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Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

29 October 2024

DIVISION MEMORANDUM
No. 558 s. 2024

DIVISION TRAINING WORKSHOP ON LEADERSHIP ENHANCEMENT ACQUISITION AND DEVELOPMENT (i-LEAD) Phase 2

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and-SGOD
Public Schools District Supervisors/In-Charge of the Districts
Elementary / Secondary School Heads
All Other Concerned

1. In The Schools Division Office (SDO) through the Schools Governance Operations Division Human Resource Development Unit will be conducting a Division Training Workshop on Leadership Enhancement Acquisition and Development (i-LEAD) Phase 2 on **November 7-9, and November 11, 2024**, at Victor Hall, VTC, Gogon Virac, Catanduanes
2. This training-workshop aims to
 - a. acquire knowledge, skills, and attitudes on the different domains and strands of PPSSH
 - b. actively participate in the individual and collaborative activities given in each session
 - c. demonstrate the knowledge, skills, and attitudes gained by successfully passing the mock test
 - d. develop a school re-entry plan as a blueprint of the Learning and Development Plan of the schools
3. Participants to this training-workshop are selected Head Teachers in the Secondary, Teacher-In-Charge/Officer-In-Charge (Elementary and Secondary), and those who belongs to NQESH Category B and C. Participants are advised to bring a laptop, and extension wire that will be used during the activity
4. Enclosures to this memorandum are the following:
 - 1 - Training Matrix
 - 2 - Complete List of Participants
 - 3 - Program Management Team
5. The following activities are to be conducted in connection with the training workshop:

Activities	Date	Venue	Participants
DSOW	November 4, 2024	Gran Isabel, Constantino, Virac, Catanduanes	PMT and Learning Facilitators (17pax)
Post Conference	November 12, 2024		

6. The PSDS/In-Charge of the Districts, school head-resource persons, and participants shall designate an Officer-In-Charge of their respective district/school to ensure that school operations will not be hampered during their attendance to the training workshop.



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7. Participants, resource persons, and the members of the Program Management Team are given one (1) day Compensatory Overtime Credit (COC) for their attendance on November 9, 2024, Saturday.
8. Meals, supplies/materials and other training expenses shall be charged from the Division Human Resource Development (HRD) Current Fund while the travel expenses may be charged to local fund/school MOOE subject to usual accounting and auditing rules and regulations
9. For information, guidance and compliance.


CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Catanduanes
Regional Office No. V - Bicol Region
Schools Division Office of Catanduanes

Division Training Workshop on Leadership Enhancement Acquisition and Development
Phase 2

PROGRAMME OF ACTIVITIES

Activities	Time Duration	Topic	Resource Person	Remarks
Day 1 – November 7, 2024				
Preliminaries	8:00-08:30 AM	National Anthem Prayer Inang Catandungan	AVP - Secretariat	AVP
		Acknowledgement of Participant		
		Opening Remarks		
Domain 1: Leading Strategically	8:30-10:15 AM	Strand 1.1 Session 1: Vision, Mission, & Core Values	EPS Aroline T. Borja	
	10:15-10:30 AM	Break		
	10:30-12:30 NN	Strand 1.2 Session 2: School Planning & Implementation	PSDS Marisol T. Lim	

Lunch Break	12:30-01:30 PM			
	01:30-03:00 PM	Stand 1.3 Session 3: Policy Implementation & Review	CID Chief Romel Petajen	
	03:00-03:15 PM	Break		
	03:15-05:15 PM	Stand 1.4 Session 4: Research & Innovation	SGOD Chief Mary Jean Romero	
Day 2 – November 8, 2024				
Continuation of Domain 1: Leading Strategically	08:00-08:15 AM	Management of Learning	Secretariat	
	08:15-09:15 AM	Strand 1.5 Session 5: Program Design & Implementation	EPS Aroline T. Borja	
AM Snack	09:15-09:30 AM	Break		
	09:30-10:30 PM	Strand 1.6 Session 6: Learner's Voice	PSDS Arnold M. Valledor	
	10:30-12:00 PM	Strand 1.7 Session 7: Monitoring & Evaluation Processes & Tools	PSDS Elias V. Abundo	
Lunch	12:00-01:00 PM			
	01:00-02:00 PM	Strand 1.7.1 Session 7.1: Monitoring & Evaluation Process & Tools	PSDS Elias V. Abundo	
PM Break	02:00-02:30 PM	Break		

