



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

Office of the Schools Division Superintendent

11 November 2025

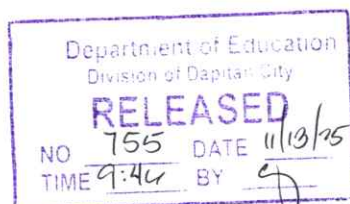
DIVISION MEMORANDUM

No. 755, s. 2025

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

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All Others Concerned
This Division

1. In support of the Human Resource and Organizational Development (HROD) Program on strengthening school leadership, the Schools Division of Dapitan City, through the Schools Governance and Operations Division (SGOD) – Human Resource Development Section (HRDS), will conduct the **Division Induction Program for School Heads: Maximizing School Effectiveness Through the PPSSH** on **November 19–21, 2025** at **Monina’s Pension, Dapitan City**.
2. This Induction Program aims to equip newly-designated School Heads with essential knowledge, competencies, and leadership perspectives that promote effective school-based management and alignment with the **Philippine Professional Standards for School Heads (PPSSH)**.
3. The participants in this activity are **newly-designated School Heads** from both elementary and secondary schools, including selected Head Teachers in this Division. They are required to attend the **three-day live-out training** and are expected to engage in all sessions and workshop activities actively. *(Please refer to the attached Program Matrix and List of Participants.)*
4. Expenses relative to this activity, including meals, snacks, and training materials, shall be charged against **Division HRTD Funds** or **other allowable sources**, subject to existing accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.



JAY S. MONTEALTO, CESO VI
Schools Division Superintendent *[signature]*



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

Division Program Management Team

Over-all Lead	SDS Jay S. Montealto, EdD, JD, CESO VI
	OIC- ASDS Aurelio A. Santisas, CESE
Over-all Program Managers	CES Sherlito E. Sagapsapan (SGOD)
	CES Vicente Jose V. Suarez II (CID)
Program Manager	SEPS Michelle V. Torres
Learning Manager	EPS II Vicente Ramon V. Suarez II
Monitoring and Evaluation	SEPS Nueva A. Andag, Lourence R, Reyes, ITO
Secretariat/Documenter	EPS Noel P. Mangubat, Anthon John S. Soriano, Jeffrey G. Jumalon, Janen O. Potoy
Welfare Officer	Doctor Roderick M. Hamserani, Doctor Glenn E. Mohametano
	Nurse Gwilym C. Elumba, Elvie H. Page, Joyce S. Martillano, Marita S. Gaburno, Silvan Elmer S. Gemperoso
	Bryan B. Deripas, Norbelle M. Lourente
Logistics Officer	Jidelle P. Garcia
Finance Officer	Olga P. Miranda, JD, Rosa Belinda P. Gemperoso

Class Manager: Gilyn E. Gallemit, PIII

M & E Coordinator/Documenter: Janet O. Cadano, P1

Secretariat/Logistics Officer: Edel Jane E. Monteza, AO 2

Resource Persons:

- Sherlito E. Sagapsapan, CES (SGOD)
- Anthon John S. Soriano, Planning Officer III
- Dr. Nueva A. Andag, SEPS-SMME
- Olga P. Miranda, CPA, Accountant III
- Jonathan D. Reluya, PDO III
- Marlyn E. Esmade, EPS, Val.Ed
- Helen T. Calaguian, EPS, Aral Pan
- Atty. Trizia Glae R. Tubongbanua-Chan, RN. REB
- Johann Andrei A. Ladera, Master Teacher



