



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

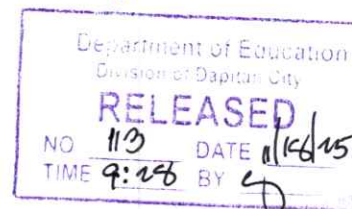
DIVISION ADVISORY

17 November 2025

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Education Program Supervisors
Public Schools District Supervisors/PICDs
All Elementary and Secondary School Heads
Administrative Officer V
This Division

1. This is to inform all concerned that the **final venue** for the **Division Induction Program for School Heads: Maximizing School Effectiveness through the PPSSH**, scheduled on **November 19–21, 2025**, is at **Monina's Pension House, Potol, Dapitan City**.
2. Kindly refer to the attached Final Activity Matrix and the final list of participants for your guidance.
3. For information, guidance, and strict compliance.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent





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**DIVISION INDUCTION PROGRAM FOR SCHOOL HEADS: MAXIMIZING SCHOOL
EFFECTIVENESS THROUGH THE PPSSH**

November 19-21, 2025, Monina's Pension, Potol, Dapitan City

LIST OF SCHOOL HEADS/TICS WITH 3 YEARS OR LESS EXPERIENCE

#	Name of School Head	Position / Designation	Name of School
1	Aloha R. Lear	ASP 2	DCNHS
2	Anisol M. Patangan	Head Teacher II	Burgos Elementary School
3	Anna Enrile C. Adrias	Asst. School Principal II	Dampalan Secondary School
4	Anna Lee A. Solatorio	School Principal I	Dapitan City SPED Center
5	Genevieve S. Adiong	School Principal I	Dakak NHS
6	Gina C. Elopre	Head Teacher II	Hilltop Elementary School
7	Glenda O. Acedo	ASP 2	DCNHS
8	Glenes H. Sapuan	Teacher III (TIC)	Ma. Cristina Elementary School
9	Jerry Jerum B. Galota	School Principal I	Ba-ao Elementary School
10	Jezebel S. Boquida	School Principal I	Daro Elementary School
11	Jun Carlo P. Tinio	Head Teacher I	Bacong Elementary School
12	Kristine B. Pon	Head Teacher I	Selinog Integrated School**
13	Liezl Y. Ombay	Head Teacher I	Daro Elementary School
14	Ma. Shelva L. Carpenteros	Head Teacher I	Oyan Elementary School
15	Maria Roneza T. Hamoy	Head Teacher III	SNHS- Owaon Extension
16	Maricel T. Gagan	Head Teacher I	Sigayan Secondary School
17	Tiffany D. Laab	Head Teacher I	Aseniero NHS
18	Vina S. Baes	Head Teacher III	DCNHS-Larayan Extension
19	Glenn L. Betongga	Head teacher I	Kauswagan Integrated School





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LIST OF HEAD TEACHERS

#	NAME	POSITION	School
1	Abellon, Jessica Sarita	Head Teacher III	Barcelona NHS
2	Agalot, Ruth Pido	Head Teacher I	Baylimango NHS
3	Alingal, Arsenia Ehan	Head Teacher I	Oro National High School
4	Aying, Angel Pancho	Head Teacher I	Dakak National High School (Baylimango NHS Annex)
5	Bagood, Fely Aninon	Head Teacher I	Sulalong NHS
6	Cabilin, Ruby P.	Head Teacher	Potungan NHS
7	Calago, Maria Benjie Bagsican	Head Teacher I	Barcelona NHS
8	Dahilog, Lolita Taruc	Head Teacher I	Aseniero NHS
9	Dangcalan, Juvylaine Lopez	Head Teacher I	Potungan NHS
10	Duran, Iresh Pajonillan	Head Teacher II	Baylimango NHS
11	Eldian, Emme Alap Ap	Head Teacher II	Baylimango NHS
12	Elopre, Edna Quizo	Head Teacher II	Sulalong NHS
13	Escudero, Ruben Jr Dalman	Head Teacher I	Sulalong NHS
14	Ferraren, Divina Gracia Cuartero	Head Teacher II	Sulalong NHS
15	Germia, Ma Marilyn Duhaylungsod	Head Teacher II	Ilaya National High School
16	Jarapan, Maricel Bait-It	Head Teacher I	Potungan NHS
17	Kilapkilap, Lydia Insong	Head Teacher II	Dapitan City NHS
18	Lacay, Julie Anne Gallosa	Head Teacher II	Dapitan City NHS
19	Mandaya, Marilie Paunil	Head Teacher II	Dapitan City NHS
20	Manugas, Delean Dolar	Head Teacher II	Dapitan City NHS
21	Montealto, Jaime	Head Teacher IV	Dapitan City NHS
22	Quimiguing, Joseph Dagpin	Head Teacher IV	Ilaya National High School
23	Quinimon, Charlyn Saluta	Head Teacher I	Dakak National High School (Baylimango National High School Annex)
24	Recamara, Eda Sagapsapan	Head Teacher I	Kauswagan Integrated School
25	Recamara, Eva Luna Paez	Head Teacher II	Sulalong NHS
26	Recamara, Suzette Jamarolin	Head Teacher II	Dapitan City NHS
27	Sodoso, Raquel Balladares	Head Teacher II	Sulalong NHS
28	Solatorio, Felix Galleposo	Head Teacher III	Dapitan City Central School





