

Republika ng Pilipinas  
Kagawaran ng Edukasyon  
Region 5 (Bikol)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

January 7, 2026

DIVISION MEMORANDUM  
No. 16, s. 2026

**TRAINING WORKSHOP IN ADVANCING TECHNICAL ASSISTANCE FOR EFFECTIVE SCHOOL GOVERNANCE AND OPERATIONS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
Selected Master Teachers and Key Teachers  
All Others Concerned

1. The Department of Education (DepEd) upholds the continuous professional development of its personnel, guided by existing laws, policies, and standards particularly the following:

- a. *DepEd Memorandum 44 s. 2023*, Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Program.
- b. *DepEd Order 35 s. 2016*, The Learning Action Cell as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning.

2. In line with this mandate, the Schools Division Office of Catanduanes through the SGOD-Human Resource Development Section shall conduct " *Training Workshop in Advancing Technical Assistance for Effective School Governance and Operations*" on *January 26-28, 2026* at *Rhaj Executive Inn Gogon, Virac Catanduanes*".

3. This training workshop aims to:

- a. Apply with practical tools and strategies to conduct learning needs assessments using validated data with at least 90% accuracy in identifying L & D gaps.
- b. Develop contextualized learning and development plans using validated LNA results with at least 90% alignment to identify needs and priorities.
- c. Provide technical support in implementing learning and development plans for the schools, using validated assessment data with at least 90% compliance and alignment with L and D priorities.
- d. Submit District/School Professional Development Program for Quality Assurance and NEAP Certification.

4. The target participants for this training are selected School Heads, Master Teachers, and Key Teachers who attended the series of orientations on the conduct of



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professional development initiated by the Human Resource Development Section in Calendar Year 2025. To confirm attendance, please complete the Participants' Profile Form, which may be accessed through the following link: <https://forms.office.com/r/7JZbddYhD8>.

5. Teacher-participants are required to prepare a substitution plan to ensure that their students are properly attended during the conduct of the activity. Likewise, School Heads shall prepare adjusted class programs for the classes of teachers involved, which must be submitted to the OIC-Schools Division Superintendent (SDS) for approval. Furthermore, teachers who are assigned teaching loads beyond the regular six (6) hours per day shall be entitled to overload pay, subject to the existing rules and regulations

6. Additionally, all participants are advised to bring laptop/tablet, and extension cord and sample school LAC Plan for the interactive activity.

7. The Program Management Team will conduct the Division Staff Orientation Workshop (DSOW) on January 16, 2026, at Rhaj Executive Inn, Gogon Virac, Catanduanes.


8. Meals, venue, and supplies needed for this training shall be charged to the HRD continuing fund. Travel expenses of participants may be charged to the school of MOOE subject to the availability of funds and existing accounting and auditing rules.

9. Enclosed in this memorandum are the following:  
a. Indicative training Matrix  
b. Program Management Team  
c. List of Target Participants

10. For inquiries and clarification please coordinate with the SGOD-Human Resource Development Section thru, Ms. Carol P. Gil Senior Education Program Specialist and email at [hrd.ctd@deped.gov.ph](mailto:hrd.ctd@deped.gov.ph).

11. For immediate dissemination and compliance of all concerned.

By Authority of the OIC- Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge



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Enclosure No. 1\_\_\_ as per DM 2026

