



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
No. 775 , s. 2025

To: Division Chiefs
Public Schools District Supervisors/ District In-Charge
Concerned School Heads and Teachers
PMT and M&E
This division

COMPETENCY ENHANCEMENT TRAINING OF SCHOOL LEADERS

1. Greater autonomy for school leaders is associated with better student performance. However, autonomy alone does not guarantee improved school leadership. School leaders also need an explicit mandate as well as the capacity, motivation, and support to use their autonomy to focus on the responsibilities most conducive to improving school and student outcomes.
2. In view of the foregoing, the Human Resource Development Section, together with the select Learning Facilitators, shall conduct a Competency Enhancement Training of School Leaders, anchored on the Philippine Professional Standards for School Heads (PPSSH), on **10-12 September 2025 at VFS Agri-Tourism and Adventure Park, Tago, Surigao del Sur.**
3. This activity aims to
 - Demonstrate understanding of the DepEd vision, mission, and core values to foster shared understanding and alignment of school policies, programs, projects, and activities.
 - Demonstrate understanding of policies, guidelines, and issuances in managing finances such as allocation, procurement, disbursement, and liquidation aligned to the school plan.
 - Demonstrate knowledge and understanding of school-based review, contextualization, and implementation of learning standards.
 - Demonstrate knowledge and understanding of the implementation of the performance management system in improving school personnel and office performance.
 - Demonstrate knowledge and understanding of involving the community, such as parents, alumni, authorities, industries, and other stakeholders; and

- Increase knowledge on how to prepare oneself for the examination and gain examination tips from experienced takers.
4. This Capacity Building Activity shall also serve as a review for the qualified takers of the National Assessment for School Heads (NASH) for Fiscal Year 2025 for official list of Batch 1 test takers found in Enclosure 1.
 5. All participants are advised to check-in at 2:00 pm Day 1 – September 10, 2025. Check-out time is at 12:00 nn of Day 3, September 12, 2025. Please refer to the table for meals and accommodation.
 6. Please refer to the table for meals:

Meals	Day 1	Day 2	Day 3
Breakfast		/	/
AM Snacks	/	/	/
Lunch	/	/	/
PM Snacks	/	/	/
Dinner	/	/	
Accommodation	/	/	

7. All participants shall have accommodation, regardless of distance, as the sessions will extend until the evening.
8. There will be a **Pre-work Meeting** of the Program Management Team (see Enclosure 02) on 9 September 2025, 1:00 PM via MS Teams in order to ensure the smooth flow of the activity (See Enclosure 03).
9. All expenses incurred during the conduct of this activity, which include meals, shall be charged against HRTD Funds, while travel expenses and other incidental expenses of the participants shall be charged against their School MOOE. All expenses must be subject to the usual accounting and auditing rules and regulations.

10. For further inquiries and clarification, you may contact Ms. Erlyn G. Mangadlao, EPS II – HRD and Mr. Marjun P. Ordoña, EPS II-HRD, through email at surigaodelsur.hrd@deped.gov.ph.
11. For the immediate and wide dissemination of this memorandum to all concerned is highly appreciated.


LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

TRAINING

SGOD/egm
09/09/2025

Enclosure to Division Memorandum No. _____, s. 2025

COMPETENCY ENHANCEMENT TRAINING OF SCHOOL LEADERS

VFS Agri-Tourism and Adventure Park, Tandag City, SDS

September 10-12, 2025

LIST OF PARTICIPANTS

CORE TEAM

	NAME	POSITION/ DESIGNATION	PERMANENT STATION
1.	IRENE GRUMEZ	EPSVR	DIVISION OFFICE
2.	MAURICE GAY TAJONERA	Principal II	Cortes District
3.	EVANGELINE A. CARATAO	Principal III	Carmen District
4.	MENERBA M. DAPAR	EPSVR	Division Office
5.	ATTY. CALVIN KLEIN E. LIANZA, CPA	Legal Officer	Division Office
6.	BEATRIZ A. TORIO	Principal II	Cantilan District
7.	ERLYN G. MANGADLAO	SEPS – HRD	DIVISION OFFICE
8.	MARJUN P. ORDOÑA	EPS-II – HRD	DIVISION OFFICE
9.	JOEL M. MARIANO	AA IV	DIVISION OFFICE
10.	ANALYN FUENTES	AO II	DIVISION OFFICE
11.	HYPZIBAH L. ANDOY	NURSE II	DIVISION OFFICE

