



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

17 September 2024


DIVISION MEMORANDUM
No. 626 s. 2024

**DIVISION TRAINING ON POSITIVE DISCIPLINE AND
RIGHTS-BASED EDUCATION**

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

1. In reference to **DepEd Order No. 40, s. 2012 or DepEd Child Protection Policy**, this Office informs the field of the conduct of **Division Training on Positive Discipline and Rights-Based Education** with **15 CPD units** on **October 28-30, 2024**, on a venue to be announced on a separate memorandum.
2. The training is designed to equip educational leaders with essential skills and knowledge to foster a positive and inclusive school environment. Specifically, the training aims to make participants:
 - understand key principles of positive discipline and rights-based education, including the theoretical foundations and practical applications of these concepts in fostering an inclusive and respectful school environment;
 - develop and apply effective disciplinary techniques that promote constructive student behavior, integrate positive discipline strategies into daily school management practices, and address behavioral issues while respecting students' rights; and
 - cultivate a commitment to creating a supportive and inclusive learning atmosphere by valuing and upholding students' rights, demonstrating empathy, and adopting a respectful and constructive approach to school leadership and discipline.
2. Attached are Enclosure 1 List of Participants, Enclosure 2 – Training Matrix and Enclosure 3 – Program Management Team and Terms of Reference. Participants are advised to bring laptop, extension wires and cords for the workshop.
3. Training expenses for meals and transportation of school heads shall be charged against the schools' Maintenance and other Operating Expenses (MOOE) and/or local funds, while similar training expenses of SDO participants shall be charged against HRD Fund, subject to the usual government accounting and auditing rules and regulations.

4. All queries may be addressed to **Regicelle D. Cabaysa, OIC-SEPS** through regicelle.cabaysa@deped.gov.ph and **Joseph Jay U. Aureada, EPS-Values Education** through josephjay.aureada@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DO No. 40, s. 2012
To be indicated in the Perpetual Index
under the following subjects:

POSITIVE DISCIPLINE
RIGHTS-BASED EDUCATION

CID – division training on positive discipline and rights-based education
CID3615B-001093/September 16, 2024

Enclosure 1

LIST OF PARTICIPANTS

	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	Babyllyn 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	Senior Education Program Specialist/SMME - OIC-School Head	Talolong IS
38	Mikael Sandino T. Andrey	Education Program Supervisor	Division Office
39	Joseph Jay U. Aureada	Education Program Supervisor	Division Office
40	Christian J. Bables	Education Program Supervisor	Division Office
41	Jerome A. Chavez	Education Program Supervisor	Division Office
42	Louie L. Fulleo	Education Program Supervisor	Division Office
43	Mildred Z. Galleno	Education Program Supervisor	Division Office
44	Michael Leonard D. Lubiano	Education Program Supervisor	Division Office
45	Sherwin C. Quesea	Education Program Supervisor	Division Office
46	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	Division Office
47	Generosa F. Zubieta	Education Program Supervisor	Division Office
48	Teofila A. Ocumin	Education Program Specialist II	Division Office

Enclosure 2

TRAINING MATRIX

Day 1			
Time	Duration	Session	Resource Person
7:45 – 8:00	15 min.	Arrival and Registration	Program Management Team
8:00 – 9:00	1 hr.	Opening Program	Program Management Team
9:00 – 9:30	30 mins.	Pre-Test	Program Management Team
9:30 – 9:45	15 mins.	Leveling of Expectations	Program Management Team
9:45 – 10:45	1 hr.	Session 1 Understanding Positive Discipline	Marinesa A. Villamater Guidance Counselor III
10:45 – 11:00	15 mins.	Health Break	
11:00 – 12:00	1 hr.	Continuation of Session 1	Marinesa A. Villamater Guidance Counselor III
12:00 – 1:00	1 hr.	Lunch Break	
1:00 – 3:00	2 hr.	Session 2 Rights-Based Education	Mikael Sandino T. Andrey EPS-Araling Panlipunan
3:00 – 3:15	15 mins.	Health Break	
3:15 – 5:00	1 h 45 mins.	Continuation of Session 2	Mikael Sandino T. Andrey EPS-Araling Panlipunan
Day 2			
7:45 – 8:00	15 mins.	Arrival and Registration	Program Management Team
8:00 – 8:15	15 mins.	Management of Learning	Program Management Team
8:15 – 10:00	1hr. 45mins.	Session 3 Conflict Resolution	Joseph Jay U. Aureada – EPS GMRC/Values Education
10:00 – 10:15	15 mins.	Health Break	
10:15 – 12:00	45 mins.	Continuation of Session 3	Joseph Jay U. Aureada – EPS GMRC/Values Education
12:00 – 1:00	1 hr.	Lunch Break	
1:00 – 3:00	2 hr.	Session 4	Mildred Z. Galleno

		Creating an Inclusive School Culture	EPS-Kinder/SNED/ALS
3:00 – 3:15	15 mins.	Health Break	
3:15 – 5:00	1hr. 45 mins.	Continuation of Session 4	Mildred Z. Galleno EPS-Kinder/SNED/ALS

Day 3			
7:45 – 8:00	15 mins.	Arrival and Registration	Program Management Team
8:00 – 8:15	15 mins.	Management of Learning	Program Management Team
8:15 – 10:00	1hrs. 15 mins.	Session 5 Leadership and Implementation	Sherwin C. Quesea EPS-MAPEH
10:00 – 10:15	15 mins.	Health Break	
10:15 – 12:00	1hr. 45 mins.	Continuation of Session 5	Sherwin C. Quesea EPS-MAPEH
12:00 – 1:00	1 hr.	Lunch Break	
1:00 – 2:30	1 hr. 30 mins,	Presentation of a detailed implementation plan of participants by cluster	School heads / All EPS's
2:30 – 2:45	15 mins	Health Break	
2:45 – 3:45	1 hr.	Open Forum	
3:45 – 4:15	30 mins.	Post Test	Program Management Team
4:15 – 5:00	15 mins.	Closing Program	Program Management Team

Enclosure 3:

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

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
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- Facilitates integration session at the end of the intervention, including preparation of Work Application Plan

Resource Speakers /	<p>Marinesa A. Villamater Guidance Counselor III</p> <p>Mikael Sandino T. Andrey EPS-Araling Panlipunan</p> <p>Joseph Jay U. Aureada EPS GMRC/Values Education</p> <p>Mildred Z. Galleno EPS-Kinder/SNED/ALS</p> <p>Sherwin C. Quesea EPS-MAPEH</p>	<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 L. Agudilla Jr.	<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	<p>La Trisha R. Dalit</p> <p>Jerome A. Javin</p> <p>Teofila A. Ocumin</p>	<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	<p>Adrian R. Aguirre</p> <p>Generosa F. Zubieta</p>	<ul style="list-style-type: none"> - 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

		<ul style="list-style-type: none"> - Assists in posting and collection of session outputs - Compiles session documents and learning resource materials
Welfare Officer	Alelie A. Padillo, Nurse II	<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 - Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.)
Logistics Officer	Regicelle D. Cabaysa	<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 A. Millares. Agnes M. 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