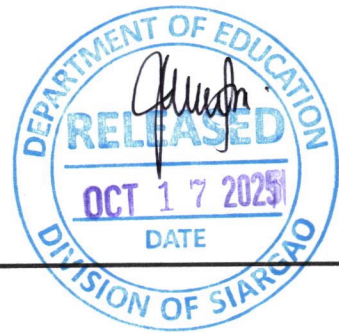




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **100-323** s, 2025

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Public Schools District Supervisors
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

TRAINING OF SCHOOL LEADERS ON THE REVISED K TO 10 CURRICULUM
IMPLEMENTATION- HIGHLY PROFICIENT AND PROFICIENT TEACHERS
BATCH 1 and 2

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) and this division will conduct the Phase 2 – Revised Curriculum Capacity Building for School Leaders, with the following schedule:

Activity	Date	Venue	Participants
Batch 1	October 22-25, 2025	Langojon, Sta. Fe, SDN	Teachers
Batch 2	October 28-31, 2025	Langojon, Sta. Fe, SDN	Teachers

2. This division training aims to equip with the knowledge and skills to effectively manage and supervise the implementation of the K to 10 curriculum and will focus on the following aspects:

- School Leader competence – strengthening subject mastery Instructional strategies – enhancing teaching methodologies to improve learning outcomes; and
- Assessment and evaluation – ensuring effective monitoring of student progress and curriculum impact.

3. All identified participants are required to pre-register through this link <https://tinyurl.com/rkto10regform> and to bring their laptops and extension cords. Kindly refer to the attached Enclosure for the List of Participants, Activity Matrix, and the Program Management Team Terms of Reference.

4. Accommodation and other related expenses shall be charged against HRD Funds SUB-ARO OSEC-13-25-02716, RO-13-25-00977/ HRD FY2025 Current Funds subject to the availability of funds and in accordance with the usual accounting and auditing rules and regulations.

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5. The participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)," or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered," whichever is applicable.

6. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE

Schools Division Superintendent

Reference:

Encl's: As stated

To be indicated in the **PERPETUAL INDEX** under the following subjects:
HRD TRAINING

SGOD/fdt
10142025

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Program Management Team Terms of Reference

The following are the members of the Program Management Team and their respective Terms of Reference. They are required to be at the venue during the implementation of the program. However, it is possible that a member of the PMT could hold two roles concurrently (e.g., the logistics officer is also the welfare officer).

Program Management Team

Role	Terms of Reference	Office/Unit for National Implementation of PD Programs	Office/Unit for Field Implementation of PD Programs
a. Program Manager	i. Oversees the implementation of the entire program. ii. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. iii. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. v. Prepares the CPD documents for submission to the PRC through the NEAP-R. vi. Leads in crafting the Program Completion Report.	Program Owner	SGOD Chief
b. Learning Manager	i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out	Program Owner	SGOD Chief

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	based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. vi. Ensures that the pre-assessment is administered. vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.		
c. Resource Speaker/ Subject-matter Expert	i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions.		TRAINED TRAINERS/Resource Speakers

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d. M&E Coordinator	i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools to monitor and evaluate program delivery. iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. vi. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.	SDO M&E	Aquino D. Garcia Louwyn E. Gubaton-EPSII
e. Documenter/ POA	i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery.	Program Owner	Batch 1- Joris Sulima Batch 2 : Cristy Forcadilla Lorenze Quinaso
f. Secretariat	i. Attends to registration needs of learners. ii. Ensures that learners fill up attendance sheets every day. iii. Prepares directory of participants based on registration forms. iv. Assists in the distribution of learning materials and supplies. v. Assists in posting and collection of session	Program Owner	HRD

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	outputs. vi. Compiles session documents and learning resource materials.		
g. Welfare Officer	i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. ii. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).	Program Owner	SHNU B1 B2 –
h. Logistics Officer	i. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. ii. Leads ocular inspection of venues to ensure adherence to standards and specifications. iii. Checks that session rooms are always ready for use and conducive to learning.	Program Owner	Francis Albert Golo
i. Finance Officer	i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. ii. Initiates procurement processes of resources, materials and relevant	Program Owner	Maricris Sulapas

