



Republic of the Philippines
Department of Education

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

30 July 2026

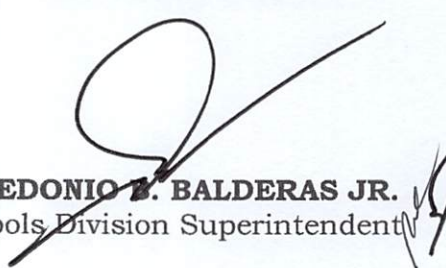
DIVISION MEMORANDUM
No. **518** s. 2026

**COMPETENCY ENHANCEMENT OF SCHOOL HEADS ON THE CONTENT,
KNOWLEDGE, PEDAGOGY, AND INSTRUCTIONAL DESIGN
FRAMEWORK**

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

1. In reference to **DepEd Order No. 24, s. 2020**, titled "**National Adoption and Implementation of the Philippine Professional Standards for School Heads (PPSSH)**," this Office informs the School Heads identified in Enclosure No. 1 of their participation in the **Competency Enhancement of School Heads on the Content, Knowledge, Pedagogy, and Instructional Design Framework** to be conducted on **August 24–26, 2026**, at **M.I. Sevilla's Resort, Lucena City**.
2. The three-day capability-building program aims to strengthen the instructional leadership competencies of School Heads by enhancing their knowledge and skills in curriculum implementation, instructional supervision, classroom-based assessment, inclusive education, coaching and mentoring, classroom observation, and monitoring of teachers' implementation of Work Application Plans. It also seeks to equip participants with strategies for developing school-based instructional supervision plans aligned with the Revised K to 10 Curriculum and the Philippine Professional Standards for School Heads.
3. Specifically, the activity shall cover the following learning sessions:
 - Instructional Design Framework of the Revised K to 10 Curriculum;
 - Classroom-based Assessment in the Lens of the Revised K to 10 Curriculum;
 - Community of Practice as a Tool to Strengthen Curriculum Implementation;
 - Classroom Practices to Promote Inclusion for Special Needs Education;
 - School Heads' Adapting Strategies in Providing Technical Assistance and Coaching for Teachers;
 - Class Observations in the Context of the Revised K to 10 Curriculum;
 - Monitoring and Evaluating Teachers' Implementation of Work Application Plan; and
 - Development of School Head's Work Application Plan – Instructional Supervision Plan.

4. Participants are expected to arrive at the venue on or before **8:00 a.m.** on **August 24, 2026**, and actively participate in all sessions, workshops, collaborative activities, and assessments throughout the duration of the training. They are likewise expected to accomplish and submit all required outputs, including their School Head Instructional Supervision Work Application Plan.
5. For inquiries and other concerns regarding the activity, please contact Dr. John Cavin S. Rodil, Senior Education Program Specialist, School Governance and Operations Division – Human Resource Development Section (SGOD–HRDS).
6. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 24, s. 2020
To be indicated in the Perpetual Index
under the following subjects:

COMPETENCY ENHANCEMENT
SCHOOL HEADS

SGOD- competency enhancement of school heads on the content, knowledge, pedagogy, and instructional design framework
SGO720K7-005304/July 30, 2026