Mock Test	02:30-05:00 PM	Mock Test for Domain 1		
Day 3-November 9, 2024				
Domain 2: Managing School Operations and Resources	08:00-08:30 AM	Opening Program	Secretariat	
	08:30-09:15 AM	Strand 2.1 Session 8: Records Management	PSDS Marisol T. Lim	
AM Break	09:15-09:30 AM	Break		
	09:30-11:00 AM	Strand 2.1.1 Session 8.1: Records Management	PSDS Marisol T. Lim	
	11:00-12:00 NN	Strand 2.2 Session 9: Financial Management	SPII Ramon Templonuevo	
Lunch Break	12:00-1:00 PM	Break		
	1:00-1:30 PM	Strand 2.2.1 Session 9.1 Financial Management	SPII Ramon Templonuevo	
	1:30-2:30 PM	Strand 2.3 Session 10: School Facilities and Equipment	SP III Maybelle V. Rubio	
	2:30-3:30 PM	Management of Staff	SP III Maybelle V. Rubio	
PM Break	3:30-3:45 PM			
	3:45-4:30 PM	Strand 2.4 Session 11: School Safety for Disaster Preparedness, Mitigation, & Resiliency	PSDS Jose T. Arcilla Jr	
	4:30-5:00 PM	Mock Test- Domain 2		

Day 4 – November 11, 2024				
Domain 3: Focusing on Teaching and Learning	08:00-08:30 AM	Opening Program	Secretariat	
	08:00-09:15 AM	Strand 3.1 Session 12: Focusing on Teaching and Learning	SP III Cesmenda Borromeo	
AM Break	09:15-09:30 AM	Break		
	09:30-11:00 AM	Strand 3.1.1 Session 12.1 : School Based Review, Contextualization and Implementation of Learning Standards	SP III Cesmenda Borromeo	
	11:00-12:00 AM	Strand 3.2 Session 13: Teaching Standards and Pedagogies	SP II Timmy Alcantara	
Lunch Break	12:00-01:00 PM	Break		
	01:00-01:30 PM	Strand 3.2.1 Session 13: Teaching Standards and Pedagogies	SP II Timmy Alcantara	
	01:30-02:30 PM	Strand 3.3 Session 14: Teacher Performance Feedback	SP IV Amelia Eusebio	
	02:30-03:30 PM	Strand 3.4 Session 15: Learner Achievement	SP II Dennis Glanan	

		and Other Performance Indicators		
PM Break	03:30-03:45 PM	Break		
	03:45-04:30 PM	Strand 3.5 Session 16: Learning Assessment	SPI Myla Cordial	
	4:30-5:00 PM	Mock Test/Closing Program	PMT	



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Enclosure No. 2 in DM 558, 2024

PARTICIPANTS

**DIVISION TRAINING WORKSHOP ON LEADERSHIP ACQUISITION AND DEVELOPMENT
(I-LEAD) PHASE 2**

	NAME	OFFICE/SCHOOL	POSITION
1	Joel V. Masagca	Cagraray ES	Head Teacher III
2	Rico A. Trollano	Dororian NHS	Head Teacher II
3	Evelyn P. Garcia	San Jose ES	Head Teacher III
4	Agnes T. Doblón	Kilikihan ES	Head Teacher III
5	Jocelyn Oliman- Rima	Manambrag NHS	Head Teacher II
6	Amos T. Tuplano	Almojuela/Burgos ES	Head Teacher II
7	Arlene P. Alberto	Sto Nino ES	Head Teacher III
8	Arnulfo T. Tawat	Botinagan/Soboc ES	Head Teacher III
9	Irene T. Aguilar	Tubli National High School	Head Teacher I
10	Romeo M. Alberto	Panay Community School and Bayhan Community School	Cluster Head
11	Michael Angelo B. Almazan	CATAGBACAN ELEMENTARY SCHOOL	Head Teacher II
12	Beatriz M. Arisapa	Maculiw Elementary School	Head Teacher
13	Lorie A. Banta	Iyao ES	Head Teacher I
14	Jhonney Boy D. Bernal	Solong Primary Elementary School	School Head
15	Maricon D. Bernal	Salvacion Elementary School	Head Teacher II
16	Joue B. Bongon	San Isidro Elementary School	Head Teacher I
17	Marietta A. Bongon	Bagong Sirang Elementary School	School Head
18	JanetteT. Bueno	Obi Elementary School	Head Teacher I
19	Jenny E. Cabrera	Bagamanoc RDHS	Head Teacher III
20	Daisy V. Cambonga	Hawan Elementary School	Head Teacher III
21	Danilo C. Climaco	Bislig Elementary School	Head Teacher IV
22	Maria Soledad Conche	PSAT	Head Teacher V
23	Bernardo F. Condono	Porot Elementary School	TIII/Officer-In Charge
24	Joel P. Datoon	San Andres Elementary School	Head Teacher I
25	Hizel L. Del Barrio	Supang Elementary School	Head Teacher I
26	Lolita P. Dela Rosa	Bacak Elementary School	Head Teacher III
27	Arnel T. Fernandez	Tibo Elementary School	Head Teacher I
28	Marichris B. Eusebio	San Jose Elementary School	T-III/TIC
29	Salvador L. Flores	Bato RDHS	Head Teacher III
30	Mary Liza T. Ibayán	Talisoy Elementary School	Head Teacher II
31	Cecile T. Leon	Tinago Elementary School	Head Teacher III
32	Sheryl U. Lita	Magsaysay Elementary School	T-III/TIC
33	Corazon C. Magtangob	Burabod Community School	Head Teacher III



