



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

06 August 2026

DIVISION MEMORANDUM
No. **531** s. 2026

SCHOOL HEAD ON-BOARDING PROGRAM (SHOP)

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

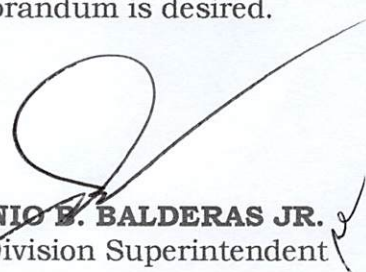
1. In reference to **DepEd Memorandum No. DM-OUHROD-2025-1654**, titled **School Head On-Boarding Program (SHOP)**, and pursuant to the Department of Education's continuing efforts to strengthen school leadership and management, this Office announces the conduct of the **School Head On-Boarding Program (SHOP) for the Schools Division Office of Tayabas City on August 10-14, 2026, at M.I. Sevilla Resort and Hotel, Brgy. Domoit, Lucena City.**

2. The SHOP is a strategic capacity-building initiative of the Schools Division Office of Tayabas City designed to prepare newly appointed, newly designated, and newly assigned school heads for their leadership and management responsibilities. As instructional leaders and school managers, school heads play a vital role in ensuring the effective implementation of educational programs, promoting quality teaching and learning, strengthening school governance, and improving learner outcomes.

3. The program provides a structured orientation and professional learning experience that familiarizes participants with the Department's policies, governance systems, operational processes, and best practices in school management. It also serves as a venue for coaching, mentoring, and collaborative learning to help participants effectively perform their leadership roles while fostering a culture of excellence, accountability, innovation, and continuous improvement.

4. The School Head On-Boarding Program aims to:
- a. Orient newly appointed, newly designated, and newly assigned school heads on the policies, standards, systems, and programs of the Department of Education and the Schools Division Office of Tayabas City.
 - b. Strengthen participants' instructional leadership and school management competencies in curriculum implementation, school governance, human resource management, financial management, resource mobilization, and stakeholder engagement.
 - c. Enhance participants' understanding of the roles, functions, and responsibilities of school heads in promoting quality, equitable, and inclusive basic education.

- d. Develop the capacity of school heads to effectively implement School-Based Management (SBM), improve school performance, and ensure compliance with national and division policies, standards, and quality assurance mechanisms.
 - e. Equip participants with practical knowledge and skills in strategic planning, decision-making, data-driven management, risk management, and continuous improvement processes.
 - f. Foster a culture of collaboration, professional learning, coaching, and mentoring among school heads to promote shared leadership and organizational excellence.
 - g. Prepare participants to confidently assume their leadership roles and effectively contribute to the achievement of the Division's strategic goals and improved learner outcomes.
5. The participants to this activity are the newly appointed, newly designated, and newly assigned public elementary and secondary school heads, as listed in Enclosure No. 1 of this Memorandum. Enclosure 2 contains the Program Management Team.
6. 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).
7. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum No. DM-OUHROD-2025-1654

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

SCHOOL HEADS
TRAINING

SGOD- school head on-boarding program (shop)
SGOKB302-005354/August 06, 2026

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Position/Designation	School/Office
1	Lilibeth B. Vargas	Teacher III/Officer-in-Charge	Busal IS
2	Ronald O. Hugo	Master Teacher I/Officer-in-Charge	Katigan -Alupay ES
3	Regicelle D. Cabaysa	School Principal I	Lalo ES
4	Arlene D. Pagana	Teacher III/Officer-in-Charge	Masin ES
5	Joel N. Dela Cruz	School Principal I	Mayuwi IS
6	Adrian D. Maano	Head Teacher III	RQINHS
7	Reniel N. Cabuyao	School Principal I	Valencia ES
8	Rempson P. Sumilang	School Principal I	RQINHS
9	Maricel L. Abella	Assistant School Head Designate	TECS
10	Maria Madel C. Rubia	Assistant School Head Designate	BANHS
11	Marvin J. Rosales	Assistant School Head Designate	WPNHS
12	Josephine B. Ramos	Assistant School Head Designate	TWCS I
13	Lorynel C. De Sagun	Head Teacher III	Alsam IS
14	Baby Lyn T. Olandes	Head Teacher III	Domoit ES
15	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
16	Erico P. Ybardolaza	Head Teacher IV	LPIHS
17	Cynthia S. Zorilla	Head Teacher IV/Assistant School Head Designate	LPIHS
18	Wilma G. Zaide	Head Teacher IV	Dapdap IS
19	Raymund O. Hugo	Head Teacher IV	LPIHS
20	La Trisha R. Dalit	Education Program Specialist II	SGOD
21	Montano L. Agudilla Jr.	Senior Education Program Specialist	SGOD
Program Management Team and Resource Person			
22	Herbert D. Perez	Asst. Schools Division Superintendent	OSDS
23	Imelda C. Raymundo	CES – SGOD	SGOD
24	Edwin R. Rodriguez	CES - CID	SGOD
25	John Cavin S. Rodil	Senior Education Program Specialist	SGOD
26	Democrito Cabile Jr.	School Principal I	Pandakake IS
27	Joy B. Go	School Principal IV	WPNHS
28	Dennis O. Labita	School Principal III	Potol ES
29	Sherwin C. Quesea	Education Program Supervisor	CID
30	Geraldine M. Constantino	OIC-Education Program Supervisor	CID
31	Jerome A. Chavez	Education Program Supervisor	CID
32	Christian J. Bables	Education Program Supervisor	CID

33	Mildred Z. Galleno	Education Program Supervisor	CID
34	Maria Corazon A. Borbon	Education Program Supervisor	SGOD
35	Joseph Jay U. Aureada	Education Program Supervisor	CID
36	Princess A. Talavera	Secretariat	SGOD
37	Joseph Patrick Nilo	Secretariat	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	- 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	Herbert D. Perez Sherwin C. Quesea Geraldine M. Constantino Jerome A. Chavez Christian J. Bables Mildred Z. Galleno Joy B. Go Dennis O. Labita Democrito C. Cabile Jr. Maria Corazon A. Borbon Joseph Jay U. Aureada	- 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	John Cavin S. Rodil La Trisha R. Dalit Princess A. Talavera Joseph Patrick Nilo	- 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