



Republic of the Philippines  
**Department of Education**

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

26 February 2026

DIVISION MEMORANDUM  
No. 134 s. 2026

**TRAINING-WORKSHOP OF NON-TEACHING PERSONNEL FOR OFFICE  
INNOVATION FOR IMPROVED SERVICE DELIVERY**

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

1. Pursuant to **DepEd Order No. 32, s. 2011** titled **Policies and Guidelines on Training and Development (T&D) Programs and Activities** and reinforced by the National Educators Academy of the Philippines (NEAP) framework, professional development is not exclusive to teaching staff.
2. In line with this, a capacity-building activity will be conducted for select Non-Teaching Personnel (NTP) to empower them with the skills, mindset, and tools necessary to drive office innovation and enhance service delivery across sections, units, schools, and the entire Schools Division Office (SDO), on **March 3-4, 2026**, separately for NTP Levels 1 and 2. Training venue will be announced through an advisory.
3. Training for **Level 1** will be conducted on **March 3** and **Level 2** on **March 4**.
4. List of participants may be downloaded from <https://tinyurl.com/T-W-NTP-Mar2026>.
5. Attached are Enclosure 1 – Training Matrices (Levels 1 & 2) and Enclosure 2 – Program Management Team Terms of Reference.
6. Strict compliance of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge



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Encl.: As stated  
Reference: DepEd Order No. 32, s. 2011  
To be indicated in the Perpetual Index  
under the following subjects:

INNOVATION  
PERSONNEL  
TRAINING

SGOD- training-workshop of non-teaching personnel for office innovation for improved service delivery  
SGO3DF6A-004379/February 26, 2026

Enclosure 1

**INDICATIVE TRAINING MATRIX**

**LEVEL 1**

**March 3, 2026**

**Venue: TBD**

<b>Time</b>	<b>Activity</b>	<b>In-Charge/Resource Speaker/Facilitator</b>
7:00-8:30	Arrival and Welcoming	PMT
8:30-9:00	Opening Program/Preliminaries	PMT
9:00-9:15	Setting of Expectations	Ms. La Trisha R. Dalit/PMT
9:15-10:00	Session 1: Connecting Beyond Words: Fostering Effective and Mutually-Respectful Workplace through Oral Communication	Dr. Maria Corazon A. Borbon
10:00-10:15	HEALTHY BREAK	
10:15-12:00	Continuation of Session 1	Dr. Maria Corazon A. Borbon
12:00-1:00	LUNCH BREAK	
1:00-3:00	Session 2: Elevating Public Service, Responding to Client Concerns, and Managing Challenges with Professionalism	Ms. Regicelle D. Cabaysa
3:00-3:15	HEALTHY BREAK	
3:15-4:45	Session 3: Breathe, Relax, Thrive: Small Wins with Big Impact	Dr. Edwin R. Rodriguez
4:45-5:00	Closing Ceremony	Ms. La Trisha R. Dalit/PMT

**LEVEL 2**

**March 4, 2026**

**Venue: TBD**

<b>Time</b>	<b>Activity</b>	<b>In-Charge/Resource Speaker/Facilitator</b>
7:00-8:30	Arrival and Welcoming	PMT
8:30-9:00	Opening Program/Preliminaries	PMT
9:00-9:15	Setting of Expectations	Ms. La Trisha R. Dalit/PMT
9:15-10:00	Session 1: Ignite the Spark: Unlocking Team Motivation and Engagement	Dr. Edwin R. Rodriguez
10:00-10:15	HEALTHY BREAK	
10:15-12:00	Continuation of Session 1	Dr. Edwin R. Rodriguez
12:00-1:00	LUNCH BREAK	
1:00-3:00	Session 2: Assessment to Achievement: Mastering Performance Evaluation and Coaching	Dr. Imelda C. Raymundo
3:00-3:15	HEALTHY BREAK	
3:15-4:45	Session 3: From Silos to Synergy: Optimizing Organizational Performance through Collaboration and Interdependence	Dr. Luzviminda E. Saldares
4:45-5:00	Closing Ceremony	La Trisha R. Dalit/PMT

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 In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> <li>- Oversees the implementation of the entire program</li> <li>- Orients the PMT and resource persons on their terms of reference and details of the program design</li> <li>- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>- Leads the debriefing sessions with the PMT and resource speakers</li> </ul>
Learning Manager	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>- Leads the conduct of the program per session room</li> <li>- Ensures that the program is carried out based on the detailed design in collaboration with the resource persons</li> <li>- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs</li> <li>- Facilitates management of learning activities as scheduled and as needed</li> <li>- Facilitates integration session at the end of the intervention, including preparation of Action Plan</li> </ul>
Facilitators	Ms. La Trisha R. Dalit Ms. Regicelle D. Cabaysa Dr. Maria Corazon A. Borbon Dr. Edwin R. Rodriguez Dr. Imelda C. Raymundo Dr. Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>- Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>- Provides expert content input during learning sessions</li> </ul>

M&E Coordinator	Dr. Montano L. Agudilla	<ul style="list-style-type: none"> <li>- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> <li>- Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist</li> <li>- Applies process observation and prescribed tools to monitor and evaluate program delivery</li> <li>- Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing</li> <li>- Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation</li> <li>- Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report</li> </ul>
Documenter	La Trisha R. Dalit	<ul style="list-style-type: none"> <li>- Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>- Take photos of the different parts of the program delivery</li> </ul>
Secretariat	La Trisha R. Dalit	<ul style="list-style-type: none"> <li>- Attends to registration needs of learners/participants</li> <li>- Ensures that the learners/participants fill up attendance sheets every day.</li> <li>- Assists in the distribution of learning materials and supplies</li> <li>- Assists in posting and collection of session outputs</li> <li>- Compiles session documents and learning resource materials</li> </ul>
Welfare Officer	Alelie Padillo	<ul style="list-style-type: none"> <li>- Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue</li> <li>- Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.)</li> </ul>
Logistics Officer	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>- Ensures the quality, adequacy, and availability of facilities, equipment, supplies and</li> </ul>

		<p>materials, vehicles, and other resources to support the successful implementation of the program</p> <ul style="list-style-type: none"> <li>- Leads ocular inspection of venues to ensure adherence to standards and specifications</li> <li>- Checks that session rooms are always ready for use and conducive to learning</li> </ul>
<p>Finance Officer/s</p>	<p>Benjamin A. Millares                  Agnes M. Luzadas</p>	<ul style="list-style-type: none"> <li>- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation</li> <li>- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices</li> <li>- Monitors and documents all disbursements against budget to support liquidation</li> <li>- Liquidates all fund disbursement and prepares a financial report</li> </ul>