PARTICIPANTS - BATCH 1 NASH TAKERS

No.	NAME	SEX	SCHOOL	DISTRICT
1.	ABELLANIDA, LORETO ASOY	Male	SUDLON ELEMENTARY SCHOOL	Barobo
2.	AGUHOB, CATHERINE ALZATE	Female	BALIBADON ELEMENTARY SCHOOL	Cortes
3.	AGUHOB, VILMA GUARDO	Female	MAGSAYSAY ELEMENTARY SCHOOL	Madrid
4.	ALAGON, ROSENDA QUEVEDO	Female	LINGAYA ELEMENTARY SCHOOL	Marihatag
5.	ARREZA, ELSA DUENA	Female	SIBAYOTO PRIMARY SCHOOL	Cantilan
6.	ASCAREZ, ROBE ANN O.	Female	MANGA ELEMENTARY SCHOOL	Madrid
7.	ASIS, ALEX MACEDA	Male	BAHI ELEMENTARY SCHOOL	Barobo
8.	BALDO, PATROCENIO JR. RIVAS	Male	AMONTAY ELEMENTARY SCHOOL	Marihatag
9.	BAYONLA, RAQUEL RUAZA	Female	CABAS-AN ELEMENTARY SCHOOL	Cantilan
10.	BESINGA, ADAM BLASCO	Male	HIMAT-E INTEGRATED SCHOOL	Tago
11.	BOISER, ROSITA RECABO	Female	RIO ES	Hinatuan South
12.	BOLABOLA, WILFREDO SUICO	Male	ANAHAO BAG-O ELEMENTARY SCHOOL	Tago
13.	BUAL, RONILO CAJES	Male	JANIPAAN ES	San Agustin
14.	BUCAY, ELVIE	Female	LUBCON ELEMENTARY SCHOOL	Cortes
15.	BULAWIT, JOHN MARTIN MIRA	Male	CARAS-AN ES	Tago
16.	CABALLES, RITA ALBIA	Female	DOÑA CARMEN ELEMENTARY SCHOOL	Tagbina II
17.	CABIL, OPENIA SEDANO	Female	TAGPUPURAN ELEMENTARY SCHOOL	Lingig II
18.	CACHO, SUZETTE BANDOLA	Female	LOYOLA ELEMENTARY SCHOOL	Hinatuan South



