



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

04 July 2024


DIVISION MEMORANDUM
No. 454 s. 2024

**CAPABILITY BUILDING OF SCHOOL HEADS IN WRITING SOCIO-EMOTIONAL
LEARNING ACTIVITIES**

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

1. With reference to **DepEd Order 71, s. 2009** titled **Guidelines for the Effective Implementation of the Elementary Curriculum**, this Office announces the Capability Building Workshop for School Heads on Writing Socio-Emotional Learning. The workshop is scheduled on **July 16-17, 2024** at a venue to be announced.
2. This workshop aims to enhance students' emotional competencies for success in academics and life, integrate SEL activities into teaching practices, and emphasize the importance of SEL by contributing resources to the LRMS Bank.
3. This memorandum also serves as the travel authority for participants and members of the Program Management Team. Participants are requested to bring their laptops, extension cords, pocket WiFi, and coloring materials (if available) for use during the sessions.
4. Travel, Meal and other incidental expenses of Division Participants relative to the conduct of the said activity shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. Attached are enclosures for the List of Participants, Members of the Program Management Team and their Terms of Reference, and Training Matrix of the said activity.
6. For clarifications and queries, please contact Joseph Jay U. Aureada, Education Program Supervisor – CID, via email at josephjay.aureada@deped.gov.ph.

7. Immediate dissemination and compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum No. 111, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

DIVISION TRAINING
SEL

CID – capability building workshop for school heads on socio-emotional learning
CIDNB0FF-000714/July 4, 2024

Enclosure No. 1

LIST OF PARTICIPANTS
CAPABILITY BUILDING OF SCHOOL HEADS IN WRITING SOCIO-EMOTIONAL
LEARNING ACTIVITIES

	Name	Designation	School
1	Larvin O. Labrada	Head Teacher III	Alsam IS
2	Johncent Roy C. Tibordo	Head Teacher I	Busal IS
3	Girlye G. Abaricia	Head Teacher III	Domoit ES
4	Elpidia C. Palayan	School Principal II	East Palale ES
5	Luz A. Pacaigue	Head Teacher III	Eugenio Francia IS
6	Dennis O. Labita	School Principal II	Froilan E. Lopez ES
7	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
8	Joy B. Go	School Principal IV	Ilasan IS
9	Alona C. Crisanto	School Principal III	Ipilan-Alitao ES
10	Teresa E. Andaya	School Principal I	Kalumpang ES
11	Akeem Aron P. Valdeavilla	Teacher-In-Charge	Katigan-Alupay ES
12	Lea A. Cosico	Principal I	Lakawan ES
13	Julieta M. Labita	Head Teacher III	Lalo ES
14	Ingrid A. Palad	School Principal II	Lawigue ES
15	Lorynel C. De Sagun	Head Teacher III	Malao-A/Calantas ES
16	Arlene D. Pagana	Teacher-In-Charge	Masin ES
17	Alita C. Rodriguez	Teacher-In-Charge	Mate IS
18	Jeffrey G. Dimailig	Teacher-In-Charge	Mayuwi Community School
19	Babylyn T. Olandes	Head Teacher III	North Palale ES
20	Adrian D. Maano	Head Teacher III	Pandakake IS
21	Roderick O. Hugo	School Principal I	Potol ES
22	Corazon M. Oabel	School Principal I	South Palale ES
23	Ronan R. Ranillo	School Principal II	Tayabas East CS
24	Cherry G. Hugo	School Principal II	Tayabas West CS I
25	Honesto P. Caagbay, Jr.	School Principal I	Tayabas West CS II
26	Natalia A. Andaya	School Principal I	Tayabas West CS III
27	Rowena O. Sabiduria	School Principal I	Tayabas West CS IV
28	Adrian N. Naynes	Head Teacher I	Valencia ES
29	Waldymar E. Pasacsac	School Principal II	Wakas ES
30	Wenefredo B. Baylongo	School Principal I	West Palale ES
31	Evelyn R. Palambiano	School Principal I	Buenaventura Alandy National High School
32	Michael M. Safred	Assistant School Principal II	Dapdap Integrated School

