

**ADVISORY No. 00 s. 2026**

December 7, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd Officials,  
Personnel/Staff, as well as the concerned public

**INVITATION TO INTERNATIONAL WEBINAR-WORKSHOP ON LEADERSHIP AND FINANCIAL MANAGEMENT FOR TEACHING AND NON-TEACHING PERSONNEL**

The Marco Review and Training Center will hold its **International Webinar-Workshop on Leadership and Financial Management for Teaching and Non-Teaching Personnel** with the theme **"Developing Ethical Leadership and Financial Stewardship among Teaching and Non-teaching Personnel for Quality Education,"** on May 20-24, 2026 at A and A Function Hall, Cabangan, Legazpi City ad via google meet.

The program objectives, target participants, **registration fee of Three Thousand Pesos (P3,000.00)** and other details of the above-mentioned activity are stipulated in the attached communication from Mr. Ricky L. Marco, Founder and CEO, Seminar Director.

Participation in this webinar-workshop is on **voluntary basis and should not disrupt the classes and office operations.**

For information.

HRDD/smn/cpg  
01/07/2026



Republika ng Pilipinas

**Kagawaran ng Edukasyon**

REHIYON V (BIKOL)


**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

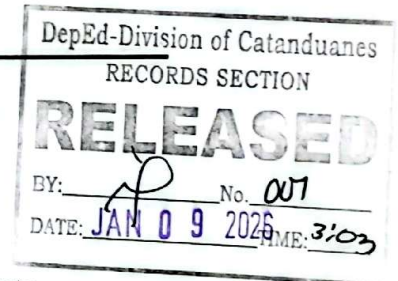
January 9, 2026

TO : Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of Districts  
Elementary and Secondary School Heads  
All Others Concerned

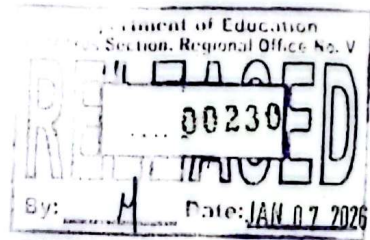
For information.

By Authority of the OIC-Schools Division Superintendent:

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



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## MARCO REVIEW AND TRAINING CENTER

Zone 5, Sta. Mesirecordia, Sto. Domingo, Albay

*The leader in professional training and development*

DTI Regs. No. 05639867

Contact Nos. 09063552787/09472493040

January 2, 2026

Dr. GILBERT T. SADSAD, CESO III  
Regional Director  
DepEd Regional Office V Bicol  
Regional Center Site, Rawis Legazpi City

Sir,

GREETINGS!

The International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel with the theme, "Developing Ethical Leadership and Financial Stewardship among Teaching and Non-Teaching Personnel for Quality Education", organized by this office, will be held on May 20-24, 2026 at A and A Function Hall, Cabangan, Legazpi City, Albay and via google meet. The activity aims to: Strengthen leadership capabilities of teaching and non-teaching personnel in managing schools and educational institutions effectively, Enhance financial management competencies, including budgeting, fund utilization, auditing, and compliance with existing laws, rules, and regulations, Promote transparency, accountability, and ethical practices in the management of school resources, Develop instructional and curriculum leadership skills that support teacher performance and learner achievement, and Improve human resource management and conflict resolution skills to foster a collaborative and productive work environment. Encourage innovation and the use of technology in school management and data-driven decision-making. Enable participants to develop actionable plans that translate learning into improved leadership practices and financial management in their respective institutions.

The target participants are teachers, master teachers, head teachers, school principals, supervisors, and aspiring principals from both public and private schools. The registration fee is **THREE THOUSAND PESOS (P3,000.00)** to cover administrative cost, speakers' travel cost, honoraria and accommodation, lunch for the duration of the seminar, seminar kit and handouts.

May we request an ADVISORY announcing the activity to the field? We warmly thank you for your support to this program.

Sincerely,

RICKY L. MARCO  
Founder and CEO  
Seminar Director  
CP Numbers 09472493040



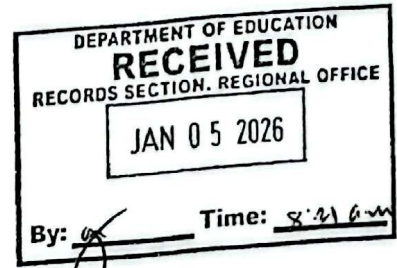
# MARCO REVIEW AND TRAINING CENTER

Zone 5, Sta. Mesirecordia, Sto. Domingo, Albay

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Contact Nos. 09063552787/09472493040



## Company Profile

Company Name:  
Marco Review and Training Center  
(formerly Marco Review Center)

Year Established:  
2018

Business Address:  
Zone 5, Sta. Misericordia,  
Sto. Domingo, Albay, Philippines

## Background

Marco Review and Training Center is a leading review and professional training institution in the Philippines, committed to delivering high-quality, relevant, and outcomes-based learning programs. Originally founded in 2018 as Marco Review Center at P-5, Anislag, Daraga, Albay, the institution began with a strong focus on academic reviews, professional development, and skills enhancement for educators, professionals, and aspiring individuals.

Through the years, the center has successfully conducted numerous trainings, seminars, workshops, and review programs across various locations including Albay, Camarines Sur, Lucena City, and through virtual seminars nationwide, making its services accessible to a wider audience.

In 2024, the institution underwent strategic rebranding and officially adopted the name Marco Review and Training Center, reflecting its expanded scope of services and strengthened commitment to excellence. Along with the rebranding, the center relocated to its new and improved office at Zone 5, Sta. Misericordia, Sto. Domingo, Albay, to better serve its growing clientele.