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	services, and follows up fund disbursement with appropriate offices. iii. Monitors and documents all disbursements against budget to support liquidation. iv. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.		
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ACTIVITY MATRIX

TIMELINE	No. of Minutes	TOPICS	FACILITATORS
Day 1			
8:00-8:30	30 minutes	Arrival/Registration	HRD Personnel
8:30-9:00	30 minutes	Preliminaries/Healthbreak	HRD Personnel
9:00 -12:00	180 minutes	Instructional Supervision : The Evolving Role of Master Teachers in Instructional Leadership	Sheila Jane Lasala, PhD
12:00-1:00	1 hours	Lunchbreak	
1:00-2:30	90 minutes	Models of Instructional Supervision	Fernando A. Dones ,Jr.
2:30-5:30	180 minutes	Conducting Effective Instructional Supervision with Simulation	Fernando A. Dones ,Jr.
5:30 - 6:00	30 minutes	Debriefing	SMM&E Personnel
Day 2			
8:00-10:00	120 minutes	Empowering Pedagogy Strengthening Instructional Coaching and Support	Jovy C. Liza, PhD
10:00-12:00	120 minutes	Instructional Coaching and Mentoring Strategies and Providing Constructive Feedback	Regemie A. Alburo, PhD
12:00-1:00	60 minutes	Lunchbreak	
1:00-3:00	180 minutes	Instructional Supervision WAP/JEL and Crafting of Outputs	John Mark Petallo
3:00-5:30	150 minutes	Instructional Supervision WAP/JEL and Presentation of Outputs	Maisan Mascardo
5:30 - 6:00	30 minutes	Debriefing/QAME	SMM&E Personnel
Day 3			
8:00-9:30	30 minutes	Bridging the Gaps: Leading Curriculum Progression Across Keystages	Regemie A. Alburo, PhD
9:30-10:00	30 minutes	Health Break	
10:00-12:00	120 minutes	Leadership through Assessment from Classroom to School Wide Decisions	Maisan P. Mascardo
12:00-1:00	60 minutes	Lunchbreak	
1:30 - 3:00	90 minutes	Curriculum Resources	John Mark D. Petallo
3:00-3:30	30 minutes	Health Break	
3:30-5:00	90 minutes	Navigating the School Context Leading with Purpose	Sheila Jane D. Lasala, PhD
5:00 - 5:30		QAME	SMM&E Personnel
5:30 - 6:00		Debriefing	SMM&E Personnel
Day 4			
8:00 - 8:30	30 minutes	Preliminaries	HRD Personnel
8:30 - 10:00	90 minutes	Context - Driven PD Programs: Adoption and Growth for Impact	Maisan P. Mascardo
10:00 - 10:30	30 minutes	Health Break	
10:30 - 12:00	90 minutes	Programmatic Professional Development (PD) Balancing Structure with Contextual Needs	Jovy C. Liza, PhD
12:00-1:00	60 minutes	Lunch Break	
1:00 - 2:30	90 minutes	Driving Impact Thru School Master Plan for Professional Development	John Mark D. Petallo
2:30 - 4:00	90 minutes	Beyond Workshops: Sustaining Growth and Evaluating Practice in School Leadership	Regemie A. Alburo, PhD
4:30 - 5:00	30 minutes	Closing Program	
5:00 - 5:30	30 minutes	Evaluation	

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LIST OF PARTICIPANTS - Batch 1