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No.	NAME	SEX	SCHOOL	DISTRICT
19.	CAINGLES, DANIBELLE GRACE GARCIA	Female	TAGBOBO ELEMENTARY SCHOOL	Lingig II
20.	CALO, GENELYN DUEÑAS	Female	PLATEAU ELEMENTARY SCHOOL	Hinatuan North
21.	CANEDO, RONALD BUNIEL	Male	MANLICO ELEMENTARY SCHOOL	Cortes
22.	CAÑETE, PERLITA SALAMO	Female	TABING DAGAT ES	Bayabas
23.	CEBRANO, LINEDEN TRIMIDAL	Female	MALINDOG ELEMENTARY SCHOOL	Barobo
24.	CLARABAL, ALMA NOJARA	Female	LA UNION ELEMENTARY SCHOOL	LIANGA
25.	CONARCO, HAROLD CUSTODIO	Male	LAGO ELEMENTARY SCHOOL	Tagbina I
26.	CORVERA, CHARLITO JR BUCSUAN	Male	CAMPA ELEMENTARY SCHOOL	Hinatuan North
27.	CUADRA, KAREEN LOPEZ	Female	MAGSAYSAY ELEMENTARY SCHOOL	Tagbina I
28.	CUBELO, FLORENCIO, JR. ILOGON	Male	UNION NATIONAL HIGH SCHOOL	Carmen
29.	CUENCA, LEVI OBAÑANA	Male	SAN ROQUE NATIONAL HIGH SCHOOL	San Miguel I
30.	CUTAMORA, MANUEL TALOLONG	Male	MANSAILAO ELEMENTARY SCHOOL	Lingig I
31.	DANIELA, REYNALDO VILLASORDA	Male	TAGBINA NATIONAL HIGH SCHOOL	Tagbina I
32.	DE CASTRO, ROSALYN NABUYA	Female	TUBURAN ELEMENTARY SCHOOL	Tagbina I
33.	DELIGERO, JAN JAN OCHIA	Female	MAHABA ELEMENTARY SCHOOL	Marihatag
34.	DIONALDO, AMY CREZILDA ARONG	Male	SAN ANTONIO ELEMENTARY SCHOOL	Marihatag
35.	DOBLES, JEFFREY SERRANO	Male	SAN JUAN ELEMENTARY SCHOOL	Hinatuan North
36.	DUA, NOEL ARREO	Male	CONSUELO ELMENTARY SCHOOL	Cantilan
37.	DUASO, REMOND AGUIPO	Male	NURCIA INTEGRATED SCHOOL	Lanuza
38.	DUMALAGAN, BEATRIZ VIRTUDAZO	Female	NUEVO PARAISO ES	Barobo
39.	DUYAN, JESSICA ORANZA	Female	GAMUT NATIONAL HIGH SCHOOL (TAGO)	Tago
40.	ESCUDERO, JURALYN GAMULO	Female	BANGSUD INTEGRATED SCHOOL	Tago
41.	ESTILLORE, FELY DINOY	Female	TAGBALIDBID ELEMENTARY SCHOOL	Cagwait
42.	ESTOMATA, ANNIE SAGAYSAY	Female	CADLUM TRIBAL PRIMARY SCHOOL	Tago
43.	EVANGELIO, EVY ARREZA	Female	MANDUS ELEMENTARY SCHOOL	Lingig I
44.	GERINGIN, NESTOR PEDAD	Female	PATONGPATONG ELEMENTARY SCHOOL	Madrid
45.	GOMEZ, CECILIA GUILLEN	Female	SAN ISIDRO ELEMENTARY SCHOOL	Marihatag
46.	GOMEZ, HELEN PONTILLO	Female	MARARAG ELEMENTARY SCHOOL	Marihatag
47.	GONZAGA, PSYCHE INTAS	Female	SAN MIGUEL NHS	San Miguel I
48.	GUINSOD, ROSIE AMPO	Female	KISKIS ELEMENTARY OF SCHOOL LIVING TRADITION	San Miguel II
49.	GUTIERREZ, AURELIA CADAO	Female	MABUHAY ELEMENTARY SCHOOL	Tagbina I
50.	HERMOGINO, TRINIDAD RONQUILLO	Female	CAGBAOTO ELEMENTARY SCHOOL	Bayabas
51.	HUNTANOSAS, JUDITO QUINONEZ	Male	SIBAHAY INTEGRATED SCHOOL	Lanuza
52.	LAGRAMA, CORAZON BRAVO	Female	SAN VICENTE ELEMENTARY SCHOOL	Tagbina II
53.	LEMORINAS, MYRA EVANGELIO	Female	JAVIER NATIONAL HIGH SCHOOL	Barobo