**Indicative Training Matrix**

Day/Time	Session Title	Learning Facilitator	Persons' In-Charge
Day 1: January 26, 2026			
8:00-9:00	Preliminaries		PMT's
9:00-9:30	Snack Break		
9:30-10:30	Walkthrough of the DM 44 s. 2023 focused on School Professional Development Program	Carol P. Gil SEPS-HRD	
10:30-12:00	Presentation of Sample LNA and Competency Profiling, and Interpreting LNA Results	Aroline T. Borja EPS	
12:00-1:00	Lunch Break		
1:00-3:00	Designing Responsive Learning and Development Intervention	Efren O. Matienzo Jr SP-III	
3:00-4:00	Presentation of Sample 5-Month Learning Action Plan <i>(with approved NEAP Certification)</i>	Roselyn V. Borbe Elmer Tabor Jr	
4:00-5:00	Monitoring and Evaluation Plan	Ma. Rita SR. Tablate, SEPS	
Day 2: January 27, 2026			
8:00-9:00	MOL		PMT's
9:00-9:30	Snack Break		
9:30-12:00	Writeshop <i>(School Professional Development Program)</i>	PSDS	
12:00-1:00	Lunch Break		
1:00-5:00	<i>(Presentation of Draft of School Professional Development Program)</i>	Aroline Borja Carol Gil Efren O. Matienzo Jr Jupiter L. Torno Maybelle V. Rubio PSDS	
Day 3: January 28, 2026			
8:00-9:00	MOL		PMT's
9:00-9:30	Snack Break		
9:30-11:00	Quality Assurance of PD School PD Program using the standard template	Jupiter L. Torno Maybelle V. Rubio	



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11:00-12:00	Continuation of Presentation of Draft of School Professional Development Program	Aroline Borja Carol Gil Efren O. Matienzo Jr Jupiter L. Torno Maybelle V. Rubio PSDS	
12:00-1:00	Lunch Break		
1:00-2:00	Write shop <i>(other documentary requirements)</i>		
2:00-3:00	Presentation of Draft of School Professional Development Program		
3:00-4:00	Preparation of WAP	Aroline T. Borja EPS	
4:00-5:00	Closing Program/ Debriefing		



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Enclosure No. 2\_\_\_ as per DM 2026

**PROGRAM MANAGEMENT TEAM**

**Executive Committee:**

1. SDS Ma. Jeany T. Abayon
2. ASDS Delfin A. Bondad
3. Chief Mary Jean S. Romero
4. Chief Romel G. Petajen

NAME	POSITION	ROLE	TERMS OF REFERENCE
Carol P. Gil	SEPS-HRD	Program Manager	<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>
Brenda Villarey Aroline T. Borja Carol P. Gil Efren O. Matienzo Jr. Maybelle V. Rubio Jupiter L Torno Elizabeth S. Urbano Roselyn Borbe Elmer Tabor Jr. Ma. Rita Tablate	PSDS EPS SEPS SP-III  SP-III SP-I EPS-II Teacher III Teacher III  SEPS	Resource Speaker/Subject-Matter Expert	<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>



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Achilles Alberto		M & E Coordinator	<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>
Elizabeth S. Urbano	EPS-II	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 Aguirre	Nurse II	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>
Charena Lumbao	Logistics/ Secretariat		<ul style="list-style-type: none"><li>• Attends to registration needs of learners</li></ul>



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			<ul style="list-style-type: none"><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><li>• Assisting in posting and collection of session outputs</li><li>• Compiles session documents and learning resource materials</li></ul>
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Enclosure No. 3\_\_\_ as per DM 2026