1	ANTIPASADO, CHILLA R.	Socorro Central Elementary School and SPED Center	Master Teacher I	Female
2	BORJA, WILLIAM JR. E.	Pilar National High School	Master Teacher I	Male
3	ESPINILE, HAROLD ANJOBEN	Dapa Central Elementary School and SPED Center	Master Teacher I	Male
4	FIGURON, ROSELYN ESPANOLA	General Luna CES	Master Teacher I	Female
5	MANTE, RENANTE R.	Socorro Central Elementary School and SPED Center	Master Teacher I	Male
6	SUNICO, JESSIE T.	Numancia Central Elementary School	Master Teacher I	Female
7	TAYER, MILKY MARIE O.	Sayak Elementary School	Master Teacher I	Female
8	GORGONIO, BENJAMINA T.	General Luna CES	Master Teacher I	Female
9	Rheamae Aurora	General Luna National High School	Teacher III	Female
10	Mariecar L. Sulapas	Dapa National High School	Teacher III	Female
11	Kenneth E. Savandal	San Isidro National High School	Teacher III	Female
12	CONSISTENTE, JERSON C.	General Luna CES	Master Teacher I	Male
13	JOANNE MARIE L. GENCIANOS	CONSOLACION NATIONAL HIGH SCHOOL	Teacher III	Female
14	Mhelfy C. Malaza	General Luna National High School	Teacher III	Female
15	Jane A. Micayas	Siargao National Science High School	Teacher III	Female
16	Muriejule M. Dionson	Tigasao Elementary School	Teacher III	Female
17	Jeovanne J. Buntad	Atoyay Elementary School	Teacher III	Male
18	BIOL, MARITES T.	Tangbo Elementary School	Master Teacher I	Female
19	DANSALAN, SERNE M.	Nuevo Campo Elementary School	Master Teacher I	Female
20	PAJA, LEAH QUISADA	SOCORRO NATIONAL HIGH SCHOOL	Master Teacher I	Female
21	RUAYA, LOURDES B.	Consolacion Elementary School	Master Teacher I	Female
22	TISANG, JOSEPHINE E.	Alegria Elementary School	Master Teacher I	Female
23	MANTILLA, CAROLINA B.	Lasala Elementary School	Master Teacher I	Female
24	Roelina E. Oraliza	General Luna National High School	Teacher III	Female
25	Marnie C. Escosura	General Luna National High School	Teacher III	Female
26	Jonito C. Tordesillas	Cancoy Elementary School	Teacher III	Male
27	Ianne Rofa E. Sulima -	Numancia Central Elementary School	Teacher III	Female
28	PETALLO, HELEN C.	Numancia Central Elementary School	Master Teacher I	Female
29	RUDILA, JEN JOAQUINO	Socorro Central Elementary School and SPED Center	Master Teacher II	Female

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30	Marilou A. Gerarcas	Cabawa Elementary School	Teacher III	Female
31	Cloudine E. Banaybanay	Union National High School	Teacher III	Female
32	ESCUYOS, LOVELLA MADAMBA	Katipunan Elementary School	Master Teacher I	Female
33	LEGASPI, SHEILA BESITULO	Del Carmen National High School	Master Teacher II	Female
34	RIVAS,MELVAN COLON	San Benito Central Elementary School	Master Teacher I	Female
35	SEGUIS,SHIELA MARIE COMON	Esperanza Elementary School	Master Teacher I	Female
36	Lovely Deby M. Bisaya	Buhing Calipay Elementary School	Teacher III	Female
37	Caroline C. Escaret	General Luna National High School	Teacher III	Female
38	Princess C. Casio	San Isidro National High School	Teacher III	Female
39	ARCENA,EVANGELINA P.	Bailan Elementary School	Master Teacher I	Female
40	SULAPAS,ROWELYN P.	Rizal Elementary School	Master Teacher I	Female
41	Charlotte Q. Carduza	P.Dela Pena Primary School	Teacher III	Female
42	Ma. Xilca A. Dolar	Sapao National High School	Teacher III	Female
43	Alpie S. Pegarro	Libertad National High School	Teacher III	Male
44	CONCHA, SALLY D.	Magsaysay Elementary School	Master Teacher I	Female
45	CONDE, NOREGEN P.	Pitogo Elementary School	Master Teacher I	Female
46	ORTOJAN,MELANIE C.	General Luna CES	Master Teacher I	Female
47	GALLENTE,NATHANIEL E.	Gen Luna National High School	Master Teacher I	Male
48	CRIS T. BETRONIO	CONSOLACION NATIONAL HIGH SCHOOL	Teacher III	Female
49	GRETCHEN P. SARONG	PAMOSAINGAN ELEMENTARY SCHOOL	Teacher III	Female
50	Ronald C. Escobilla	Atoyay National High School	Teacher III	Male
51	Ruth E. Ruaya	Socorro National High School	Teacher III	Female
52	JERRY R. BUNTAD	SALOG ELEMENTARY SCHOOL	TEACHER III	Male
53	Laiza May A. Lampad	Socorro National High School	Teacher III	Female
54	Rose Nette C. Fermillan	Numancia Central Elementary School	Teacher III	Female
55	Manuel O. Caberte	SDS		Male
56	Roel T. Diamante	ASDS		Male
57	Gemna G. Pobe	CID Chief		Female
58	Harem L. Taruc	SGOD Chief		Female
59	Ferosana D. Tesiorna	HRD		Female
60	Lowela B. Espanto	EPS II HRD		Female
61	Aquino D. Garcia	SM M&E		Male
62	Francis Kiko Golo	Supply Officer		Male
63	Maricris O. Sulapas	Accountant		Female
64	Joris T. Sulima	POA	MT-I	Female

