



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

25 Mar 2024

NOTICE OF MEETING

Tracking No.: 068

MEETING OF PARTICIPANTS AND PROJECT PUSH (PROFESSIONAL UPLIFTMENT OF SCHOOL HEADS) – TAYABAS CITY EDITION TECHNICAL WORKING COMMITTEE

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

Please be informed of an onsite meeting of the Technical Working Committee members and NQESH test takers on **March 26, 2024, 1:00 p.m. at Puente de Alitao Hall, SDO Building.**

The following are the agenda which shall be discussed during the meeting:

1. Presentation of Project PUSH (Professional Upliftment of School Heads)
2. Discussion of the Timeline of Activities and Online Training Matrix
3. Other Matters

Expected attendees are the following TWC members and NQESH qualified examinees.

Technical Working Committee

Name of Personnel	Office	Role	Terms of Reference
Herbert D. Perez	OASDS	Program Manager	Conceptualizes the program and program implementation Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the 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 conducting debriefing with the PMT and resource speakers/ subject matter experts Leads in crafting the Program Completion Report

Imelda C. Raymundo	SGOD	Co-Program Manager	<p>Assists the Program Manager in the orientation, organization and supervision of PMT</p> <p>Assists in conducting debriefing with the PMT and resource speakers</p> <p>Oversees the conduct of the training sessions</p>
Regicelle D. Cabaysa	SGOD	Learning Manager/ Organizer	<p>Prepares program documents, training matrix and schedule</p> <p>Leads the conduct of the program per session room</p> <p>Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject -matter experts</p> <p>Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm</p> <p>Assists the Program Manager in conducting debriefing with the PMT and resource speakers/ subject matter experts in the session room</p> <p>Ensures submission of outputs of participants in the session room is tracked</p>
La Trisha R. Dalit	SGOD	Documenter	<p>Documents the proceedings of the learning sessions using the prescribed documentation template</p> <p>Takes photos of the different parts of the program delivery (minimum of 5)</p>
Arjoy C. Demandante	OASDS	Secretariat	<p>Attends to registration needs of learners</p>
Anna Jean Ogerio (AO II)	(DepEd Quezon)		<p>Ensures that learners fill up attendance sheets every day</p> <p>Prepares directory of participants based on registration forms</p> <p>Assists in the distribution of learning materials and supplies</p> <p>Assists in posting and collection of session outputs</p> <p>Compiles session documents and learning resource materials</p>
Mark Bryan Valencia	ITO	Logistics Officer	<p>Ensures the quality, adequacy, and availability of online facilities and resources to support the successful implementation of the program</p>

			<p>Establish online platform for the session and troubleshoot technical problems which may arise during the session</p> <p>Checks that session rooms are always ready for use and conducive to learning</p> <p>Ensure that training adheres to online ethical considerations</p>
Montano L. Agudilla	SGOD	M & E Coordinator	<p>Conduct pretest and posttest and submits analysis to program manager</p> <p>Develop and implement end-of-session M&E Tool</p> <p>Gathers and analyzes responses for continuous improvement</p> <p>Informs participants of the results of formative, mock, pretest and posttest</p> <p>Prepares and submits project evaluation report</p> <p>Prepares Program Delivery M&E Report and submits to Program Manager for inclusion in the Program Completion Report</p>
<ul style="list-style-type: none"> ▪ Luningning R. Mendoza, P-IV ▪ Sharon A. Villaverde, PSDS ▪ Carlos Erba M. Pacinos, P-III ▪ Cynthia Reyroso, P-II Arlina Lagrazon, P-II ▪ Aris S. Barrago, VSA I ▪ Joseph C. Hinanay, P-IV ▪ Buenaventura Lucas, P-II ▪ Bernardo Cristino P. Altamira, P-III ▪ Rhienald Rivera, P-I ▪ Reynaldo V. Nanong, P-III ▪ Nimpha L. Reyes, P-II ▪ Arminda D. Red, P-I 	SDO Quezon	Resource Persons /Learning Facilitators	<p>Applies effective presentation and facilitation techniques in conducting assigned sessions</p> <p>Provides expert content input during learning sessions Checks outputs of participants through the tracker</p> <p>Provides feedback on the session implementation</p>

NOTICE OF MEETINGTracking No.: **068**Page **4** of 4

<ul style="list-style-type: none">▪ Grace Salvatus, P-II▪ Lorenza Hazel Ruiz, P-IV▪ Catalino L. Porta, PSDS▪ Jaime F. Martinez, P-II▪ Jaime F. Zara, PSDS▪ Rexter Anda, P-II▪ Susana P. Nera, PSDS▪ Josephine S. Arquiza, P-II▪ Melanie D. Bonquin, P-II▪ Lina O. Flores, P-III▪ Cecilia V. Rocafort, P-II▪ Peter Andrew G. Regencia, P-I▪ Dr. Bernardita P. Bencino, EPS-TLE	SDO Cavite		
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CELEDONIO B. BALDERAS JR.
Schools Division Superintendent