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34	Lilibeth B. Manlangit	JMA ASGAD Elem. School	Head Teacher IV
35	Walter L. Marinas	JMA Puniton Elem School	Head Teacher IV
36	Eriwyn P. Ocfemia	Viga RDHS	Head Teacher III
37	Kennon Jay U. Ogena	Sagrada Elem School	Head Teacher III
38	Joven P. Onan	Panique Elementary School	Head Teacher II
39	Ma. Karen V. Papango	San Vicente Elementary School	T-III/TIC
40	Dakila T. Pinacate	Salvacion Elem School	T-III/TIC
41	Vanessa T. Polero	Siay Elem School	MT-I/TIC
42	Edwin I. Resare	Dariao Elem School	Head Teacher IV
43	Mary Jane S. Rima	Lourdes Elem School	Head Teacher III
44	Genaro V. Robles	Begonia Elem School	Head Teacher III
45	Ronaldo T. Rodulfo	Sibacungan Elem School	Head Teacher II
46	Denmar C. Romero	Biong Elem School	Head Teacher I
47	Wilson C. Santelices	Bon-ot Elem School	Head Teacher I
48	Jill Ann S. Sarmiento	Camburo Elem School	Head Teacher I
49	Rogelio L. Sontillano	Caragnag Elem School	Head Teacher IV
50	Marilyn C. Soriao	Alma Elem School	T-II/TIC
51	Demetrio M. Suarez	Balite Elem School	Head Teacher II
52	Maribel B. Tagoo	Putsan Danao Elem School	Head Teacher III
53	Jowe T. Tanio	Cabugao IS	Head Teacher I
54	Juan D. Tatad	Sicmil IS	Head Teacher III
55	Jovel T. Tendencia	Tilod ES	Head Teacher II
56	Romer A. Teves	Lictin IS	Head Teacher I
57	Rowena B. Tindugan	Buhi ES	Head Teacher IV
58	Joni S. Tolledo	Tibang ES	T-III/TIC
59	Noel D. Torrena	Bote IS	Head Teacher II
60	Alex I. Torres	Marilima ES	Head Teacher III
61	Wilson P. Tresmanio	Libjo ES	Head Teacher II
62	Rocelia S. Trinidad	Cagraray ES	T-III/TIC
63	Rolyn T. Trinidad	Pacogon ES	Head Teacher II
64	Shryl V. Tuplano	Sta Rosa ES	Head Teacher III
65	Cherilyn T. Turado	Mabini ES	Head Teacher I
66	Water R. Turado	Cagdarao ES	Head Teacher I
67	Maria B. Vegim	Mila Viga IS	Head Teacher I
68	Alma A. Villaflor	BRDHS	Head Teacher III
69	Wenceslao M. Zafe	Alibuag ES	School Head
70	Charena P. Villegas	SAVS	Head Teacher III
71	Marilyn T. Garcia	Viga RDHS	Head Teacher V
72	Joseph Randy D. Brusola	SAVS	Head Teacher I
73	Jayson B. Gianan	SAVS	Head Teacher
74	Ava Doreen Mahilum	CNHS	Head Teacher III
75	Teresita S. Manlangit	SAVS	Head Teacher IV
76	Joy D. Tabios	CSF	T-III/OIC
77	Salve V. Aquino	PNHS	T-III/OIC