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65	Jovy C. Arreza	Welfare	Nurse II	Female
66	Edgar E. Gorgonio, Jr.	Documenter / Participant	Teacher Teacher II	Male
67	Jovy C. Liza	Resource Speakers	Principal IV	Female
68	Fernando A. Dones, Jr.	Resource Speakers	EPS	Male
69	Regemie A. Alburo	Resource Speakers	PSDS	Female
70	Sheila Jane D. Lasala	Resource Speakers	Principal IV	Female
71	John Mark D. Petallo	Resource Speakers	Principal I	Male
72	Maisan Mascardo	Resource Speakers	Principal IV	Female

LIST OF PARTICIPANTS - Batch 2

1	LAGARDE,IVIE CABAS	San Benito National High School	Master Teacher II	Female
2	TARUC, RICHYLL E.	Don. Albino Taruc Memorial ES	Master Teacher I	Female
3	Oscar S. Recto, Jr.	Dapa National High School	Teacher III	Male
4	Shekina C Despoy	Nueva Estrella NHS	Teacher III	Female
5	Najie B Sutana	Del Pilar Community School	Teacher III	Female
6	ASTRONOMO,CHARREL C.	Tuboran Elementary School	Master Teacher II	Female
7	LAUGO,DOREEN MINETTE G.	SOCORRO NATIONAL HIGH SCHOOL	Master Teacher I	Female
8	LIM, CELESTE C.	Catabaan Elementary School	Master Teacher I	Female
9	VIRTUDAZO,LOTSIE L.	Dapa National High School	Master Teacher I	Male
10	Sheila Mae M. Postanes	Consolacion Elementary School	Teacher III	Female
11	Glenalyn F.Garcitos	Consuelo Elementary School	Teacher III	Female
12	Eva C. Gelsano	Socorro National High School	Teacher III	Female
13	Aihgee B. Galavia	Socorro National High School	Teacher III	Female
14	SALAMINGAN,DIVINA T.	Dapa National High School	Master Teacher I	Female
15	Jujit B. Comandante	San Benito National High School	Teacher III	Female
16	Diana Lyn C. Polican	San Benito National High School	Teacher III	Female
17	Annie T. Comandante	Canchoy Elementary School	Teacher III	Female
18	Christelle Eimmeren D. Sangco	Socorro National High School	Teacher III	Female
19	Genebeth R. Cubillan	Socorro National High School	Teacher III	Female
20	Cherelyn D. Dela Peña	Atoyay Elementary School	Teacher III	Female
21	ROSALEJOS,JOSEPHINE M.	Consolacion Elementary School	Master Teacher I	Female
22	SOLLOSO,JUNE MARK P.	Numancia Central Elementary School	Master Teacher I	Male
23	Jean Lucille F. Espejon	General Luna National High School	Teacher III	Female
24	Rose Karen May E. Sulima	Canchoy Elementary School	Teacher III	Female