No.	NAME	SEX	SCHOOL	DISTRICT
54.	LIMBANGANON, JONNA MALINAO	Female	SASA ELEMENTARY SCHOOL	Hinatuan South
55.	LOZADA, JOEY MAGALLANES	Male	CLAUDIA P. PIMENTEL MEMORIAL ELEMENTARY SCHOOL	Tago
56.	LUAREZ, ANNALIZA TUBAON	Female	CALAGDAAN ELEMENTARY SCHOOL	Cantilan
57.	LUCENA, MONINA TALISIC	Female	DAPDAP ELEMENTARY SCHOOL	Barobo
58.	MABIDO, FRETZIE SUMALPONG	Female	BARCELONA NHS	LINGIG II
59.	MACALOS, ANTHONY ADALID	Male	NAPANPANAN IS	Lingig II
60.	MAISOG, DIODORA JAMERO	Female	BOLHOON ELEMENTARY SCHOOL	San Miguel I
61.	MALAUQUE, DEVY JEANN LAROYA	Female	NEW CANAAN ES	Lingig I
62.	MANTILLA, SOLAIDA LIGALIG	Female	ANAHAO DAAN ES	Tago
63.	MARIBAO, RUBY GRACE ORTIZ	Female	CANICO P. IRIBERRI NATIONAL HIGH SCHOOL	Madrid
64.	MARTINEZ, DYAN GESTA	Female	KAMAM-ONAN ELEMENTARY SCHOOL OF LIVING TRADITION	San Miguel I
65.	MARTINEZ, NORRY JANE MACAS	Female	LINDOY ELEMENTARY SCHOOL	Tago
66.	MATILDO, JONATHAN POLINAR	Male	ANTAO ELEMENTARY SCHOOL	Carmen
67.	MEJORADA, BEETHOVEN COL	Male	SUA ELEMENTARY SCHOOL	Barobo
68.	MENDEZONA, JUNVIC BALLADARES	Male	MENDEZONA ES	Lingig II
69.	MONTAÑEZ, PHOEBE GRACE BORJA	Female	NASIPIIT ELEMENTARY SCHOOL	Carrascal
70.	MONTENEGRO, AGNES LAURENTE	Female	LOWER DAAN ES	San Miguel I
71.	MULLOT, ROLY TIBAY	Male	PAMIAN INTEGRATED SCHOOL	Lingig II
72.	OLAYON, DINABETH PONTERES	Female	MANAMBIA IS	Tagbina I
73.	OMOS, EVALYN DELIGENCIA	Female	CABUGO ELEMENTARY SCHOOL	Bayabas
74.	ONIOT, MITCHELIE RACOLCOL	Female	TAW-AGA ELEMENTARY SCHOOL	Lingig II
75.	ONSING, CLIFFORD TAYROS	Male	KKK ELEMENTARY SCHOOL	Lingig II
76.	OXENIOLA, ARTEMIO JR. LADROMA	Male	MARARAG NATIONAL HIGH SCHOOL	Marihatag
77.	PADURA, ANTONIO NABUA	Male	SAN PEDRO INTEGRATED SCHOOL	LIANGA
78.	PARIDO, GIRLY CACHO	Female	TIWI ELEMENTARY SCHOOL	Hinatuan North
79.	PAULINO, MELMARIE BERMUDEZ	Female	RAJAH CABUNGSUAN INTEGRATED SCHOOL	Lingig II
80.	PEÑAS, DAISY AGUDO	Female	SAN VICENTE ES	BAROBO
81.	PENECIBA, ELMER PACOT	Male	CABACUNGAN ELEMENTARY SCHOOL	Barobo
82.	PINGGOL, ARGIE DELFINO	Female	DREAMLAND ELEMENTARY SCHOOL	Hinatuan North
83.	PINGOL, MARCHELYN ULVIDA	Female	SEGUNDA R. CUAJAO MEMORIAL ELEMENTARY SCHOOL	Carrascal
84.	PLANDO, JOYCE PUCOT	Female	BACOLOD PRIMARY SCHOOL	Cagwait
85.	POSESANO, LEONARDO OINAL	Male	DAVISOL NATIONAL HIGH SCHOOL	LIANGA
86.	PRADO, ANNA MARIE TORINO	Female	SN AZARCON MEMORIAL ES	Cantilan
87.	QUIJADA, MAVIC PIMENTEL	Female	TABON-TABON ELEMENTARY SCHOOL	Tago
88.	QUISTADIO, AIMIE GARCIA	Female	3-K ELEMENTARY SCHOOL	Tagbina I