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78	Jane T. Tuplano	SMRDHS	Head Teacher III
79	Ramil S. Antonio	PSAT	Head Teacher III
80	Cynthia T. Camano	Caltagan HS	Head Teacher I
81	Jonathan T. Morales	Pagsangajan IS	T-II/OIC
82	David B. Sarmiento	Dariao NHS	Head Teacher III
83	Solita C. Tusi	Agban NHS	T-III/OIC
84	Slaj A. Sumalde	SAVS	Head Teacher III
85	Efren T. Gurrobat	SAVS	Head Teacher III
86	Cheryl B. Vistal	San Vicente NHS	Head Teacher III
87	Marivic Buizon	Bagawang ES	Master Teacher I/OIC
88	Cynthia Sorra	CNHS	Head Teacher III
89	Ma. Elizabeth Abrasaldo	CNHS	Head Teacher III
90	Teresa T. Camu	CNHS	Head Teacher III
91	Loraine T. Chiong	CNHS	Head Teacher III
92	Ramir R. Del Barrio	Caramoran RDHS	Head Teacher III
93	Joanne Villafuerte	Sta. Cruz ES, Pandan East	Teacher III/OIC
94	Lalaine V. Gonzales	Gigmoto RDHS	Head Teacher III
95	Nicanor T. Buendia	Baras RDHS	Head Teacher I
96	Tito B. Fernandez	Cobo IS	Head Teacher/OIC
97	Roy G. Caballero	Hawan NHS	T-III/OIC
98	Rheena L. Vargas	SAVS	Head Teacher I
99	Maria Evelyn R. Olfindo	San Jose NHS	T-III/OIC
100	Prince Lee A. Burce	Tominawog ES	Head Teacher I



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Enclosure No. 3 in DM 558, 2024

PROGRAM MANAGEMENT TEAM

EXECUTIVE COMMITTEE

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

TECHNICAL WORKING COMMITTEE

NAME	POSITION	ROLE	TERMS OF REFERENCE
Carol P. Gil	SEPS-HRD	Program Lead	<ul style="list-style-type: none"> • Coordinates with team members and program partners to ensure proper implementation of the program • Responds promptly to all program implementation concerns • Facilitates the pre -and post-meetings • Prepares attendance/ registration sheets/certificates • Coordinates with training venue for accommodation, meals, and other concerns • Prepares the program completion report
Mary Jean S. Romero Romel G. Petajen Aroline T. Borja Marisol T. Lim Arnold M. Valledor Elias V. Abundo Jose T. Arcilla Jr Ramon Templonuevo Maybelle V. Rubio Cesmenda Borromeo Timmy T. Alcantara Amelia B. Eusebio Dennis L. Gianan Myla B. Cordial	Chief Chief EPS PSDS PSDS PSDS PSDS SP-II SP-III SP-III SP-II/In-charge of the district SP-IV SP-II SP-I	Resource Speaker/Subject-Matter Expert	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions • Provides expert content input during learning sessions



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Elizabeth S. Urbano		Assistant Program Lead/M & E Coordinator	<ul style="list-style-type: none">• Takes charge of Monitoring and Tracking Evaluation Forms• Crafts and Quality Assures M&E tools needed to gather relevant data and outputs• Analyzes and Interprets M&E tools utilized and presents them to the group during debriefing.• Provides suggestions and inputs based on Evaluation results as the basis for Improvement of Program Implementation
Imaculate T. Latorre	EPS-II	Documenter	<ul style="list-style-type: none">• Documents the proceedings of the learning sessions using the prescribed documentation template• Takes photos of the different parts of the program delivery
Anthony B. Aguirre Rosa Aurea T. Vargas	Nurse II Nurse II	Welfare Officer Welfare Officer	<ul style="list-style-type: none">• 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• Attends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts.
Jasmin V. Solo	Secretariat		<ul style="list-style-type: none">• Attends to registration needs of learners• Ensures that learners fill up attendance sheets everyday• Prepares directory of participants based on registration forms• Assists in the distribution of learning materials and supplies• Assists in posting and collection of session outputs• Compiles session documents and learning resource materials



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