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25	Mar Flor Arlan	Magsaysay Elementary School	Teacher III	Female
26	Mary Jane C. Bulactiar	Numancia Central Elementary School	Teacher III	Female
27	Jeanly P. Concha,	Alegria National High School	Teacher III	Female
28	GONZALES,MIRASOL D.	Cambas ac Elementary School	Master Teacher I	Female
29	GORGONIO,CHARMAINE F.	Sta. Fe National High School	Master Teacher I	Female
30	SANICO, GEGIE PAJA	Socorro Central Elementary School and SPED Center	Master Teacher I	Female
31	SANICO,DEDINA H.	Nueva Estrella NHS	Master Teacher I	Female
32	Jovanie B Enago	Nueva Estrella NHS	Teacher III	Male
33	LASALA,NOEL EBON	Pilar Central Elementary School	Master Teacher I	Male
34	NOGALIZA,MALYN S.	Bitaug Elementary School	Master Teacher I	Female
35	PLAZA,JUMBIE PAJOYO	SOCORRO NATIONAL HIGH SCHOOL	Master Teacher I	Male
36	SINDAY,MARK ANTHONY ANTOLIN	Union Elementary School	Master Teacher I	Male
37	Rowelyn P. Garcia	General Luna National High School	Teacher III	Female
38	Anavy N. Perucho	San Isidro National High School	Teacher III	Female
39	Patchie C. Dantes	Socorro National High School	Teacher III	Female
40	BUENAFE,JESSICA S.	Bitoon Elementary School	Master Teacher I	Female
41	GARCIA,ANAMAE B.	General Luna CES	Master Teacher I	Female
42	MADLOS,VERNA B.	Osmena Elementary School	Master Teacher I	Female
43	SALVACION,JOSEPHINE O.	Burgos National High School	Master Teacher I	Female
44	SUBAYNO,EVELYN N.	Don Enrique Navarro Memorial School	Master Teacher II	Female
45	Divina O. Rulida	General Luna National High School	Teacher III	Female
46	Leah J. Patagan	Dapa National High School	Teacher III	Female
47	Maryjane E. Platil	Tigasao Elementary School	Teacher III	Female
48	ABARCA,MARISA R.	Del Carmen National High School	Master Teacher I	Female
49	ELANDAG,JINGLE C.	SOCORRO NATIONAL HIGH SCHOOL	Master Teacher II	Female
50	GARAY,FLORDELIZA A.	Bongdo Elementary School	Master Teacher II	Female
51	TESIORNA,CIRILIN S.	Sta. Fe Elementary School	Master Teacher I	Female
52	LUMANGCAS,LEONORA C.	Halian Elementary School	Master Teacher I	Female
53	Nilo A. Alce	Dapa National High School	Teacher III	Male
54	Nerlita A Laurente	Sudlon Elementary School	Teacher III	Female
55	Sharem C. Danas	Socorro National High School	Teacher III	Female
56	Mamercia B. Hermoso	Bongdo Elementary School	Teacher III	Female
57	Manuel O. Caberte	SDO	SDS	Male
58	Roel T. Diamante	SDO	ASDS	Male
59	Gemna G. Pobe	SDO	CID Chief	Female

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60	Harem L. Taruc	SDO	SGOD Chief	Female
61	Ferosana D. Tesiorna	SDO	SEPS-HRD	Female
62	Lowela B. Espanto	SDO	EPS II HRD	Female
63	Louwyn Gubaton	SDO	SM M&E	Female
64	Francis Kiko Golo	SDO	Supply Officer	Male
65	Maricris O. Sulapas	SDO	Accountant	Female
66	Cristy S. Forcadilla	POA	MT- 1	Female
67	Lorenze Quinaso	Documenter/Participant	Teacher I	Male
	Lauris Marx Congreso		Teacher II	Male
68	Jeorlyn Gopico	Welfare	Nurse II	Female
69	Jovy C. Liza	Resource Speakers	Principal IV	Female
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