33	Gener C. Delos Reyes	School Principal IV	Luis Palad Integrated High School
34	Democrito C. Cabile Jr.	Head Teacher III	Rosario Quesada Integrated National High School
35	Emelia R. Eclarin	OIC- School Principal II –	Tayabas City National High School
36	Mary Grace M. Cabili	School Principal II	West Palale National High School
37	Montano L. Agudilla	SEPS/SMME - OIC- School Head	Talolong IS

Enclosure 2

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

**CAPABILITY BUILDING OF SCHOOL HEADS IN WRITING SOCIO-EMOTIONAL
LEARNING ACTIVITIES**

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	<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	Joseph Jay U. Aureada	<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

		<ul style="list-style-type: none"> - Ensures that the pre-assessment is administered - Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator
Resource Speakers / Subject Matter Experts	Joy B. Talens	<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 Coordinator	Montano Agudilla	<ul style="list-style-type: none"> - 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	Regicelle D. Cabaysa Jerome A. Javin	<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
Secretariat	Regicelle D. Cabaysa Adrian Aguirre	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Prepares directory of participants based on registration forms

		<ul style="list-style-type: none"> - Assists in the distribution of learning materials and supplies - Assists in posting and collection of session outputs - Compiles session documents and learning resource materials
Welfare Officer	Lailani Omlas	<ul style="list-style-type: none"> - 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
Logistics Officer	Joseph Jay U Aureada	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program - Leads ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning
Finance Officer/s	Benjie Millares Agnes Luzadas	<ul style="list-style-type: none"> - Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation - Liquidates all fund disbursement and prepares a financial report

Enclosure 3

Activity Matrix

Day 1 – July 16, 2024

Time	Session	Resource Person
8:00a.m – 8:30a.m.	Preliminaries	PMT
8:30 a.m – 8:45 a.m	Pretest	
8:45 a.m – 10:00 a.m	Talk 1 - Significance of Integrating SEL Principles into Diverse Educational Activities	Dr. Joy Talens
10:00 a.m – 10:15 a.m	Break	
10:15 a.m – 12:00p.m	Talk 2 – Core Principles of SEL	Dr. Joy Talens
12:00 p.m – 1:00 p.m	Lunch Break	
1:00 p.m – 3:15 p.m	Talk 3 - Relationship between SEL Principles and the K to 12 Curriculum's Goal of Nurturing Holistic Filipinos with 21 st Century Skills through the Whole-Child Approach	
3:15 p.m – 3:30 p.m	Break	Dr. Joy Talens
3:30 p.m – 5:00 p.m	Continuation of Talk 3	Dr. Joy Talens

Day 2 – July 17, 2024

Schedule	Activity	Person In-Charge
8:00 a.m – 8:20 a.m	Preliminaries	
8:20 a.m – 8:45 a.m	Recapitulation of Day 1	Dr. Joy Talens
8:45 a.m – 10:00	Talk 4 – Samples of SEL Activities in a Diverse Classroom	Dr. Joy Talens
10:00 – 10:15	Break	

10:15 – 12:00	Workshop 1 – Examination of One's Sample Lessons in Relation to the Topic	Dr. Joy Talens
12:00 p.m – 1:00 p.m	Lunch Break	
1:00 p.m – 1:30 p.m	Talk 5 – How to Integrate SEL in the Lesson	Dr. Joy Talens
1:30 p.m – 3:00 p.m	Workshop 2 – Writing of Activities in the Classroom with SEL Integration	Dr. Joy Talens
3:00 p.m – 3:15 p.m	Break	
3:15 p.m – 4:00 p.m	Presentation of Outputs	Dr. Joy Talens
4:00 p.m - 4:15 p.m	Posttest	PMT
4:15 p.m – 5:00 p.m	Closing	