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November 19-21, 2025, Monina's Pension, Poto, Dapitan City

Day & Time	PPSSH Domain	Topic/Session Title	Key Focus/ Learning Outcome	Resource Persons
November 19, 2025 - Day 1: Leading for School Improvement				
8:00 AM – 8:30 AM	Arrival/Registration			
8:30 AM – 9:00 AM		Opening Program	Welcome, Program Orientation & Expectations	Secretariat & Program Team
9:00 AM – 9:30 AM	Pre-Test			
9:30 AM – 10:00 AM		The School Head's Mandate: RA 9155 and the PPSSH Framework	Understand the legal basis (RA 9155) and the core principles of their role as defined by the PPSSH	Sherlito E. Sagapsapan CES (SGOD)
10:00 AM – 10:15 AM	Snacks Break			
10:15 AM -12:00 NN	1. Leading Strategically	Developing and Operationalizing the School Improvement Plan (SIP)	Master the process of using school data (enrollment, assessment results, resources) to formulate and align the SIP with the DepEd's strategic direction.	Anthon John S. Soriano, Planning Officer III
12:00 NN – 1:00 PM	Lunch Break			



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1:00 PM – 3:00 PM	1. Leading Strategically	Monitoring, Evaluation, and Research to Improve School Outcomes	Implement systematic monitoring and evaluation tools for the SIP/AIP, and promote school-based action research to inform and validate school practices.	Dr. Nueva A. Andag, SEPS-SMME
3:00 PM – 4:30 PM	2. Managing School Operations and Resources	Streamlining School Processes: Records Management, Safety, and Staff Welfare	Practical application of DepEd guidelines on records management (e.g., LIS/EBEIS), protocols for school safety (DRRM), and attending to employee relations/welfare.	Anthon John S. Soriano Jonathan D. Reluya
4:30 PM – 5:00 PM		Day 1 Reflection Session/ Q&ME	Synthesis, insights & commitments	Facilitator
November 20, 2025 - Day 2: People and Systems Management				
8:00 – 8:30 AM	Management of Learning (MOL)			
8:30 AM - 12:00 NN	2. Managing School Operations and Resources	Fundamentals of School Financial Management: Budgeting, MOOE Utilization, and Accountability	Deep dive into DepEd financial policies, liquidation procedures, effective utilization of the MOOE, and ensuring fiscal transparency.	Olga P. Miranda, CPA, Accountant III
12:00 NN – 1:00 PM	Lunch Break			
01:00 PM – 3:00 PM	3. Focusing on Teaching and Learning	Instructional Supervision: Coaching and Providing	Learn effective observation techniques, providing	Marlyn E. Esmade EPS, CID



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		Technical Assistance on PPST	differentiated technical assistance to teachers, and linking feedback to the Philippine Professional Standards for Teachers (PPST).	
3:00 PM – 3:15 PM	Snacks Break			
3:15 PM – 4:30 PM		A learning on the Republic Act No. 12009 or the New Government Procurement Act	Understand the essential provisions, principles, and objectives of Republic Act No. 12009 or the New Government Procurement Act.	Micheal E. Tan Admin. Officer IV Procurement
4:30 PM – 5:00 PM		Day 1 Reflection Session / Q&A	Synthesis, insights & commitments	Facilitator
November 21, 2025 - Day 3: Master and Sustainability				
8:00 AM – 8:30 AM	Management of Learning (MOL)			
8:30 AM – 10:00 AM	5. Building Connections	Cultivating Partnerships: Maximizing Community and Stakeholder Engagement (SGC, SPTA)	Strategies for managing diverse relationships, engaging the Local Government Unit (LGU), the Parent-Teacher Association (PTA), and local organizations to augment school resources and support.	Johann Andrei A. Ladera Master Teacher
10:00 AM – 10:15 AM	Snacks Break			



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10:15 AM – 12:00 NN	4. Developing Self and Others	Leading with Integrity: Ethics, Inclusivity, and the Professional Code of Conduct	Comprehensive session on adhering to ethical standards, promoting inclusivity and learner rights (Child Protection Policy), and modeling professional accountability.	Atty. Trizia Glae R. Tubongbanua-Chan, RN. REB
12:00 NN – 1:00 PM	Lunch Break			
1:00 PM – 2:45 PM	3. Focusing on Teaching and Learning	Effective Classroom Observation and Instructional Supervision Protocols	Master the use of standardized tools and protocols for providing constructive, performance-based feedback for teachers.	Helen T. Calaguian EPS, CID
2:45 PM – 3:00 PM	Snacks Break			
3:00 PM – 3:30 PM	Post-Test/ QAME			
3:30 PM – 4:00 PM		Finalization & Closing	Workplace Action Plan Submission and Commitment Ceremony	Dr. Michelle V. Torres and PMTs
3:00 PM – 5:00 PM	Home Sweet Home			



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