## Services Offered

- Academic and Professional Review Programs
- Teachers and School Head Trainings and Seminars
- Leadership and Management Seminars
- Self Care and Mental Health Awareness Programs
- Online and Face-to-Face Training Programs

## Coverage and Reach

Marco Review and Training Center serves clients across the country, with nationwide reach through online platforms. Its programs cater to teachers, school administrators, students, professionals, and institutions seeking quality training aligned with current educational and industry standards.

## Commitment

The center is driven by its mission to empower learners and professionals through quality education, practical training, and innovative learning approaches, contributing to personal growth, institutional development, and national progress.

## PROJECT BRIEF

Project Title:

**International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel**

Project Proponent

Marco Review and Training Center

Date:

May 20–24, 2026

Venue:

A & A Function Hall, Cabangan, Legazpi City  
and via Google Meet

### Project Description

The *International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel* with the theme: *"Developing Ethical Leadership and Financial Stewardship among Teaching and Non-Teaching Personnel for Quality Education."* is a five-day professional development program designed to enhance leadership competencies and financial management skills of school heads, teachers, and non-teaching personnel. The seminar integrates leadership development, school governance, financial accountability, instructional leadership, human resource management, and innovation in school management.

Delivered through a blended modality (face-to-face and online), the seminar features expert-led lectures, interactive workshops, panel discussions, and practical application sessions. It aims to strengthen participants' capacity to lead effectively, manage school resources responsibly, and contribute to efficient, transparent, and learner-centered school operations.

#### Rationale

Effective leadership and sound financial management are essential to the successful operation of schools and educational institutions. Teaching and non-teaching personnel are increasingly expected to assume leadership roles, participate in financial planning, and support governance and accountability mechanisms. This seminar responds to the need for continuous professional development by equipping participants with updated knowledge, practical skills, and best practices aligned with current educational reforms and organizational standards.

The target participants are School Heads, Principals and Administrators, Teachers and Master Teachers, Non-Teaching Personnel, School Finance and Property Custodians, Bookkeepers and Administrative Officers, Education Practitioners (Local and International)

The mode of delivery is Face-to-Face and Online (Google Meet) with lectures, workshops, discussions, and action planning.

**Title: International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel**

**Theme:** *"Developing Ethical Leadership and Financial Stewardship among Teaching and Non-Teaching Personnel for Quality Education."*

**Date:** MAY 20-24, 2026

**Venue:**

A & A Function Hall, Cabangan, Legazpi City and via Google Meet

**DAY 1 – Leadership and School Governance**

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Registration and Opening Program	Ricky L. Marco, CEO
8:00 – 10:00 AM	Leadership in the 21st Century Schools	Erwin B. Barrios, EPS, SDO Tabaco City
10:00 – 10:15 AM	Health Break	—
10:15 – 12:00 NN	Strategic School Governance	Dr. Cherry L. Garcia, P3, SDO Albay
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	Effective Decision-Making for Principals	Dr. Cherry L. Garcia
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Open Forum and Reflection	Panel of Speakers
4:30 – 5:00 PM	Synthesis of the Day	Moderator

**DAY 2 – Financial Management for School Heads**

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Recap and Pre-Activity	Facilitator MARY THERESE C. CASTRO
8:00 – 9:30 AM	Budget Planning and Resource Allocation	EPS, SDO Palawan Resource Speaker
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	Fund Utilization and Compliance	MARY THERESE C. CASTRO EPS, SDO Palawan
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	Financial Auditing and Accountability	MICHAEL JOHN S. RAÑADA PSDS, SDO Albay
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Workshop: Preparing Financial Reports	MICHAEL JOHN S. RAÑADA PSDS, SDO Albay
4:30 – 5:00 PM	Reflection and Synthesis	Moderator

**DAY 3 – Curriculum and Instructional Leadership**

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Recap and Energizer	Facilitator
8:00 – 9:30 AM	Trends in Curriculum Development	JEREMY A. CRUZ, EdD.
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	Instructional Supervision Strategies	CHERRY L. GARCIA, EdD.
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	Enhancing Teacher Performance	CHERRY L. GARCIA, EdD.
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Roundtable Discussion and Reflection	Panel of Experts
4:30 – 5:00 PM	Synthesis of Learning	Moderator

**DAY 4 – Human Resource and Conflict Management**

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Recap and Motivation Activity	Facilitator
8:00 – 9:30 AM	Managing School Personnel Effectively	Michael John S. Rañada PSDS, SDO Albay
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	Conflict Resolution Strategies	Atty. Arnie A. Magdaong
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	Legal Issues in School Management	Atty. Arnie A. Magdaong
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Team-Building Workshop	Trainer

<b>Time</b>	<b>Activity</b>	<b>Speaker / Trainer</b>
4:30 – 5:00 PM	Reflection and Synthesis	Moderator

**DAY 5 – Innovation and Technology in School Management**

<b>Time</b>	<b>Activity</b>	<b>Speaker / Trainer</b>
7:00 – 8:00 AM	Recap and Overview	Facilitator
8:00 – 9:30 AM	Digital Tools for School Administrators	Vincent M. Morano IT Specialist
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	Data-Driven Decision Making	Vincent M. Morano
12:00 – 1:00 PM	<b>LUNCH BREAK</b>	—
1:00 – 3:00 PM	Action Planning and Commitment Setting	Facilitator
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Presentation of Action Plans	Participants
4:30 – 5:00 PM	Closing Program and Awarding of Certificates	Organizers