

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

DIVISION MEMORANDUM  
No. 04-111s, 2026

To: Assistant Schools Division Superintendent  
CID Chief  
SGOD Chief  
Education Program Supervisor  
Elementary School Principals/ Head Teachers/ School In-Charge  
Secondary School Principals/ Head Teachers/ School In-Charge  
This Division

**DIVISION TRAINING ON THE INTERMEDIATE GUIDE FOR EFFECTIVE MANAGEMENT  
FOR SCHOOL LEADERS**


1. In adherence with DepEd Order No. 001, s. 2020, titled *Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders*, this office hereby informs the field of the Division Training on the Intermediate Guide for Effective Management for School Leaders under the NEAP Program Accreditation PPD 2026-0004-1317 and CPD Accreditation number PTR-2024-646-12947 on March 4-6, 2026, at Langojon, Sta. Fe, General Luna, Surigao del Norte.
2. The activity aims to demonstrate improved competence in strategic planning, resource management, data-driven decision making, conflict resolution, and change leadership by applying practical tools and methodologies learned during the training to design actionable school improvement strategies and foster collaborative, innovative school environments
3. The list of participants and Program Management Team (PMT) Terms of Reference are attached to this memorandum. All participants must register online through this link <https://forms.office.com/r/E416hQdLkR> . Participants shall bring their own laptop, extension wire and wifi modem.
4. Expenses for board and lodging and all other expenses shall be charged against the 2026 HRD/INSET Funds, subject to existing accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is hereby directed.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent

Encl: As Stated  
Reference: As stated  
To be indicated in the Perpetual Index under the following subjects:  
HRD                      PAPs                      PROFESSIONAL DEVELOPMENT

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Address: Blax. Osmeña, Dana, Sur  
Contact No.: 09190040217  
Website: [sdosiargao.com](http://sdosiargao.com)  
 [siargao@deped.gov.ph](mailto:siargao@deped.gov.ph)



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DIVISION TRAINING ON THE INTERMEDIATE GUIDE FOR EFFECTIVE MANAGEMENT FOR SCHOOL LEADERS

1. In accordance with DepEd Order No. 001, s. 2020, titled Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, this office hereby informs the field of the Division Training on the Intermediate Guide for Effective Management for School Leaders under the NEAP Program Accreditation (PD 2020-0004-1317 and CPD Accreditation number PTR-2024-046-12947 on March 4-6, 2026, at Pangasinan, Sta. Fe, General Pina, Surigao del Norte.
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**MANUEL O. CABRERA**  
 Schools Division Superintendent

Each As stated  
 Reference: As stated  
 To be indicated in the Periodic Index under the following subject:  
 PROFESSIONAL DEVELOPMENT  
 PAGES

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**Enclosure 1: LIST OF PARTICIPANTS for the DIVISION TRAINING ON THE INTERMEDIATE GUIDE FOR EFFECTIVE MANAGEMENT FOR SCHOOL LEADERS**  
May 4-6, 2026 at Langojon, Sta Fe, General Luna

