



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

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October 6, 2015  
**RELEASED**  
DepEd - Division of Catanduanes  
**RECORDS SECTION**  
Date: OCT 07 2015  
Time: 11:10 am  
By: gr

DIVISION MEMORANDUM  
No. 103, s. 2015

**DIVISION INDUCTION PROGRAM FOR SCHOOL HEADS**

TO : SDO Chief & Staff  
Public Schools District Supervisors  
Elementary & Secondary School Heads

FROM : NYMPHA D. GUEMO  
Asst. Schools Division Superintendent  
Officer-In-Charge

DATE : October 6, 2015

1. A Division Induction Program for School Heads will be conducted on October 19-21, 2015 at SDO Conference Hall C.
2. This 3-day training aims to:
  - a. increase awareness among newly designated school heads of their duties, roles, and responsibilities;
  - b. enhance the knowledge, skills, and competencies of school heads as managers and instructional leaders;
  - c. equip them with the necessary skills for effective implementation of DepEd programs, thrusts, and projects.
3. The target participants to the said activity are the elementary and secondary school heads and principals, head teachers, and teachers-in-charge with 0 to 3 years' experience as school heads. Enclosures No. 1 and 2 respectively spell out the participants and Training Design.
4. Transportation expenses and a registration fee of Php 200 per day to cover the 2 snacks and 1 lunch for two days shall be charged to school MOOE funds subject to the usual accounting and auditing rules and regulations.
5. For dissemination to all concerned.

**Enclosure No. 1**

**LIST OF PARTICIPANTS TO THE DIVISION INDUCTION PROGRAM  
FOR SCHOOL HEADS**

**SCHOOL PRINCIPALS**

- 1 BANARES, NEIL F.
- 2 CENETA, NINO GERARD C.
- 3 LIM, MARISOL
- 4 LLESOL, CESMENDA B.
- 5 MENDOZA, CECILIA V.
- 6 PRENSADER, SONIA V.
- 7 RUBIO, MAYBELLE V.
- 8 SARMIENTO, EDGAR T.
- 9 TABLADA, GIRLIE G.
- 10 TABOR, JANE S.
- 11 TONIO, JANET M.
- 12 TONIO, JOSALIE T.
- 13 VELASCO, RANIL R.

- 31 SANTELICES, MYRNA Z.
- 32 SANTOS, EDGAR
- 33 SAPANTA, SHIELA MARIE M.
- 34 TABILOG, AILEEN A.
- 35 VALDERAMA, DANILO V.
- 36 VITALICIO, JULIE v.

**TEACHERS-IN-CHARGE**

- 37 BERNAL, ISABEL
- 38 TAPIA, JOSE
- 39 VILLACORTA, ERLINDA
- 40 VILLARANDA, SHIRELY S.

**HEAD TEACHERS**

- 14 AGUILAR, JOSE ROY S.
- 15 ALBERTO, ROMEO M.
- 16 ALCANTARA, DOROTEA
- 17 ARISAPA, BEATRIZ M.
- 18 BALUYOT, MA. GRACIA A.
- 19 BERNAL, JHONNEY BOY D.
- 20 BERNARDO, BENEDICTO JR. C.
- 21 BORBOR, RAUL D., Ed. D.
- 22 CLIMACO, DANILO JR. C.
- 23 DEL BARRIO, MILANI R.
- 24 DELA ROSA, LOLITA
- 25 GANDO, LORENZO E.
- 26 LUMABI, EVANGELINE T.
- 27 MARINAS, WALTER L.
- 28 NARIT, NELSON T.
- 29 ROBLES, GENARO V.
- 30 SANCHEZ, MARITES D.

<b>Time</b>	<b>Day 1</b>
7:00-8:00	Registration
8:00-9:00	Opening Program and Training Orientation <i>Prayer</i> <i>National Anthem</i> <i>Bicol Regional March</i> <i>Catandungan Hymn</i> <i>Welcome Remarks</i> <i>Introduction of Participants, Resource Speakers and Mechanics of Training Workshop</i> <i>Message</i> <i>Orientation</i>
9:00-11:00	<b>Updates of Civil Service Commission Laws/ Memorandum Circular</b> Speaker: Director Ma. Guia Garcia
11:00-12:00	Open Forum
12:00-1:00	Lunch Break
1:00-3:00	<b>Code of Ethics / Ethical Aspects of School Administrator</b> Speaker: Mrs. Rosa Tusi
3:00-5:00	<b>Duties and Responsibilities of School Heads per R.A 9155</b> Speaker: Mr. Romel Petajen

### Day 2

7:00-8:00	Management of Learning
8:00- 12:00	<b>Instructional Leadership &amp; Supervision and Workshop</b> Speaker: Dr. Nympha D. Guemo
12:00-1:00	Lunch break
1:00-4:30	<b>Fiscal Management</b> Speaker: Mr. Francis Tabo

### Day 3

7:00-8:00	Management of Learning
8:00-11:00	<b>Managing Official Communication</b> Speaker: Mrs. Josefa Zape
11:00-12:00	Workshop
12:00-1:00	Lunch Break
1:00-2:30	<b>Conducting Effective Meeting</b> Speaker: Dr. Gina B. Pantino
2:30-4:00	<b>Conflict Management</b> Speaker: Mr. Miguel C. Ogalinola
4:00-5:00	Closing Program <i>Prayer</i> <i>Impressions</i> <i>Challenge and Message</i> <i>Acceptance</i> <i>Distribution of Certificates</i> <i>Closing Remarks</i>