vargas	OIC/Teacher III	Busal IS
4.	Baby Lyn T. Olandes	Principal I	Domoit ES
5.	Teresa E. Andaya	Principal II	East Palale ES
6.	Emelia R. Eclarin	Principal I	Eugenio Francia IS
7.	Roderick O. Hugo	Principal III	Tayabas West Central School II
8.	Aldwin V. Capistrano	Principal I	Gibanga ES
9.	Michael M. Safred	Principal III	Ilasan IS
10.	Alona C. Crisanto	Principal IV	Froilan E. Lopez ES
11.	Honesto P. Caagbay Jr.	Principal I	Calumpang IS
12.	Ronald O. Hugo	OIC/Master Teacher I	Katigan-Alupay ES
13.	Regicelle D. Cabaysa	Principal I	Lalo ES
14.	Wenefredo B. Baylongo	Principal I	Lawigue ES
15.	Elpidia C. Palayan	Principal III	Tayabas East Central School
16.	Arlene D. Pagana	OIC/Teacher III	Masin ES
17.	Evelyn R. Palambiano	Principal II	Mate IS
18.	Joel N. Dela Cruz	Principal I	Mayuwi IS
19.	Luz A. Pacaigue	Principal I	North Palale ES
20.	Democrito C. Cabile Jr.	Principal I	Pandakake IS
21.	Dennis O. Labita	Principal III	Potol ES
22.	Ingrid A. Palad	Principal III	South Palale ES
23.	Ronan R. Ranillo	Principal III	Malao-a/Calantas ES
24.	Lea A. Cosico	Principal II	Tayabas West CS I
25.	Girlie G. Abaricia	Principal I	Ipilan-Alitao ES
26.	Natalia A. Andaya	Principal II	Tayabas West CS III
27.	Julieta M. Labita	Principal I	Tayabas West CS IV
28.	Reniel C. Cabuyao	Principal I	Valencia ES
29.	Rowena O. Sabiduria	Principal I	Cipriano J. Querubin ES
30.	Corazon M. Oabel	Principal II	West Palale ES
31.	Cherry G. Hugo	Principal III	Buenaventura Alandy National High School
32.	Mary Grace M. Cabili	Principal II	Dapdap Integrated School
33.	Maricel L. Abella	Assistant School Head Designate	Tayabas East Central School
34.	Raymund O. Hugo	Assistant School Head Designate	Luis Palad Integrated High School
35.	Rempson P. Sumilang	Principal I	Rosario Quesada Integrated National High School
36.	Joy B. Go	Principal IV	West Palale National High School
37.	Adrian N. Naynes	OIC/Head Teacher I	Talolong IS

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

38.	Edwin R. Rodriguez	CID Chief	SDO - CID
39.	Mildred Z. Galleno	Education Program Supervisor	SDO - CID
40.	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	SDO - CID
41.	Michael Leonard D. Lubiano	Education Program Supervisor	SDO - CID
42.	Sherwin C. Quesea	Education Program Supervisor	SDO - CID
43.	Generosa F. Zubieta	Education Program Supervisor	SDO - CID
44.	Joseph Jay U. Aureada	Education Program Supervisor	SDO - CID
45.	Geraldine M. Constantino	Education Program Supervisor	SDO - CID
46.	Jerome A. Chavez	Education Program Supervisor	SDO - CID
47.	Christian J. Bables	Education Program Supervisor	SDO - CID
48.	Louie L. Fulledo	Education Program Supervisor	SDO - CID
49.	Teofila A. Ocumin	EPSA II - ALS	SDO - CID
50.	Ermelo A. Escobiñas	PDO II	SDO - CID
51.	Edna E. Eclavea	Librarian II	SDO - CID
52.	Erison D. Albis	Administrative Aide VI	SDO - CID

Enclosure 2

TRAINING MATRIX

Time	Duration	Session	Resource Person
7:30 a.m. – 8:00 a.m.	15 min.	Arrival and Registration	PMT
8:00 a.m. – 8:30 a.m.	30 min.	Opening Program Statement of Purpose Levelling of Expectations	PMT Edwin R. Rodriguez Louie L. Fulledo
8:30 a.m. – 10:00 a.m.	1.5 h	**Session 1** Overview and Implementation of Flexible Learning Pathways (FLP)	Joy B. Go ***A Flexible Path to a Brighter Tomorrow*** Teresa E. Andaya ***Learner Profiling in FLP*** Joel N. Dela Cruz ***5 Specific Dropout Risks for School Action***
10:00 a.m. – 10:15 a.m.	15 min.	Health Break	
10:15 a.m. – 11:00 a.m.	45 min.	**Session 2** School Initiated Intervention	Cherry G. Hugo
11:00 a.m. – 12:00 p.m.	1 hr.	**Session 3** SEL as a Foundation for Flexible Learning Program: A Leadership Lens for School Heads	Rempson P. Sumilang ***Reframing SEL Leadership for School Heads*** Mary Grace M. Cabili ***Philippine SEL Framework*** Maricel L. Abella ***Integrating SEL Into Flexible Learning*** Lorynel C. De Sagun ***SEL Informed Leadership***
12:00 p.m. – 1:00 p.m.	1 hr.	Lunch Break	

1:00 p.m. – 3:00 p.m.	2 hr.	**Session 4** The Universal Design for Learning (UDL) in Analyzing FLP Cases	Democrito C. Cabile Jr. ***FLP Cases No. 1-6*** Emelia R. Eclarin ***FLP Cases No. 7-13*** Evelyn R. Palambiano ***FLP Cases No, 14-20***
3:00 p.m. – 3:15 p.m.	15 min.	Health Break	
3:15 p.m. – 4:30 p.m.	1 hr. 15 min.	**Session 5** Formulation of School FLP Action Plan and Open Forum & Final Policy Reconciliations	**Moderators/Facilitators:** Louie L. Fulledo Lilibeth B. Vargas Lea A. Cosico Natalia A. Andaya Honesto P. Caagbay Jr.
4:30 p.m. – 5:00 p.m.	30 min.	Closing Program	PMT

Enclosure 3

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 In-Charge	Terms of Reference
Program Manager	Edwin R. Rodriguez	- 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.
Learning Manager	Louie L. Fulledo	- 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. - Facilitates integration session at the end of the intervention, including preparation of Work Application Plan. - Prepares the narrative report.
Resource Speakers /	Rempson P. Sumilang Mary Grace M. Cabili Democrito C. Cabile Jr. Lorynel C. De Sagun Joy B. Go Cherry G. Hugo	- Applies effective presentation and facilitation techniques in conducting assigned sessions. - Provides expert content input during learning sessions.

	Teresa E. Andaya Joel N. Dela Cruz Lilibeth B. Vargas Lea A. Cosico Natalia A. Andaya Honesto P. Caagbay Jr. Emelia R. Eclarin Evelyn R. Palambiano Maricel Abella	
M&E Coordinator	Montano L. Agudilla Jr.	- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. - 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	Jerome A. Javin	- Documents the proceedings of the learning sessions using the prescribed documentation template. - Take photos of the different parts of the program delivery.
Secretariat	Generosa F. Zubieta Erison D. Albis	- Attends to registration needs of learners/participants. - Ensures that the participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies. - Assists in posting and collection of session outputs. - Compiles session documents and learning resource materials.