**List of Target Participants**

No	NAME	POSITION	DISTRICT	SCHOOL
1	Arnold M. Valledor	PSDS	Bagamanoc	
2	Jose T. Arcilla Jr	PSDS	Baras & Gigmoto	
3	Belen T. Tapas	PSDS	Bato	
4	Delfin I. De Leon	PSDS	Caramoran	
5	Brenda V. Villarey	PSDS	Pandan	
6	Nieva D. Tuibeo	PSDS	Panganiban	
7	Ruth B. Sorreera	PSDS	San Andres	
8	Marisol T. Lim	PSDS	San Miguel	
9	Joselito T. Ruiz	PSDS	Viga	
10	Elias V. Abundo	PSDS	Virac North	
11	Miguelito Rodriguez	PSDS	Virac South	
12	Gesalyn R. Velchez	MT-I	Bagamanoc (Elem)	San Rafael ES
13	Jenle Evangelista	T-III/TIC	Bagamanoc (Elem)	Cahan ES
14	Erwin Evangelista	MT-II	Bagamanoc (Sec)	Bagamanoc RDHS
15	Erlinda Villacorta	SP-II	Bagamanoc (Sec)	Bugao NHS
16	Lalaine V. Gonzales	SP-I	Baras (Elem)	Paniquihan ES
17	Jenylin I. Taopo	SP-I	Baras (Sec)	Agban NHS
18	German Tejada	T-III	Gigmoto (Elem)	Dororian NHS
19	Lyra T. Tusi	SP-II	Gigmoto (Sec)	Gigmoto RDHS
20	Catherine V. Tatel	MT-I	Bato (Elem)	Bato CES
21	Salvador Flores	HT-III	Bato (Elem)	Cagraray ES
22	Anabelle Tendenilla	HT-VI	Bato (Sec)	Bato RDHS
23	Liza Tralballo	MT- II	Bato (Sec)	Bato RDHS
24	Grace O. Villanueva	MT-I	Caramoran (Elem)	Datag CES
25	Joven Onan	SP-I	Caramoran(Elem)	San Jose ES
26	Cesmenda A. Borromeo	SP-III	Caramoran(Sec)	Caramoran RDHS
27	Ma. Jesyca V. Barro	SP-I	Caramoran(Sec)	Caramoran SF
28	Jonalyn V. Sales	MT-II	Pandan (Elem)	Lourdes ES
29	Minnie Lopez	SP-II	Pandan (Elem)	Tariwara ES
30	Ronald Refre	SP-III	Pandan (Sec)	PSAT
31	Nena Rodriguez	MT-II	Pandan (Sec)	PSAT
32	Abraham Dela Cruz	MTII/TIC	Panganiban (Elem)	Tibo ES



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33	Ariel S. Valledor	MT-II	Panganiban (Elem)	Cabuyoan ES
34	Roselle P. Collantes	T-III	Panganiban (Sec)	PNHS-CC
35	Cheryl Vistal	SP-I	Panganiban (Sec)	PNHS
36	Job A. Samudio Jr	SP-I	San Andres (Elem)	
37	Francis Surban	SP-II	San Andres (Elem)	
38	Jessa Purcil	T-III	San Andres (Sec)	Cabcab NHS
39	Ramon Templonuevo	SP-III	San Andres (Sec)	SAVS
40	Jason Yutan	SP-I	San Miguel (Elem)	Obo ES
41	Christophere S. Tapas	HT-I	San Miguel (Elem)	Dayawa ES
42	Fidel Vegim	SP-II	San Miguel (Sec)	San Miguel RDHS
43	Jenny Tejerero	MT-I	San Miguel (Sec)	San Miguel RDHS
44	Lotis T. Tura	MT-I	Viga (Elem)	Almojuela ES
45	Melanie M. Valencia	T-III	Viga (Elem)	Quezon ES
46	Jinckymay F. Fernandez	SP-I	Viga (Sec)	Tinago NHS
47	Evelyn Olfindo	T-III	Viga (Sec)	San Jose NHS
48	Sheila Marie Sapanta	SP-I	Virac North (Elem)	Bigaa ES
49	Rosiel Imperial	SP-I	Virac North (Elem)	Hicming ES
50	Brigida Marinas	MT-II	Virac North (Sec)	CNHS
51	Garry B. Gianan	MT-I	Virac North (Sec)	Calatagan HS
52	Ronie Tolledo	MT-III	Virac North (Sec)	CNHS
53	Cynthia T. Camano	HT-I	Virac South (Elem)	Buenavista ES
54	David A. Sarmiento	HT-III	Virac South (Sec)	Hawan ES
55	Demetrio Suarez Jr	HT-II	Virac South (Elem)	Talisoy ES
56	Nino Joshua Balbin	T-III	Virac South (Sec)	Palta NHS
57	Jane Tabor	SP-II	Virac South (Elem)	Virac CES