No.	NAME	SEX	SCHOOL	DISTRICT
89.	QUISTADIO, REMOND ANTHONY GARCIA	Male	QUARY I INTEGRATED SCHOOL	Tagbina I
90.	RAMOS, CELITO ADORABLE	Male	EUSEBIO JOSOL SR. ELEMENTARY SCHOOL	Cortes
91.	RAZ, BASILISA MALAQUE	Female	GAMUT NATIONAL HIGH SCHOOL (TAGO)	Tago
92.	RESULTAN, GERALDA ALIZER	Female	SAN JOSE ES	Barobo
93.	ROSAL, ARIELJUN PONTILLAS	Male	OSMEÑA INTEGRATED SCHOOL	Tagbina I
94.	ROSIL, CYNTHIA DELIGERO	Female	MAGOBAWOK ELEMENTARY SCHOOL	Bayabas
95.	ROZANO, VANISA MACHECA	Female	SAN ROQUE ELEMENTARY SCHOOL	Marihatag
96.	SABADO, FLORA MAE MAGLASANG	Female	LAMINTAO ES OF LIVING TRADITION	San Miguel II
97.	SABANDAL, ROGELIO BALE	Male	BADONG ELEMENTARY SCHOOL	Tago
98.	SALAHAY, EDITHA AMPO	Female	BATOTO PRIMARY SCHOOL	Cantilan
99.	SALMAZAN, BONIFACIO MEMBRADO	Male	TAG-ANUNGAN ELEMENTARY SCHOOL	Cortes
100.	SERNA, JOSELITO CAMBA	Male	BUNTALID ELEMENTARY SCHOOL	Cantilan
101.	SOLONIA, ROSALYN BANGUIS	Female	PEDRO MIRANDA ORIBE MEM	San Miguel II
102.	SUAREZ, RAQUEM BACQUIAL	Female	UNABAN ELEMENTARY SCHOOL	Tago
103.	SUAZO, SANDY RIVAS	Female	SAN PEDRO INTEGRATED SCHOOL	Marihatag
104.	TAGYAM, CHERREL AGUA	Female	LUBO INTEGRATED SCHOOL	Cantilan
105.	TAMPEPE, ELIAS CEMPRON	Male	MAHABO ELEMENTARY SCHOOL	Lingig I
106.	TANGCAAG, AINAN MAGALLANO	Female	UNION ELEMENTARY SCHOOL	Lingig I
107.	TEJERO, JOEL MORENO	Male	SIMOWAO ELEMENTARY SCHOOL OF LIVING TRADITION	Liangga
108.	TERSE, JOSEPH SUMACOT	Male	UMALAG ES	San Miguel II
109.	TRINIDAD, MARY GRACE LADAGA	Female	CAMAGONG ES	Tago
110.	TUSCANO, AIZA CRUZ	Female	CAYALE ELEMENTARY SCHOOL	Tago
111.	URIARTE, PAUL VINCENT OGDOR	Male	SAN ROQUE ES	#N/A
112.	VANZUELA, ARN VINCENT BAUTISTA	Male	UNIDOS ES	Tago
113.	VILLAFLORES, SUSAN RAMAL	Female	CARROMATA ELEMENTARY SCHOOL	San Miguel II
114.	VILLAMOR, ROLANDO ENSO	Male	SAN ROQUE ES	Barobo I
115.	YBANEZ, VERA MANUEL	Female	SAYON ELEMENTARY SCHOOL	Tagbina I

COMPETENCY ENHANCEMENT TRAINING OF SCHOOL LEADERS
September 10-12, 2025
Venue: VFS Agri-Tourism and Adventure Park