No.	Names	Position
1	John Mark D. Domiños	Head Teacher I
2	Marysol A. Estorba	Head Teacher I
3	Elgenia S. Ibarra	Head Teacher II
4	Marlene R. Ruaya	Head Teacher I
5	Charity G. Toldo	Head Teacher IV
6	Elgenia S. Ibarra	Head Teacher II
7	Eva B. Penecitos	Head Teacher I
8	Maricris F. Ortojan	Head Teacher IV
9	Michael E. Gonzales	Head Teacher III
10	Raymart D. Ranara	Head Teacher I
11	Jorly L. Buo	Head Teacher II
12	Gina R. Tabuzo	Head Teacher V
13	Lucas S. Iballa	Head Teacher III
14	Irwin E. Gocela	Head Teacher III
15	Reggy C. Asupre	SEPS/SIC
16	Jamell Icill F. Padios	Head Teacher II
17	Meriam E. Jabines	Head Teacher III
18	Arlene H. Cometa	Head Teacher I
19	Ariel B. Espadero	Head Teacher IV
20	Jerry R. Dulguime	Head Teacher II
21	Winda M. Minglana	Head Teacher II
22	Ronito C. Dotillos	Head Teacher III
23	Louela C. Antolin	Head Teacher-I
24	Jessica C. Dulguime	Head Teacher III
25	Lilian P. Murillo	Head Teacher I
26	Jucris S. Cinco	Head Teacher IV
27	Raquel O. Cervantes	Head Teacher II
28	Remedios P. Madlos	Head Teacher I
29	Juan L. Longos	Head Teacher I
30	Juliet T. Calunia	Head Teacher III
31	Marialen P. Solloso	Head Teacher III
32	Glenn B. Resnera	Head Teacher I



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33	Virginia B. Lubapis	Head Teacher I
34	Dexter L. Consigna	Head Teacher II
35	May Sheila S. Agad	Head Teacher II
36	Krissia Y. Petallo	Head Teacher I
37	Pemie L. Agan	Head Teacher I
38	Jamelle M. Cubillan	Head Teacher I
39	Alma P. Litang	Head Teacher II
40	Matosalem L. Polvorosa	Head Teacher II
41	Ronel Suan	Head Teacher III
42	Gemma E. Ortiz	Head Teacher I
43	Genadyn V. Polanco	Head Teacher I
44	Geraldine G. Cervantes	Head Teacher I
45	Bebelyn C. Tokong	Head Teacher III
46	Emalyn R. Blancada	Head Teacher I
47	Bonifacio M. Decoy, Jr.	Head Teacher III
48	Irish Marie E. Gocela	Head Teacher I
49	Argie B. Tisang	Head Teacher II
50	Clinton M. Mazo	Head Teacher I
51	Reyna C. Toldo	Head Teacher III
52	Jacqueline E. Gubaton	Head Teacher II
53	Glenn C. Dela Cruz	Head Teacher II
54	Luz C. Longos	Head Teacher II
55	Lovely S. Agudo	Head Teacher I
56	Junel P. Garido	Head Teacher II
57	Raffy E. Dolor	Head Teacher I
58	Joseph D. Bonono III	Head Teacher I
59	Dacel Medrano	Head Teacher II
60	Fernando A. Dones, Jr	Learning Facilitator
61	Reiner S. Oraliza	Learning Facilitator
62	Esmarella Dianne M. Piao	Learning Facilitator
63	Ariel B. Espadero	Learning Facilitator
64	Sheila Jane D. Lasala	Learning Facilitator
65	John Mark D. Petallo	Learning Facilitator
66	Pilarita S. Pomoy	Welfare Officer
67	Ferosana D. Tesiorna	Program Owner
68	Louwyn Gubaton	SM M&E
69	Lowela B. Espanto	Secretariat



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70	Edgar R. Gorgonio	Documenter
71	Mary Erika C. Quino	Technical Working Group
72	Junmar L. Ellazo	Technical Working Group
73	Calvin Moral	Technical Working Group
74	Maisan P. Mascardo	Process Observer
75	Manuel O. Caberte	SDS
76	Roel T. Diamante	ASDS
77	Harem I. Taruc	Chief-SGOD
78	Gemna G. Pobe	Chief-CID



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Enclosure 2:

**PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE**

<b>ROLE</b>	<b>TERMS OF REFERENCE</b>	<b>OFFICE/UNIT FOR FIELD IMPLEMENTATION OF PD PROGRAMS</b>
<b>a. Program Manager</b>	<ul style="list-style-type: none"><li>i. Oversees the implementation of the entire program.</li><li>ii. Organized and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards.</li><li>iii. Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design.</li><li>iv. Leads in conducting debriefing with the PMT and resource speakers/subject-matter experts.</li><li>v. Prepared the CPD documents for submission to the PRC through the NEAP-R</li><li>vi. Leads the conduct of the program per session room.</li></ul>	<b>Harem L. Taruc/Ferosana D. Tesiorna</b>
<b>b. Learning Manager</b>	<ul style="list-style-type: none"><li>i. Leads the conduct of the program per session room.</li><li>ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts.</li><li>iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs.</li></ul>	<b>Fernando A. Dones, Jr.</b>



