



Republic of the Philippines
Department of Education
CARAGA REGION



July 11, 2023

REGIONAL MEMORANDUM
No. 0636, s. 2023

To: ASSISTANT REGIONAL DIRECTOR
CHIEFS OF FUNCTIONAL DIVISIONS
SCHOOLS DIVISION SUPERINTENDENTS
This Region

ADDENDUM TO RM 0524, S. 2023 TITLED REGIONAL TRAINING OF TRAINERS
OF ADVANCING BASIC EDUCATION IN CARAGA REGION (ABC+) PROJECT
PROFESSIONAL DEVELOPMENT (PD) PROGRAMS UPSCALING

1. In reference to the conduct of the Regional Training of Trainers of Advancing Basic Education in Caraga Region (ABC+) Project Professional Development Program on July 24-28, 2023, please be guided of the following details:

Venue	Balanghais Hotel and Convention Center, Butuan City
Registration of Participants	8:00AM of July 24, 2023
First Meal	Breakfast of July 24, 2023
Last Meal	Afternoon snacks of July 28, 2023
Room Check-in Time	2:00PM of July 24, 2023
Check-out Time	12:00 Noon of July 28, 2023

2. The List of Participants from the 12 Schools Division Offices is found in **Enclosure 1** while the Composition of the Program Management Team and the Terms of Reference are found in **Enclosure 2**.

3. Travel authority of all participants shall be presented to the secretariat upon on-site registration.

4. Participants are required to bring laptops, power extension cords, and other personal needs.

5. For more information, please contact Maria Ruth R. Edradan thru hrdd_caraga@deped.gov.ph.



Address: J.P. Rosales Avenue, Butuan City
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2023-07-09918

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 7

6. Immediate dissemination of and compliance to this memorandum is highly desired.

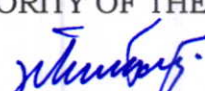
MARIA INES C. ASUNCION

Director III

Officer-in-Charge

Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR., PhD, CESO V

Assistant Regional Director 

Encl/s.: As stated

Reference/s: None

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION

EMPLOYEES

TRAINING PROGRAMS

HRDD/mrre

07/11/2023



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2023-07-09918

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 7

List of Official Participants per Schools Division Office

No.	Name	Position	SDO
1	Plaza, Jocelyn Emelia	Public Schools District Supervisor	Agusan del Sur
2	Balbutin, Estefa P.	Public Schools District Supervisor	Agusan del Sur
3	Adlawan, Lovella A.	Principal III	Agusan del Sur
4	Mangadlao, Mary Grace P.	Principal II	Agusan del Sur
5	Montero, Bernie O.	Principal II	Agusan del Sur
6	Cabaya, Beryl Joy C.	Head Teacher I	Agusan del Sur
7	Ceniza, Grace	School Head	Agusan del Norte
8	Buendia, Ma. Luzviminda S.	School Head	Agusan del Norte
9	Bucong, Jena R.	School Head	Agusan del Norte
10	Mapute, Hermocilla	School Head	Agusan del Norte
11	Balacuit, Rosalyn S.	District In-charge	Agusan del Norte
12	Prisco, Antonia A.	Education Program Supervisor	Agusan del Norte
13	Monton, Noel Rosalin	Public Schools District Supervisor	Bayugan City
14	Jumamil, Marilyn C.	Education Program Supervisor	Bayugan City
15	Banluta, Wilfred D.	Head Teacher-I	Bayugan City
16	Gabor, Marck T.	Head Teacher-I	Bayugan City
17	Aguila, Arnel L.	Principal-III	Bayugan City
18	Gallenero, Dina M.	School Head	Bayugan City
19	Saturinas, Ailyn C.	Head Teacher II	Bislig City
20	Apillanes, Rex C.	Mater Teacher I/School Head	Bislig City
21	Cuerbo, Romulo Jr. L.	Head Teacher-I	Bislig City
22	Canete, Araceli E.	School Principal II	Bislig City
23	Feliscuzo, Roel M.	Public Schools District Supervisor	Bislig City
24	Kimilat, Rey A. S	Education Program Supervisor	Bislig City
25	Mayuga, Carolyn S.	Head Teacher-II	Butuan City
26	Cubillas, Rosabelle S.	Principal II	Butuan City
27	Bernabe, April Ann G.	Principal III/ District In- Charge	Butuan City
28	Galera, Dorothy Joy A.	Principal II	Butuan City
29	Hinampas, Remedios C.	Principal-IV/ DIC	Butuan City
30	Sajulga, Charlita A.	Principal-I	Butuan City
31	Sandimas, Prelyn P.	Education Program Supervisor	Cabadbaran City
32	Asotigue, Marilou D.	Principal II	Cabadbaran City
33	Butal, Jiecyll S.	Principal II	Cabadbaran City
34	Claro, Dore P.	Education Program Supervisor	Cabadbaran City
35	Pabia, Victoria B.	Education program Supervisor	Cabadbaran City
36	Lamoste, Rex Hussein D.	Principal I	Cabadbaran City
37	Cajes, Cherry B.	Education Program Supervisor	Dinagat Is.
38	Sayson, Saccharias O.	Public Schools District Supervisor	Dinagat Is.
39	Madelo, Jeanette H.	Principal II	Dinagat Is.
40	Rincal, Rutchel	Principal II	Dinagat Is.
41	Suyman, Jellah	Head Teacher III	Dinagat Is.
42	Ga, Garry A.	Principal II	Dinagat Is.
43	Rudela, Jegger, P.	Head Teacher-I	Siargao Is.
44	Espadero, Ariel, B.	Head Teacher-I	Siargao Is.
45	Piao, Esmaela Dianne, M.	Head Teacher-I	Siargao Is.
46	Petallo, John Mark D.	Head Teacher-I	Siargao Is.
47	Sapuras, Rolando, S.	Public Schools District Supervisor	Siargao Is.
48	Sangco, Sarachen, L.	Public Schools District Supervisor	Siargao Is.
49	Borja, Marcelino D.	Public Schools District Supervisor	Surigao City



2023-07-09918

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	3 of 7

No.	Name	Position	SDO
50	Cubillan, Inday Robbie .	Public Schools District Supervisor	Surigao City
51	Arquiza, Donald T.	School Principal II	Surigao City
52	Esmenda, Marnelli R.	School Principal II	Surigao City
53	Lisondra, Maricar T.	School Principal III	Surigao City
54	Rebot, Joseph Melbert R.	Head Teacher-II	Surigao City
55	Jaron, Lynette V.	Education Program Supervisor	Surigao del Norte
56	Linsa, Normalia S.	Principal II	Surigao del Norte
57	Adlaon, Emmanuel L.	Principal II	Surigao del Norte
58	Ponio, Alma C.	P-III/PSDI	Surigao del Norte
59	Ratilla, Patrelyn B.	Head Teacher-I	Surigao del Norte
60	Maylon, Sheenalyn D.	Head Teacher-I	Surigao del Norte
61	Ravelo, Rolly B.	Principal III	Surigao del Sur
62	Quijada, Mavic P.	Head Teacher-III	Surigao del Sur
63	Alzate, Marites P.	Principal III	Surigao del Sur
64	Tersona, Ressel L.	Principal II	Surigao del Sur
65	Qunito, Jeanette G.	Public Schools District Supervisor	Surigao del Sur
66	Batistil, Felisa B.	Public Schools District Supervisor	Surigao del Sur
67	Damiao, Martha N.	Principal - I	Tandag City
68	Saranza, Marilou S.	Principal I	Tandag City
69	Meniano, Ma. Rossana C.	Education Program Supervisor	Tandag City
70	Lazado, Isaias Jr. A.	Principal I	Tandag City
71	Datoy, Vergielyn E	Principal I	Tandag City
72	Loayon, Isabel L.	Education Program Supervisor	Tandag City



Composition of the Program Management Team (PMT) and Terms of Reference

Name	Role	Terms of Reference
Flordelisa R. Dalin <i>Chief Education Program Supervisor-HRDD</i> Isidro M. Biol Jr. <i>Chief Education Program Supervisor-CLMD</i> Marlyne M. Villareal <i>Education Program Supervisor-HRDD</i>	Program Managers	Oversee the implementation of the entire program
		Organize and supervise the PMT to ensure that all processes are carried out and outputs delivered
		Orient the PMT and the Resource Persons/subject-matter experts on their terms of reference and the details of the program design
		Lead in conducting debriefing with the PMT and resource speakers/subject matter experts
		Prepare the CPD documents for submission to the PRC through the NEAP-R
		Lead in crafting the Program Completion Report
Maria Ruth R. Edradan <i>Education Program Supervisor-HRDD</i> Elena N. Capangpangan <i>Education Program Supervisor-CLMD</i> Maria Consuelo C. Jamera <i>Education Program Supervisor-CLMD</i> Gladys S. Asis <i>Education Program Supervisor-CLMD</i>	Learning Managers	Lead the conduct of the program per session
		Ensure that the program is carried out based on the detailed design in collaboration with the resource persons/subject matter experts
		Prepare and maintain a conducive learning environment y facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs
		Facilitate management of learning activities as scheduled and as needed
		Facilitate integration session at the end of the intervention, including preparation of Project Initiative Plan (PIP)
		Ensure that the pre-assessment is administered
		Ensure that Level 2 (Learning) evaluation is conducted and analyze the results in coordination with M&E Coordinator
		Provide assistance in the crafting, finalization and submission of PIPs
		Prepare and send communication to participants' supervisors regarding program completion and the importance of implementing the Project Initiative Plan (PIP)
19 SDO Trainers (Enclosure 1 of RM 0524, s. 2023)	Resource Persons/Learning Facilitators	Apply effective presentation and facilitation techniques in conducting assigned sessions
		Provide expert content input during learning sessions



Name	Role	Terms of Reference
Edmund O. Mendoza <i>Education Program Supervisor-QAD</i>	Monitoring and Evaluation Coordinator	Prepares and implements the Monitoring and evaluation Plan in collaboration with the PMT
		Applies process observation and prescribed tools to monitor and evaluate program delivery
		Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing
		Assists the Learning Managers in administering and analyzing the results of Level 2 evaluation
		Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Junnah B. Tiu <i>MT-II (On-Detail)-HRDD-NEAP</i> Elmer Augustus F. Conde <i>EPS II-HRDD-NEAP</i>	Documenters	Document the proceedings of the learning sessions using the prescribed documentation Template
		Take photos of the different parts of the program delivery
		Act as Process observers
		Conduct debriefing with Learning facilitators after the session
		Prepares and submits the Activity Documentation Report
Abe Naireza A. Ibano <i>EPS II-HRDD</i>	Secretariat	Attends to registration needs of learners
		Ensures that learners fill up attendance sheets everyday
		Prepares directory of participants based on registration forms
		Prepares and assists in the distribution of learning materials and supplies
		Assists in posting and collection of session outputs
		Compiles documents and learning resource materials
		Prepares the google sheets of the Pretest and Posttest
Roy S. Rele <i>SEPS-HRDD-NEAP</i>	Logistics Officer	Prepares the Program Invitation
		Ensures the quality, adequacy and availability of facilities, equipment, supplies, materials, vehicles and other resources to support the successful implementation of the program
		Leads ocular inspection of venues to ensure
		Checks that session rooms are always ready for use and conducive to learning
		Assists participants in the assignment of room accommodations
Marlyn R. Cullantes <i>Nurse II-DepEd Butuan City</i>	Welfare Officer	Ensures that provisions for inclusion, safety, security, health, and wellness of participants, PMT and resource persons are adequate and available at all times in the venue



Name	Role	Terms of Reference
		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.)
Jovelito R. Ibano	Driver	Transports RO participants and materials from the Regional Office to the venue and vice-versa



2023-07-09918

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	7 of 7