



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V - BICOL  
TANGGAPANG PANSANGAY NG CATANDUANES

22 January 2025

DIVISION MEMORANDUM  
No. 068, s. 2025

**DIVISION CAPACITY WORKSHOP ON THE SDO LAUNCHING OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR SDO PERSONNEL, AND PROVISION OF TECHNICAL ASSISTANCE ON THE PROFESSIONAL DEVELOPMENT PROGRAM IN THE SDO**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Administrative Officer V/Unit Heads  
Education Program Supervisors  
All Others Concerned

1. The Schools Division Office (SDO) through the Schools Governance Operations Division Human Resource Development Unit will be conducting a Capacity Workshop on the SDO Launching of Continuing Professional Development (CPD) for SDO Personnel and Provision of Technical Assistance on the Professional Development Program that will be held on **February 12-13, 2025**, at Queen Maricel Inn Virac, Catanduanes.

- 2. This training-workshop aims to:
  - a. To apply the knowledge, skills, competencies and values learned and design Professional and Development (P.D.) activities in the SDO personnel.
  - b. To share the prepared Professional and Development (P.D.) activities of the districts, schools, and learning centers; and
  - c. To submit P.D. activities for CPD accreditation.

3. Participants in this training-workshop are the following:

| OSDS                  | CID     | SGOD                                |
|-----------------------|---------|-------------------------------------|
| AO-IV (HRMO)<br>ITO-I | All EPS | SEPS<br>EPS-II<br>Nurse II<br>PDO-I |

4. Enclosures to this memorandum provide details as follows:

- a. Enclosure 1: Training Matrix
- b. Enclosure 2: Program Management Team
- b. Enclosure 2: List of Participants

5. Participants are advised to bring a laptop, and extension wire, and a proposed Learning and Development Activities for CY 2025 that will be used during the activity.

6. Meals, supplies/ materials and other training expenses shall be charged from the Division Human Resource Development (HRD) Continuing Fund while the travel expenses may be charged to Division MOOE subject to usual accounting and auditing rules and regulations.

7. This memorandum is for dissemination, guidance and compliance.

By Authority of the OIC- Schools Division Superintendent:

*Norlito Jr. P. Agunday*  
**ATTY. NORLITO JR. P. AGUNDAY**  
Attorney III  
Officer-In-Charge *sw*



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Enclosure No. 1 in DM ~~661~~, 2025

**TRAINING MATRIX**

| <b>Day 1: February 12, 2025</b> |   |  |
|---------------------------------|---|--|
| <b>Time</b>                     | <b>Activities</b>   | <b>Person's In-Charge</b>  |
| 8:00-8:30                       | Preliminaries<br>Philippine National Anthem-AVP<br>Prayer-AVP<br>Quality Management System<br>Welcome Remarks<br>Checking of Attendance<br>Message<br>Leveling of Expectations<br>(Plenary) | Imaculate T. Latorre<br><br>(Plenary)                                      |
| 8:30-9:00                       | Topic #1: Learning and Development Updates<br>(Plenary)   | Elizabeth S. Urbano  |
| 9:00-9:30                       | Snack Break   |  |
| 9:30-10:30                      | Topic #2: Philippine Qualification Framework (PQF)<br>(Break-out)   | <b>Amelia B. Cabrera</b><br>(Team 1)<br><b>Carol P. Gil</b><br>(Team 2)    |
| 10:30-12:00                     | Topic #3: Professional Development (PD) and Continuous Professional Development<br>(Break-out)  | <b>Romel G. Petajen</b><br>(Team 1)<br><b>Aroline T. Borja</b><br>(Team 2) |
| 12:00-1:00                      | Lunch Break   |  |
| 1:00-2:00                       | Topic #4: CPD Launch<br><br>(Break-out)   | Ma. Gina Templonuevo<br>(Team 1)<br>Maybelle V. Rubio<br>(Team 2)          |
| 2:00-4:30                       | Topic #5: CPD Templates<br>(Break-out)  | <b>Gina L. Custodio</b><br>(Team 1)<br><b>Aroline T. Borja</b><br>(Team 2) |
| 4:30-5:00                       | Facilitation Skills   | Mary Jean S. Romero<br>Chief Education Supervisor                          |
| <b>Day 2: February 13, 2025</b> |   |  |
| 8:00-8:30                       | Preliminaries<br>Nationalistic Song<br>Prayer-AVP<br>Quality Management System<br>Welcome Remarks<br>Checking of Attendance<br>Message<br>(Plenary)   |  |
| 8:30-9:30                       | Workshop in Preparation of L & D following the templates for CPD Accreditation<br>(Break-out)   | <b>Gina L. Custodio</b><br>(Team 1)<br><b>Aroline T. Borja</b><br>(Team 2) |
| 9:30-10:00                      | Snack Break   |  |
| 10:00-12:00                     | Continuation.....Workshop in Preparation of L & D following the templates for CPD Accreditation<br>(Break-out)  |  |
| 12:00-1:00                      | Lunch Break   |  |
| 1:00-4:30                       | Presentation and Critiquing<br><br>(Plenary)  | <b>Chief Romel G. Petajen</b><br><br><b>Chief Mary Jean S. Romero</b>      |
| 4:30-5:00                       | Closing Program   |  |



