



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

01 September 2026

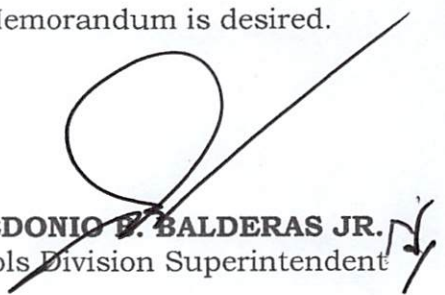
DIVISION MEMORANDUM
No. **581** s. 2026

**REVIEW AND FINALIZATION OF SCHOOLS DIVISION OFFICE (SDO)
DEVELOPED TRAINING PACKAGES**

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

1. In reference to the Department of Education's continuing commitment to strengthen the quality, relevance, and effectiveness of professional development programs for its personnel, this Office announces the conduct of the **Review and Finalization of Schools Division Office (SDO)-Developed Training Packages on September 8-10, 2026**, at **Nawawalang Paraiso Resort and Hotel**. The activity shall be conducted as a live-in training.
2. The review and finalization process shall provide participants with an opportunity to critically examine the content, objectives, learning activities, assessment strategies, instructional materials, and other essential components of their respective training packages. Through collaborative review, technical assistance, coaching, and peer feedback, participants shall be guided in enhancing the quality, coherence, relevance, and usability of the training packages for future implementation.
3. The **Review and Finalization of SDO-Developed Training Packages** aims to:
 - a. Review and assess SDO-developed training packages for alignment with identified training needs, competency requirements, and relevant Department of Education policies and standards;
 - b. Ensure the coherence and consistency of the training package components, including learning objectives, content, session design, methodologies, activities, assessment tools, and instructional resources;
 - c. Enhance the quality, relevance, contextualization, and responsiveness of training packages developed by the Schools Division Office;
 - d. Provide technical assistance, coaching, and peer feedback to training package developers and concerned personnel in refining and improving their outputs;
 - e. Finalize training packages that are appropriate, practical, learner-centered, and ready for utilization in the conduct of professional development and capacity-building activities;

- f. Strengthen the capacity of concerned SDO personnel in developing quality-assured training programs and learning resources based on sound instructional design and adult learning principles; and
 - g. Establish a repository of finalized and quality-assured SDO-developed training packages that may support the continuing professional development and capacity-building initiatives of the Schools Division Office.
4. The participants in this activity are listed in **Enclosure No. 1** of this Memorandum. Participants are reminded to bring their laptops and chargers, extension cords, alternative internet sources (e.g., pocket Wi-Fi), and personal medicine kits.
5. Identified teacher-participants shall be entitled to Vacation Service Credits in accordance with DepEd Order No. 13, s. 2024, titled "*Revised Guidelines on Grant of Vacation Service Credits for Teachers.*" Non-teaching and teaching-related personnel whose training dates fall during holidays shall be entitled to Compensatory Time-Off (CTO) in accordance with CSC-DBM Joint Circular No. 2, s. 2004, titled "*Non-Monetary Remuneration for Overtime Services Rendered.*"
6. Travel expenses of participants shall be charged against the respective office's available funds or MOOE, subject to the usual accounting and auditing rules and regulations.
7. 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).
8. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO F. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 13, s. 2024

CSC-DBM Joint Circular No. 2, s. 2004

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

REVIEW
FINALIZATION
TRAINING PACKAGES

SGOD- review and finalization of schools division office (sdo) developed training packages
SGOC64OP-005466/September 01, 2026

Enclosure 1

List of Participants

No.	Name	Office/School	Position/Designation
1	Celedonio B. Balderas Jr.	OSDS	Schools Division Superintendent
2	Herbert D. Perez	OSDS	Assistant Schools Division Superintendent
3	Imelda C. Raymundo	SGOD	CES – SGOD
4	Edwin R. Rodriguez	CID	CES – CID
5	John Cavin S. Rodil	SGOD	Senior Education Program Specialist
6	La Trisha R. Dalit	SGOD	Education Program Specialist II
7	Maria Corazon A. Borbon	SGOD	Education Program Supervisor
8	Montano L. Agudilla Jr.	SGOD	Senior Education Program Specialist
9	Geraldine M. Constantino	CID	Education Program Supervisor
10	Michael Leonard D. Lubiano	CID	Education Program Supervisor
11	Jerome A. Chavez	CID	Education Program Supervisor
12	Regicelle D. Cabaysa	Lalo ES	School Principal I
13	Rempson P. Sumilang	RQINHS	School Principal I
14	Joy B. Go	WPNHS	School Principal IV
15	Christine V. Cabuyao	TWCS I	Master Teacher I
16	Jeric L. Cabriga	TECS	Master Teacher I
17	Glenda A. Capistrano	Lakawan ES	Master Teacher I
18	Johncent Roy P. Tibordo	WPNHS	Master Teacher I
19	Josephine C. Villaverde	BANHS	Master Teacher I
20	Elizabeth M. Aquino	LPIHS	Master Teacher I
21	Ma. Godessa Gabatin	SGOD	GO – STAN
22	San Mark S. Morcoso	OSDS	Data Analyst

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	John Cavin S. Rodil	- 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 Ma. Godessa Gabatin San Mark Morcoso	- 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