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	<ul style="list-style-type: none"> <li>iv. Facilitates management of learning activities as scheduled and as needed.</li> <li>v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan.</li> <li>vi. Ensures that the pre-assessment is administered.</li> <li>vii. Ensures that level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&amp;E coordinator.</li> <li>viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the workplace application plan.</li> </ul>	
<p><b>c. Resource Speakers/Learning Facilitators/Subject Matter Expert</b></p>	<ul style="list-style-type: none"> <li>i. applies effective presentation and facilitation techniques in conducting assigned sessions.</li> <li>ii. Provide expert content input during learning sessions.</li> </ul>	<p><b>Fernando A. Dones, Jr</b>  <b>Reiner S. Oraliza</b>  <b>Esmarella Piao</b>  <b>Ariel B. Espadero</b>  <b>Sheila Jane D. Lasala</b>  <b>John Mark D. Petallo</b></p>
<p><b>d. M&amp;E Coordinator</b></p>	<ul style="list-style-type: none"> <li>i. Prepared and implements the Monitoring and Evaluation Plan in collaboration with the PMT.</li> <li>ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist.</li> <li>iii. Applies process observation and prescribed tools to monitor and evaluate program delivery</li> <li>iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.</li> </ul>	<p style="text-align: center;"><b>Louwyn E. Gubaton</b></p>



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	<ul style="list-style-type: none"><li>v. Assists the Learning Managed in administering and analyzing the results of Level 2 evaluation.</li><li>vi. Prepares port-program delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report.</li></ul>	
<b>e. Documenter and Process Observer</b>	<ul style="list-style-type: none"><li>i. Documents the proceedings of the learning sessions using the prescribed documentation template.</li><li>ii. Takes photos of the different parts of the program delivery.</li></ul>	<b>Edgar R. Gorgonio and Maisan P. Mascardo</b>
<b>f. Secretariat / TWG</b>	<ul style="list-style-type: none"><li>i. Attends to registration needs of learners</li><li>iii. Ensures that learners fill up attendance sheets every day</li><li>iv. Prepares directory of participants based on registration forms.</li><li>v. Assists in posting and collection of session outputs.</li><li>vi. Compiles session documents and learning resource materials.</li><li>vii. Prepares and compiles all the documents for the Completion Report for NEAP and CPD</li></ul>	<b>Mary Erika C. Quino Junmar L. Ellazo Calvin Moral</b>  <b>Lowela B. Espanto</b>
<b>g. Welfare Officer</b>	<ul style="list-style-type: none"><li>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.</li><li>ii. Attends to emerging inclusions, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject matter experts (including incidents of social</li></ul>	<b>Pilarita S. Pomoy-Nurse II</b>



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	exclusion, sexual harassment, et.).	
<b>h. Logistics officer</b>	<ol style="list-style-type: none"><li>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.</li><li>ii. Leads ocular inspection of venues to ensure adherence to standards and specifications.</li><li>iii. Checks that session rooms are always ready for use and conducive to learning.</li></ol>	<b>Francis Albert C. Golo</b>
<b>i. Finance officer</b>	<ol style="list-style-type: none"><li>i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentations for liquidation.</li><li>ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate officers.</li><li>iii. Monitors and documents all disbursement against budget to support liquidation.</li><li>iv. Liquidates all funds disbursements and prepares a financial report as input to the program completion report.</li></ol>	<b>Maricris Sulapas</b>