Enclosure 1

LIST OF PARTICIPANTS

No.	Participants	Position/Designation	School/Office
1	Lorynel C. De Sagun	Head Teacher III	Alsam IS
2	Lilibeth B. Vargas	Teacher III/ OIC	Busal IS
3	Honesto P. Caagbay Jr.	School Principal I	Calumpang IS
4	Rowena O. Sabiduria	School Principal I	Cipriano J. Querubin ES
5	Mary Grace M. Cabili	School Principal II	Dapdap IS
6	Baby Lyn T. Olandes	Head Teacher III	Domoit ES
7	Teresa E. Andaya	School Principal II	East Palale ES
8	Emelia R. Eclarin	School Principal I	Eugenio Francia IS
9	Alona C. Crisanto	School Principal III	Froilan E. Lopez ES
10	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
11	Michael M. Safred	School Principal I	Ilasan IS
12	Girlie A. Abaricia	Head Teacher III	Ipilan-Alitao ES
13	Ronald O. Hugo	Master Teacher I/OIC	Katigan-Alupay ES
14	Larvin O. Labrada	School Principal I	Lakawan ES
15	Regicelle D. Cabaysa	School Principal I/OIC - SEPS	Lalo ES
16	Wenefredo B. Baylongo	School Principal I	Lawigue ES
17	Ronan R. Ranillo	School Principal III	Malao-a/Calantas ES
18	Arlene D. Pagana	Teacher III / OIC	Masin ES
19.	Evelyn R. Palambiano	School Principal II	Mate IS
20	Joel N. Dela Cruz	School Principal I	Mayuwi IS
21	Luz A. Pacaigue	School Principal I	North Palale ES
22	Democrito C. Cabile Jr.	School Principal I	Pandakake IS
23	Dennis O. Labita	School Principal III	Potol ES
24	Ingrid A. Palad	School Principal II	South Palale ES
25	Elpidia C. Palayan	School Principal II	TECS
26	Lea A. Cosico	School Principal II	TWCS I
27	Roderick O. Hugo	School Principal III	TWCS II
28	Natalia A. Andaya	School Principal II	TWCS III
29	Julietta M. Labita	School Principal I	TWCS IV
30	Reniel N. Cabuyao	School Principal I	Valencia ES
31	Corazon M. Oabel	School Principal II	West Palale ES
32	Cherry G. Hugo	School Principal II	BANHS
33	Gregorio I. Racelis	School Principal IV	LPIHS
34	Rempson P. Sumilang	School Principal I	RQINHS
35	Joy B. Go	School Principal IV	WPNHS
36	Adrian N. Naynes	Head Teacher I/ OIC	Talolong IS
37.	Geraldine M. Constantino	OIC – Education Program Supervisor	CID
38.	Jerome A. Chavez	Education Program Supervisor	CID
39	Michael Leonard D. Lubiano	Education Program Supervisor	CID
40	Mildred Z. Galleno	Education Program Supervisor	CID
41	Joseph Jay U. Aureada	Education Program Supervisor	CID
42	Richelle F. Quintero	Education Program Supervisor	CID
43	Christian J. Bables	Education Program Supervisor	CID

44	Louie L. Fulleo	Education Program Supervisor	CID
45	Sherwin C. Quesea	Education Program Supervisor	CID
46	Celedonio B. Balderas Jr.	Schools Division Superintendent	OSDS
47	Herbert D. Perez	Asst. Schools Division Superintendent	OSDS
48	Imelda C. Raymundo	CES – SGOD	SGOD
49	Edwin R. Rodriguez	CES - CID	CID
50	Montano L. Agudilla Jr.	SEPS - SMME	SGOD
51	John Cavin S. Rodil	SEPS - HRD	SGOD
52	La Trisha R. Dalit	EPS II	SGOD
53	Princess A. Talavera	Secretariat	SGOD
54	Ma. Godessa Gabatin	Secretariat	SGOD
55	San Mark A. Morcoso	Data Analyst	SGOD
56	Mariles F. Contreras	Nurse II	SGOD
57	Marife R. Lagar	Planning Officer III	SGOD

Enclosure 2

PROGRAM MANAGEMENT TEAM

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	- Oversees the implementation of the entire program. - Orients the PMT 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 in crafting the Program Completion Report
Learning Manager	John Cavin S. Rodil Geraldine M. Constantino	- Leads the conduct of the program 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
Resource Speakers / Learning Facilitators	Geraldine M. Constantino Jerome A. Chavez Michael Leonard D. Lubiano Mildred Z. Galleno Joseph Jay U. Aureada L.C. Richelle F. Quintero Christian J. Bables Louie D. Fullado Sherwin C. Quesada	- Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions
M&E Officer	Montano L. Agudilla, Jr.	- 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	La Trisha R. Dalit Princess A. Talavera Ma. Godessa Gabatin	- 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	John Cavin S. Rodil	- 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 venue are always ready for use and conducive to learning - Ensure that training adheres to ethical considerations
Finance Officer/s	Benjamin A. Millares Agnes M. Luzadas	- 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