September 9, 2025 Morning	Session 1: DOMAIN 1: Leading Strategically	BEATRIZ A. TORIO , Principal II
Afternoon	Session 2: DOMAIN 2: Managing Schools Operations and Resources	MAURICE GAY TAJONERA Principal II
September 10, 2025 Morning	Session 3: DOMAIN 3: Focusing on Teaching and Learning	IRENE G. AJOC , PhD - Education Program Supervisor
Afternoon	Session 4: DOMAIN 4: Developing Self and Others	EVANGELINE A. CARATAO , PhD - Principal III
September 11, 2025 Morning	Session 5: DOMAIN 5: Building Connections	MENERBA M. DAPAR - EPS
Afternoon	Session 6: Child Protection Policy and Grievance Mechanism at The School Level	ATTY. CALVIN KLEIN E. LIANZA, CPA ATTORNEY III

i. Detailed Program or Course Matrix

Time & Date	Activities
DAY 1	
Day 1 8:30 AM – 9:00 AM	Preliminaries - Nationalistic Song/Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Opening Remarks - Statement of Purpose - Inspirational Message - House Rules
9:00 AM – 9:15 AM	Health Break
	Program Proper
9:15 – 9:45 AM (30 min)	Pretest Session 1: DOMAIN 1: Leading Strategically Beatriz A. Torio, Principal II
9:45 – 10:00 AM	Health Break
10:00 – 12:00 NN (2 hrs)	Cont. Session 1: DOMAIN 1: Leading Strategically Beatriz A. Torio, Principal II
12:00 – 1:00 PM	Lunch Break

1:00 2:45 PM (1 hr and 45 mins)	Session 2: DOMAIN 2: Managing Schools Operations and Resources Maurice Gay Tajonera – Principal II
2:45 – 3:00 PM	Health Break
3:00 – 5:00 PM (2 hrs)	Cont. Session 2: DOMAIN 2: Managing Schools Operations and Resources Maurice Gay Tajonera – Principal II
5:00 PM – 6:00 PM	Reflection Journal QAME Online Survey Closing Program Announcements Wrap-up Debriefing
DAY 2	
Time & Date	Activities
Day 2	
7:00 – 7:30 AM	Breakfast
7:30 AM – 8:00 AM	MOL
8:00 AM – 9:45 AM	Session 3: DOMAIN 3: Focusing on Teaching and Learning IRENE G. AJOC, PhD Education Program Supervisor
9:45 – 10:00 AM (15 min)	Health Break
10:00 AM – 12:00 NN (2hrs)	Cont. Session 3: DOMAIN 3: Focusing on Teaching and Learning IRENE G. AJOC, PhD Education Program Supervisor
12:00 – 1:00 PM	Lunch Break
1:00 2:45 PM (1 hr and 45 mins)	Session 4: DOMAIN 4: Developing Self and Others Evangeline A. Caratao, PhD – Principal III
2:45 – 3:00 PM	Health Break
3:00 – 5:00 PM (2 hrs)	Cont. Session 4: DOMAIN 4: Developing Self and Others Evangeline A. Caratao, PhD – Principal III
5:00 PM – 6:00 PM	Reflection Journal QAME Online Survey Closing Program Announcements Wrap-up Debriefing
DAY 3:	

Time & Date	Activities
Day 3	
7:00 – 7:30 AM	Breakfast
7:30 AM – 8:00 AM	MOL
8:00 AM – 9:45 AM	Session 5: DOMAIN 5: Building Connections Menerba M. Dapar - EPS
9:45 – 10:00 AM (15 min)	Health Break
10:00 AM – 12:00 NN (2hrs)	Cont. Session 5: DOMAIN 5: Building Connections Menerba M. Dapar – EPS
12:00 – 1:00 PM	Lunch Break
1:00 2:45 PM (1 hr and 45 mins)	Reflection Journal
2:45 – 3:00 PM	Health Break
3:00 – 4:30 PM (1 hr and 30 mins)	Posttest QAME Online Survey Closing Program Takeaways and Challenges Announcements Wrap-up Awarding of Certificates Debriefing
4:30 – 5:30 PM	Home bound -
	- End -