



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

12 Oct 2023

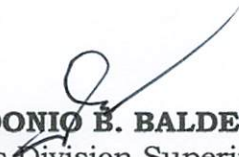
DIVISION MEMORANDUM
No. 555 s. 2023

**DIVISION CAPACITY-BUILDING OF SCHOOL HEADS ON MANAGING SCHOOLS
EFFECTIVELY**

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

1. With reference to **Republic Act 9155** also known as **Governance of Basic Education Act** and **DepEd Order No. 024, s. 2020, National Adoption and Implementation of Philippine Professional Standards for School Heads**, this Office announces the conduct of Division Capacity-Building of School Heads on Managing Schools Effectively on **October 17-19, 2023, 8:00a.m. – 5:00p.m.** at **M.I. Sevilla's Resort, Brgy. Domoit, Lucena City**.
2. The activity aims to:
 - a. deepen School Heads understanding on monitoring and evaluation and building connections effectively to promote learner's achievement;
 - b. manage school data effectively from the results of monitoring and evaluation utilizing technology to ensure efficient and effective school management;
 - c. prepare monitoring and evaluation plan and action plan in building connections in the implementation of PPAs
 - d. appreciate the importance of managing schools effectively to ensure delivery of quality education
3. Participants shall bring laptop and extension wire.
4. Meals (AM and PM snacks, lunch) and other expenses shall be charged against HRTD Fund. Travel expenses of participants shall be charged against local or school MOOE, canteen funds, and/or other school funds subject to the availability of funds and usual accounting and auditing rules and regulations.
5. Attached are Enclosure 1 List of Participants and Enclosure 2 Technical Working Group with Terms of Reference.

6. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

Reference: Republic Act 9155 and DepEd Order No. 024, s. 2020

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

SCHOOL HEADS
TRAININGS

SGOD- division capacity-building of school heads on managing schools effectively
None/ October 12,2023

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Sex	Position/ Designation	Unit
1.	Antonio P. Faustino Jr	M	OIC – ASDS	OSDS
2.	Imelda C. Raymundo	F	SGOD – Chief	CID
3.	Maria Corazon A. Borbon	F	EPS	SGOD
4.	Jean Rose D. Rabano	F	EPS II	SGOD
5.	Montano L. Agudilla Jr	M	SEPS	SGOD
6.	Joan Kathleen T. Brizuela	F	EPS II	SGOD
7.	Jerome Javin	M	JO	ICT
8.	Lailani Omlas (Oct. 17) Mariles Contreras (Oct. 18)	F	Nurse II	SGOD
9.	Larvin O. Labrada	M	EHT III	Alsam Integrated School
10.	Arleen Pagana	F	TIC	Masin Elem School
11.	Joy B. Go, Ph.D.	F	P-IV	Ilasan Integrated School
12.	Ingrid A. Palad	F	P-II	Lawigue Elem Sch
13.	Girlye A. Abaricia	F	EHT II	Domoit Elem School
14.	Natalia A. Andaya	F	P-I	Gibanga Elem School
15.	Alona C. Crisanto	F	P -III	Ipilan-Alitao ES
16.	Waldymar E. Pasacsac	M	P-II	TWCS III
17.	Roderick O. Hugo	M	P-II	Potol Elem Sch
18.	Alita C. Rodriguez	F	TII/TIC	Mate Integrated School
19.	Luz A. Pacaigue	F	EHT III	Eugenio Francia Integrated School
20.	Adrian N. Naynes	M	HT - I	Busal Integrated School
21.	Ronan R. Ranillo	M	P-II	TECS
22.	Adrian Maano	M	EHT III	Pandakaki Integrated School
23.	Lea Cosico	F	P-I	Lakawan Elem School
24.	Leah Clado	F	P-I	Wakas Elem School
25.	Dennis Labita	M	P-II	F.E. Lopez ES
26.	Elpidia C. Palayan	F	P-II	East Palale ES
27.	Akeen Aeron Valdeavilla	M	TIC	Katigan-Alupay ES
28.	Teresa Andaya	F	P-I	Kalumpang ES
29.	Corazon M. Oabel	F	P-I	South Palale ES
30.	Julieta M. Labita	F	EHT III	Lalo Elem School
31.	Rowena O. Sabiduria	F	P-I	TWCS IV
32.	Babylyn Olandes	F	EHT III	North Palale Elem Sch
33.	Honesto P. Caagbay Jr.	M	P-I	TWCS II
34.	Wenefredo B. Baylongo	M	P-I	West Palale ES
35.	Lorynel De Sagun	F	EHT III	Malao-a/Calantas ES
36.	Cherry G. Hugo	F	P-I	TWCS I
37.	Aldwin Capistrano	M	EHT III	Valencia Elem Sch
38.	Jeffrey Dimailig	M	MT I/TIC	Mayuwi Community Sch
39.	Michael M. Safred	M	AP II	Dapdap Integrated Sch
40.	Mary Grace M. Cabili	F	P-II	West Palale NHS
41.	Democrito Cabile	M	HT - III	Rosario Quesada INHS

42.	Evelyn R. Palambiano	F	P-I	Buenaventura Alandy NHS
43.	Emelia R. Eclarin	F	AP II	Buenaventura Alandy NHS
44.	Dr. Gener C. Delos Reyes	M	P-IV	Luis Palad Integrated High School
45.	Geraldine M. Constantino	F	Assistant to the Principal	Luis Palad Integrated High School
46.	Ma. Aileen Averilla	F	Assistant to the Principal	Luis Palad Integrated High School

This serves as Travel Order

Enclosure 2

Technical Working Committee (TWC)

Over all Chairperson:

CELEDONIO B. BALDERAS JR
Schools Division Superintendent

Co- chairpersons:

ANTONIO P. FAUSTINO JR
OIC - Assistant Schools Division Superintendent
IMELDA C. RAYMUNDO
Chief - SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Maria Corazon A. Borbon EPS	<ul style="list-style-type: none"> Prepares Training Design and other Training Package requirements. Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all Management including (Logistics) L&D	JEAN ROSE B. RABANO EPS II - HRTD	<ul style="list-style-type: none"> Manages the conduct of the activity Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. Monitors L&D activities. Prepares and submits complete report (narrative report) to SGOD Chief Prepares memo/advisories. Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	MONTANO L. AGUDILLA JR. SEPS M & E	<ul style="list-style-type: none"> Quality Assure the Activity Designs an L&D Package Prepares evaluation tool and conduct QATAME and gather feedback. Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Lailani Omlas (Oct. 17) Mariles Contreras (Oct. 18)	<ul style="list-style-type: none"> Ensures observance/ compliance of health protocols including but not limited to conduct of Triage. Administers first aid and health services during the event.

		<ul style="list-style-type: none"> • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	TBD	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff/s	Jerome Javin	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Joan Kathleen Talabong	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference