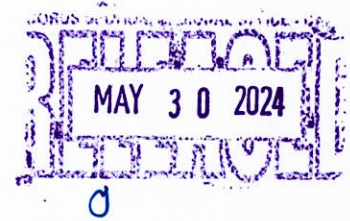




Republic of the Philippines
Department of Education
CARAGA REGION



May 28, 2024

REGIONAL MEMORANDUM
No. 0522, s. 2024

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
This Region

CAPABILITY ENHANCEMENT TRAINING ON INNOVATIVE SCHOOL
LEADERSHIP AND MANAGEMENT FOR SCHOOL HEADS

1. The field is hereby informed of the conduct of the final conduct of the Capability Enhancement Training on Innovative School Leadership and Management for School Heads in four batches at the Silver Hall, DepEd Caraga Regional Office, Butuan City scheduled as follows:

Batch 1: June 5-10, 2024

Batch 2: June 18-23, 2024

Batch 3: June 26-July 1, 2024

Batch 4: July 8-13, 2024

2. The official List of Participants, Members of the Program Management Team (PMT) with specific Terms of Reference per DM 044, s. 2023, and the Activity Matrix can be found in Enclosures 1-3.

3. All participants are required to fill-in the registration form at <https://forms.office.com/r/cLjpzwW1Me> and shall be in the venue on Day 0 for the activities stipulated in the enclosed Activity Matrix.

4. The first and last meals to be served will be dinner of Day 0 and afternoon snacks of Day 5. Please see the details below:

Meals	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast		/	/	/	/	/
AM Snack		/	/	/	/	/
Lunch		/	/	/	/	/
PM Snack		/	/	/	/	/
Dinner	/	/	/	/	/	

5. Check-in time at the NEAP Dormitory shall be at 2:00PM of Day 0 while check-out shall be at 12:00 Noon of Day 5.

6. The board and lodging of the participants and the members of the PMT, venue rental, supplies and other expenses relative to the five-day training shall be charged

to FY 2023 HRTD Funds while the travel and other incidental expenses of the participants and the PMT are chargeable to their local funds subject to the usual accounting, budgeting and auditing rules and regulations.

7. Participation in this activity shall entitle all the participants and the members of the PMT to service credits in accordance with DepEd Order 53, s. 2023 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers and on the other hand, non-teaching staff shall be provided with Compensatory Time-Off per Civil Service and DBM Joint Circular Number 2 series of 2004 on "Non-Monetary Remuneration for Overtime Services Rendered." The dates covered for the CTO are the following:

Batch	Date	Time	Activity
1	Saturday, June 8, 2024 Sunday, June 9, 2024	8:00AM-6:00PM	Day 3 and 4 of the training
2	Saturday, June 22, 2024 Sunday, June 23, 2024	8:00AM-6:00PM	Day 4 and 5 of the training
3	Saturday, June 29, 2024 Sunday, June 30, 2024	8:00AM-6:00PM	Day 3 and 4 of the training
4	Saturday, July 13, 2024	8:00AM-6:00PM	Day 5 of the training

8. For more information, feel free to contact Maria Ruth R. Edradan of the Human Resource Development Division.

9. Immediate dissemination of and appropriate action on this memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer -in-Charge
Office of the Regional Director

Encl/s.: As stated

Reference/s: As stated

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

EMPLOYEES LEARNING AND DEVELOPMENT SEMINAR

HRDD/mrre
05/28/2024

**CAPABILITY ENHANCEMENT TRAINING ON INNOVATIVE SCHOOL
LEADERSHIP AND MANAGEMENT FOR SCHOOL HEADS**

Batch 1: June 5-10, 2024

Silver Hall, DepEd Caraga Regional Office, Butuan City

LIST OF PARTICIPANTS

Schools Division Office	Last Name	First Name	Middle Initial
Agusan del Norte	Abamonga	Bernardita	V.
Agusan del Norte	Aguillon	Bamelo	M
Agusan del Norte	Balantac	Sarex	G.
Agusan del Norte	Butcon	Joselito	G.
Agusan del Norte	Calizo	Joseph	Y.
Agusan del Sur	Angchangco	NeilMarx	V.
Agusan del Sur	Balolot	Eleuterio	P
Agusan del Sur	Batico	Jocelyn	J.
Agusan del Sur	Bayron	Cyrelino	D.
Agusan del Sur	Camacho	Daisy	S
Agusan del Sur	Cordita	Marinie	Q
Agusan del Sur	Damasco	Bernabe	E.
Bayugan City	Cuevas	Joel	G.
Bayugan City	Barrio	Roland	P.
Bayugan City	Federicos	Wendel	C.
Bayugan City	Bamberg	Clinch	B.
Bislig City	Castillo	Ruben	L
Bislig City	Pabroquez	Conrad	C.
Bislig City	Oliveros	Jaime	B.
Bislig City	Eco	Elven	M.
Butuan City	Baylosis	Ledio	A.
Butuan City	Casindac	Roberto	M.
Butuan City	Cebreros	Simplicia	C.
Butuan City	Cuizon	Marivic	M.
Cabadbaran City	Velasco	Detcyle	A.
Cabadbaran City	Mondejar	Jessie	G.
Dinagat Islands	Cortes	Dominador	T.
Dinagat Islands	Boholst	Noel	D.
Dinagat Islands	Eder	Benilda	E.
Dinagat Islands	Cortes	Arelie	P.
Dinagat Islands	Erno	Elben Joy	B
Dinagat Islands	Egamao	Maria Estela	B.
Dinagat Islands	Gimena	Christopher	A.
Dinagat Islands	Tinambacan	Welma	E.
Siargao	Dulguime	Jessica	C.
Siargao	Dulpina	Prisco	C.
Siargao	Gocela	Irwin	E.

Schools Division Office	Last Name	First Name	Middle Initial
Siargao	Iballa	Lucas	S.
Siargao	Jabines	Meriam	E.
Surigao City	Asis	Jimmy Ann	G.
Surigao City	Cortes	Rowena	A.
Surigao City	Elano	Jejejiema	D.
Surigao del Norte	Bonilla	Lirry	M
Surigao del Norte	Mahinay	Jelynrose	E.
Surigao del Norte	Maniego	Jocelyn	P.
Surigao del Sur	Aguhob	Vilma	G.
Surigao del Sur	Asis	Alex	M.
Surigao del Sur	Baldo	Patrocenio, J.	R.
Surigao del Sur	Bandola	Ma. Liza	T.
Surigao del Sur	Caballes	Rita	A.
Surigao del Sur	Cuadra	Kareen	L.
Surigao del Sur	Pingol	Marchelyn	U.
Surigao del Sur	Resultan	Geralda	A.
Surigao del Sur	Rosal	Arieljun	P.
Tandag	Maribao	Renerio	R.

Batch 2: June 18-23, 2024
Silver Hall, DepEd Caraga Regional Office, Butuan City

LIST OF PARTICIPANTS

Schools Division Office	Last Name	First Name	Middle Initial
Agusan del Norte	Deligero	Vivian	D.
Agusan del Norte	Galbo	Arlyn	C.
Agusan del Norte	Larano	Anacleto	A.
Agusan del Sur	Espina	Gina	V.
Agusan del Sur	Jiz	Jocelyn	Y.
Agusan del Sur	Llacuna	Rennero	P.
Agusan del Sur	Martinet	Cycris	B.
Agusan del Sur	Orcullo	Marlo	P.
Agusan del Sur	Quitoy	Filipina	L.
Agusan del Sur	Solis	Dexter	E
Agusan del Sur	Tagud	Teresa	M
Agusan del Sur	Tode	Ermita	S
Agusan del Sur	Uba	Lucia	L.
Bayugan City	Autor	Elmer	A.
Bayugan City	Legaspi	Myrna	M
Bayugan City	Gallenero	Dina	M
Bayugan City	Gabor	Marck	T
Bayugan City	Luna	Romerico	M
Bislig City	Paje	Lucia	N
Bislig City	Saturinas	Ailyn	C.
Bislig City	Villanueva	Ramel	R
Butuan City	Galendez	Enecito	M.
Butuan City	Ayuban	Charlo	G.
Butuan City	Guiritan	Rostum	Q.
Butuan City	Lustiva	Rhoje	R.
Butuan City	Mentero	Marlon	S.
Butuan City	Orias	Nicolas	S.
Cabadbaran City	Dagani	Annabelle	P.
Dinagat	Jiz De Ortega	Mary Jane	L
Dinagat	Mutia	Saturnino	C
Dinagat	Paradero	Protacio	L.
Dinagat	Ramoso	Noel	C
Dinagat	Traya	Frezel	M.
Dinagat	Velez	Allan	M
Siargao	Medrano	Dacel	P
Siargao	Dizon	Nieva	B.
Siargao	Minguita	Reynold	R
Siargao	Padios	Jamell Icill	F

Schools Division Office	Last Name	First Name	Middle Initial
Siargao	Ruaya	Bryan	C.
Siargao	Toldo	Charity	G
Surigao City	Juaton	Melanie	B
Surigao City	Gillo	Marilyn	E.
Surigao City	Quiño	Rey	G.
Surigao City	Lapiz	Frederick	L
Surigao del Norte	Libago	Samuel	S.
Surigao del Norte	Naquila	Marilou	C
Surigao del Norte	Murcia	Beda	G.
Surigao del Norte	Oclarit	Asuncion	B.
Surigao del Sur	Gutierrez	Aurelia	C
Surigao del Sur	Gonzaga	Psyche	I
Surigao del Sur	Luarez	Annaliza	T
Surigao del Sur	Maisog	Diodora	J.
Surigao del Sur	Miranda	Marlibeth	I
Surigao del Sur	Ortiz	Aireen	O.
Surigao del Sur	Villaflor	Susan	R.
Surigao del Sur	Ybañez	Vera	M
Surigao del Sur	Serna	Joselito	C
Tandag	Casio	Padlo	P.

Batch 3: June 26-July 1, 2024
Silver Hall, DepEd Caraga Regional Office, Butuan City

LIST OF PARTICIPANTS

Schools Division Office	Last Name	First Name	Middle Initial
Agusan del Norte	Avila	Julito	S.
Agusan del Norte	Cabulosan	Zoraida	T.
Agusan del Norte	Caseres	Milagros	P.
Agusan del Norte	Ferrater	Elpedio	A.
Agusan del Norte	Galia	Ruth	B.
Agusan del Sur	Benegian	Mariglor	L.
Agusan del Sur	Cabanas	Filipina	L.
Agusan del Sur	Candari	Celsa	A.
Agusan del Sur	Comoda	Karen	C.
Agusan del Sur	Cortez	Rexon	A.
Bayugan City	Taguno	Joseph	E.
Bislig City	Acosta	Laarne	B.
Bislig City	Advincula	Mayla	B.
Butuan City	Arguelles	Roman	P.
Dinagat Islands	Busbus	Gerallyn	C.
Dinagat Islands	Dutosme	Felicildad	B.
Dinagat Islands	Escuadro	Violita	T.
Dinagat Islands	Fuentes	Nancy	G.
Dinagat Islands	Guma-od	Crisbe	C.
Dinagat Islands	Intes	Teresita	L.
Siargao	Calunia	Juliet	T.
Siargao	Espadero	Ariel	B.
Siargao	Gonzales	Michael	E.
Siargao	Mantilla	Edna	S.
Siargao	Ortojan	Maricris	F.
Siargao	Polvorosa	Matosalem	T.
Siargao	Tabuzo	Gina	R.
Surigao City	Abaquita, Jr.	Felomeno	G.
Surigao City	Eder	Valeria	C.
Surigao City	Galvez	Nerrisa	S.
Surigao City	Gipala	Girlye	B.
Surigao City	Gibertias	Edwin	E.
Surigao City	Torrecampo	Sylvia	A.
Surigao del Norte	Acelo	Jean	L.
Surigao del Norte	Alapag	Rolly	L.
Surigao del Norte	Borja	Analou	H.
Surigao del Norte	Crabajales	Owen	T.
Surigao del Norte	Cutamora	Remedios	D.

Schools Division Office	Last Name	First Name	Middle Initial
Surigao del Norte	Edillor	Nilda	M.
Surigao del Norte	Jacquez	Jemalyn	S.
Surigao del Norte	Villa	Elenita	P.
Surigao del Norte	Abrea	Ana Luz	C.
Surigao del Sur	Alimboyong	Alfonso	D.
Surigao del Sur	Asuncion	Ledima	V.
Surigao del Sur	Cubelo	Florencio, Jr.	I.
Surigao del Sur	Cuenca	Levi	O.
Surigao del Sur	Isiang	Jocelyn	C.
Surigao del Sur	Malong	Emma	B.
Surigao del Sur	Rubi	Glorio	S.
Surigao del Sur	Solonia	Rosalyn	B.

Batch 4: July 8-13, 2024
Silver Hall, DepEd Caraga Regional Office, Butuan City

LIST OF PARTICIPANTS

Schools Division Office	Last Name	First Name	Middle Initial
Agusan del Norte	Obungen	Mercipaz	B.
Agusan del Norte	Requerme	Marjorie	S.
Agusan del Norte	Robas	Jessie	M.
Agusan del Sur	Mordeno	Marlo	C.
Agusan del Sur	Paronda	Wilfredo	P.
Agusan del Sur	Tiu	Domingo	G.
Agusan del Sur	Banguran	Nestor	A.
Agusan del Sur	Corporal	Renato	T.
Agusan del Sur	Gavino	Elvira	L.
Agusan del Sur	Mondejar	Maria Luisa	A.
Agusan del Sur	Nada	Jeanette	L.
Agusan del Sur	Oquilan	Felipa	L
Agusan del Sur	Punzalan	Fe	V.
Agusan del Sur	Sajulan	Elisidoro	G.
Agusan del Sur	Trillana	Imelda	T.
Bislig City	Canas	Shirley	A.
Bislig City	Bandoy	Elsa	G.
Bislig City	Garsuta	Arvin	T.
Bislig City	Lahoy	Ruth	M.
Bislig City	Rulona	Jennifer	R.
Butuan City	Abraham	Charlie	P.
Butuan City	Bonzo	Joyce	T.
Butuan City	Millo	Evangeline	D.
Butuan City	Polestico	Ramelio	Q.
Cabadbaran City	Dagohoy	Anecita	S.
Cabadbaran City	Caytona	Joel	G.
Cabadbaran City	Benegildo	Marilou	B.
Dinagat Islands	Jamahani	Josie	M.
Dinagat Islands	Liza	Cristie	C.
Dinagat Islands	Marquez	Bibian	B.
Dinagat Islands	Parnay	Ma. Lorna Ludivina	O.
Dinagat Islands	Penera	Marcialito	M.
Dinagat Islands	Patindol	Aldwin	C.
Dinagat Islands	Crisostomo	Marlyn	B.
Dinagat Islands	Suyman	Jellah	C.
Dinagat Islands	Virtudazo	Alfredo	P.
Siargao	Dela Cruz	Glenn	C.
Siargao	Tagalo	Honey	R.

Schools Division Office	Last Name	First Name	Middle Initial
Siargao	Tokong	Bebelyn	C.
Surigao City	Lisondra	Lina	M.
Surigao City	Llesis	Josepina	U.
Surigao City	Rasonabe	Marlina	G.
Surigao del Norte	Mejasco	Joy	S.
Surigao del Norte	Nicolas	Charlita	L.
Surigao del Norte	Rico	Marile	G.
Surigao del Norte	Suacillo	Renato	C.
Surigao del Sur	Abaa	Bambie	R.
Surigao del Sur	Onsing	Clifford	B.
Surigao del Sur	Veraque	Lydia	S.

**CAPABILITY ENHANCEMENT TRAINING ON INNOVATIVE SCHOOL
LEADERSHIP AND MANAGEMENT FOR SCHOOL HEADS**

Batch 1: June 5-10, 2024

Silver Hall, DepEd Caraga Regional Office, Butuan City

PROGRAM MANAGEMENT TEAM

Name	Role	Terms of Reference	Office/Unit for Field Implementation of PD Programs
Flordelisa R. Dalin Chief-HRDD	Program Manager	i. Oversees the implementation of the entire program. ii. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. iii. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. v. Prepares the CPD documents for submission to the PRC through the NEAP-R. vi. Leads in crafting the Program Completion Report.	HRDD
Maria Ruth R. Edradan Education Program Supervisor	Learning Manager	i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations,	HRDD

Name	Role	Terms of Reference	Office/Unit for Field Implementation of PD Programs
		and norm-setting activities and by addressing emerging learning needs. iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. vi. Ensures that the pre-assessment is administered. vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.	
Laila F. Danaque Jine L. Havana Alejandro P. Macadatar Willy C. Dumpit Carlos Tian Chow C. Correos Maria Ruth R. Edradan Kevin Hope Z. Salvana Rexan O. Bolotaolo Manuel L. Limjoco, Jr. Fluellen L. Cos Fernando A. Dones, Jr. Rebecca F. Montante Analou O. Hermocilla Aldine A. Hermocilla Jean B. Ramirez	Resource Speakers/ Subject-matter Expert	i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions.	Learning Facilitators from different SDOs and RO
Edmund D. Mendoza Education Program Supervisor-QAD	M&E Coordinator	i. Prepares and implements the Monitoring and Evaluation Plan in	QAD-RO

Name	Role	Terms of Reference	Office/Unit for Field Implementation of PD Programs
		collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools to monitor and evaluate program delivery. iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. vi. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.	
Elmer Augustus F. Conde Education Program Specialist II Junnah B. Tiu Education Program Supervisor Tiche Lynn G. Caparoso Education Program Specialist II	Documenter	vii. Documents the proceedings of the learning sessions using the prescribed documentation template. viii. Takes photos of the different parts of the program delivery.	HRDD/NEAP-R
Abe Naireza A. Ibano Education Program Specialist II	Secretariat	ix. Attends to registration needs of learners. x. Ensures that learners fill up attendance sheets every day. xi. Prepares directory of participants based on registration forms. xii. Assists in the distribution of learning materials and supplies. xiii. Assists in posting and collection of session	HRDD

Name	Role	Terms of Reference	Office/Unit for Field Implementation of PD Programs
		outputs. xiv. Compiles session documents and learning resource materials.	
Nurse from SDO Butuan City Elmer Augustus F. Conde EP Specialist II	Welfare Officer	xv. 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. xvi. 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.).	SDO/RO
Tiche Lynn G. Caparoso Marlyne M. Villareal Roy S. Rele Natsume Suarez Mary Carolyn B. Gambe Jovanie Sumayo Ricky Inson Nilda Precioso	Logistics Officer	xvii. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. xviii. Leads ocular inspection of venues to ensure adherence to standards and specifications. xix. Checks that session rooms are always ready for use and conducive to learning.	HRDD/ NEAP-R
Elaine N. Navarro Supervising Administrative Officer	Finance Officer	xx. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. xxi. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices.	Finance Division

Name	Role	Terms of Reference	Office/Unit for Field Implementation of PD Programs
		cxii. Monitors and documents all disbursements against budget to support liquidation. cxiii. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.	

**CAPABILITY ENHANCEMENT TRAINING ON INNOVATIVE SCHOOL
LEADERSHIP AND MANAGEMENT FOR SCHOOL HEADS**

Batches 1-4

Silver Hall, DepEd Caraga Regional Office, Butuan City

	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
8:00-8:30		Management of Learning				
8:31-9:00		Session 1 Emerging Challenges and Opportunities for School Leaders in the New Normal Laila F. Danaque	Session 5 PPSSH Domain 3: Focusing on Teaching and Learning (Willy C. Dumpit)	Session 8 MaTaTaG Curriculum (Kevin Hope Z. Salvana)	Session 11 PRIMALS (Pedagogical Retooling in Mathematics, Languages and Science): Avenue for Teacher Development (Fluellen L. Cos, PhD)	Session 14 Designing Data-based Interventions for Instructional Leaders (Analou O. Hermocilla/Aldine A. Hermocilla)
9:01-10:00						
10:01-10:30		Morning Health Break				
10:31-11:00		Session 2 The Philippine Professional Standards for School Heads per DO 24, s. 2020 (Jine L. Havana)	Continuation: PPSSH Domain 3: Focusing on Teaching and Learning (Willy C. Dumpit)	Session 9 Contextualization: Through the Lens of the School Head (Rexan O. Bolotaolo)	Session 12 A Glimpse of the Learning Action Cell (LAC) (Fernando A. Dones, Jr.)	Session 15 The Basic Education Monitoring and Evaluation Framework in Schools (Jean B. Ramirez)
11:01-12:00						
12:01-1:00		Lunch				
1:01-2:00		Session 3 PPSSH Domain 1: Leading Strategically Jine L. Havana	Session 6 PPSSH Domain 4: Developing Self and Others (Carlos Tian Chow Correos)	Session 10 Innovative Leadership On Assessing Learning Outcomes (Manuel L. Limjoco, Jr.)	Session 13 Introduction to Action Research and Basic Research (Rebecca F. Montante)	Session 16 The Workplace Application Plan (Maria Ruth R. Edradan)
2:01-3:00						Post-Test Closing Program
3:01-3:30	Arrival and Registration of Participants	Afternoon Health Break				
3:31-4:00		Session 4 PPSSH Domain 2: Managing School Operations and Resources (Alejandro P. Macadatar)	Session 7 PPSSH Domain 5: Building Connections (Maria Ruth R. Edradan)	Innovative Leadership On Assessing Learning Outcomes (Manuel L. Limjoco, Jr.)	Introduction to Action Research and Basic Research (Rebecca F. Montante)	Homeward Bound
4:00-5:00	Opening Program Pretest Introduction of the Workplace Application Plan Template					
5:00-6:00	PMT Meeting	Accomplishment of Assigned Tasks/ Online Evaluation/De-briefing of PMT				
Asst. Facilitators		Manuel L. Limjoco, Jr.	Rebecca F. Montante	Analou O Hermocilla/Aldine A. Hermocilla		
Resource Managers:		Fernando A. Dones, Jr.	Jine L. Havana	Rexan o. Bolotaolo	Fluellen L. Cos	
Documenters:		Junnah B. Tiu	Elmer Augustus F. Conde	Elmer Augustus F. Conde	Tiche Lynn B. G. Caparoso	Elmer Augustus F. Conde
Process Observers:		Rexan O. Bolotaolo	Jean B. Ramirez	Carlos Tian Chow C. Correos		