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Enclosure No. 2 in DM 068, 2025

PROGRAM MANAGEMENT TEAM

Executive Committee:

1. Cecile C. Ferro, CESO VI- Schools Division Superintendent, Officer-In-Charge
2. Delfin A. Bondad, PSDS-Schools Assistant Division Superintendent, Officer-In-Charge
3. Mary Jean S. Romero- SGOD Chief Education Supervisor
4. Romel G. Petajen- CID Chief Education Supervisor
5. Eva S. Tolentino- Administrative Officer V

| NAME  | ROLE                  | TERMS OF REFERENCE  |
|---|-----------------------|---|
| Carol P. Gil  | Program Lead          | <ul style="list-style-type: none"><li>• Coordinates with team members and program partners to ensure proper implementation of the program</li><li>• Responds promptly to all program implementation concerns</li><li>• Facilitates the pre -and post-meetings</li><li>• Prepares attendance/ registration sheets/certificates</li><li>• Coordinates with training venue for accommodation, meals, and other concerns</li><li>• Prepares the program completion report</li></ul> |
| Romel G. Petajen<br>Aroline T. Borja<br>Ma. Gina Templonuevo<br>Gina L. Custodio<br>Amelia B. Cabrera<br>Maybelle V. Rubio<br>Carol P. Gil<br>Elizabeth S. Urbano | Learning Facilitators | <ul style="list-style-type: none"><li>• Applies effective presentation and facilitation techniques in conducting assigned sessions</li><li>• Provides expert content input during learning sessions</li></ul>   |
| Rita SR. Tablate  | QAME Associate        | <ul style="list-style-type: none"><li>• Takes charge of Monitoring and Tracking Evaluation Forms</li><li>• Crafts and Quality Assures M&amp;E tools needed to gather relevant data and outputs</li><li>• Analyzes and Interprets M&amp;E tools utilized and presents them to the group during debriefing.</li><li>• Provides suggestions and inputs based on Evaluation results as the basis for Improvement of Program Implementation</li></ul>                                |
| Imaculate T. Latorre  | Documenter            | <ul style="list-style-type: none"><li>• Documents the proceedings of the learning sessions using the prescribed documentation template</li><li>• Takes photos of the different parts of the program delivery</li></ul>  |
| Anthony B. Aguirre  | Welfare Officer       | <ul style="list-style-type: none"><li>• 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>• Attends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts.</li></ul>   |
| Sheryl M. Cambonga  | Secretariat           | <ul style="list-style-type: none"><li>• Attends to registration needs of learners</li><li>• Ensures that learners fill up attendance sheets everyday</li><li>• Prepares directory of participants based on registration forms</li><li>• Assists in the distribution of learning materials and supplies</li></ul>  |



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Enclosure No. 3 in DM 068, 2025

**LIST OF FACILITATORS AND PARTICIPANTS PER TEAM**

**Team 1: Curriculum Implementation Division (CID) & OSDS**

| <b>List of Facilitators</b> |        |          |
|-----------------------------|--------|----------|
| NAME                        | OFFICE | POSITION |
| Romel G. Petajen            | CID    | Chief ES |
| Amelia B. Cabrera           | CID    | EPS      |
| Gina L. Custodio            | CID    | EPS      |
| Ma. Gina Templonuevo        | CID    | EPS      |
| <b>List of Participants</b> |        |          |
| EPS- MAPEH                  | CID    | EPS      |
| Jayson M. Floranza          | CID    | EPS      |
| Jesslyn T. Taway            | CID    | EPS      |
| Gina B. Pantino             | CID    | EPS      |
| Marivic Camacho             | CID    | EPS      |
| Jezrahel T. Omadto          | CID    | EPS      |
| Nino Gerard Ceneta          | CID    | EPS      |
| Janegrace T. Tesorero       | CID    | EPSA-II  |
| Jennifer Metica             | OSDS   | ITO      |

**Team 2: School Governance Office Division (SGOD) & OSDS**

| <b>List of Facilitators</b> |        |                               |
|-----------------------------|--------|-------------------------------|
| NAME                        | OFFICE | POSITION                      |
| Mary Jean S. Romero         | SGOD   | Chief ES                      |
| Aroline T. Borja            | SGOD   | EPS                           |
| Carol P. Gil                | SGOD   | SEPS                          |
| Maybelle V. Rubio           | SAVS   | School Principal III          |
| Elizabeth S. Urbano         | SGOD   | EPS-II                        |
| Imaculate T. Latorre        | SGOD   | EPS-II                        |
| <b>List of Participants</b> |        |                               |
| Marife B. Brequillo         | SGOD   | SEPS, SocMobNet               |
| Ma. Rita Sr. Tablate        | SGOD   | SEPS, SMME                    |
| Floren P. Clavo             | SGOD   | SEPS, PRU                     |
| Jennifer Casallo            | SGOD   | Nurse II                      |
| Ma. Lourdes M. Sorra        | SGOD   | Project Development Officer I |
| Ahdel D. Idanan             | SGOD   | Nurse II                      |
| Anthony B. Aguirre          | SGOD   | Nurse II                      |
| Marichelle Llave            | OSDS   | Administrative Officer IV     |