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

LIST OF PARTICIPANTS

School Heads/TICS with 3 Years or Less Experience

#	Name	Position	School	No. of years as TIC/School Head
1	Glenes H. Sapuan	T3 -TIC	Ma. Christina ES	3 mos
2	Kristine B. Pon	HT 1	Selinog IS	1 year & 8 mos
3	Jezebel S. Boquida	SP 1	Daro ES	2 years
4	Liezel Y. Ombay	HT 1	Carang ES	2 years
5	Jun Carlo P. Tinio	T3-TIC	Bacong ES	1 year
6	Ma. Shelva I. Carpenteros	HT1	Oyan ES	2 years & 1 mos
7	Rene D. Acabal	HT 1	DCNH - San Vicente Ext	2 mos
8	Anna Enrile C. Adrias	ASP 2	Sulangon NHS	2 years & 3 mos
9	Genevieve S. Adiong	SP 1	DCNHS	2 mos
10	Glenda O. Acedo	ASP 2	DCNHS	4 mos
11	Delean D. Manugas	T3-TIC	DCNH – Larayan Ext	3 years & 3 mos
12	Glenn L. Betonga	T3-TIC	Oro NHS -Napo Ext	5 years & 2 mos
13	Aloha R. Lear	ASP 2	Dampalan Secondary	4 mos
14	Wevina A. Quizo	HT 5	DCNH – Sicayab Ext	10 mos
15	Tiffany L. Ubando	T2-TIC	Sigayan Secondary School	2 years & 6 mos
16	Edenrose M. Sagapsapan	T3-TIC	Sulangon NHS – Owaon Ext	2 years & 3 mos

NAME	POSITION	SCHOOL
Dahilog, Lolita Taruc	Head Teacher I	Aseniero National High School
Abellon, Jessica Sarita	Head Teacher II	Barcelona National High School
Eldian, Emme Alap Ap	Head Teacher I	Baylimango National High School
Duran, Iresh Pajonillan	Head Teacher I	Baylimango National High School
Aying, Angel Pancho	Head Teacher I	Dakak National High School
Quinimon, Charlyn Saluta	Head Teacher I	Dakak National High School
Quimiguing, Joseph Dagpin	Head Teacher III	Ilaya National High School
Germia, Ma Marilyn Duhaylungsod	Head Teacher I	Ilaya National High School
Alingal, Arsenia Ehan	Head Teacher I	Oro National High School
Recamara, Suzette Jamarolin	Head Teacher I	Sulangon National High School
Sodoso, Raquel Balladares	Head Teacher II	Sulangon National High School
Elopre, Edna Quizo	Head Teacher II	Sulangon National High School
Recamara, Eva Luna Paez	Head Teacher II	Sulangon National High School



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

Ferraren, Divina Gracia Cuartero	Head Teacher II	Sulangon National High School
Pangilinan, Arthur Dagpin	Head Teacher II	Sulangon National High School
Hamoy, Maria Roneza Taub	Head Teacher II	Dapitan City High School
Baes, Vina Salinas	Head Teacher II	Dapitan City High School
Mandaya, Marilie Paunil	Head Teacher II	Dapitan City High School
Navaja, Jennie Tejano	Head Teacher II	Dapitan City High School
Eucogco, Moises Enero	Head Teacher II	Dapitan City High School
Kilapkilap, Lydia Insong	Head Teacher II	Dapitan City High School
Lacay, Julie Anne Gallosa	Head Teacher I	Dapitan City High School
Solatori, Felix Galleposo	Head Teacher II	Dapitan Central School



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

Division Induction Program for School Heads: Maximizing School Effectiveness through the PSSH

Day & Time	PPSSH Domain	Topic/Session Title	Key Focus/ Learning Outcome	Resource Persons
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 PSSH Framework	Understand the legal basis (RA 9155) and the core principles of their role as defined by the PSSH	Sherlito E. Sagapsapan CES (SGOD)
10:00 AM – 10:15 AM			Snacks	
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			
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	Dr. Nueva A. Andag, SEPS-SMME



Sunset Boulevard, Dawo, 7101 Dapitan City
 0912-617-7243
www.depeddapitanity.net
dapitanity@deped.gov.ph
fb.com/DepEdDapitanCity





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

		action research to inform and validate school practices.	
3:00 PM – 4:30 PM	2. Managing School Operations and Resources	<p>Practical application of DepEd guidelines on records management (e.g., LIS/EBEIS), protocols for school safety (DRRM), and attending to employee relations/welfare.</p> <p>Synthesis, insights & commitments</p>	<p>Anthon John S. Soriano Jonathan D. Reluya</p> <p style="text-align: right;">Facilitator</p>
4:30 PM – 5:00 PM	Day 1 Reflection Session/ Q&ME		
Day 2: People and Systems Management			
8:00 – 8:30 AM			
Arrival/Registration			
8:30 AM - 12:00 NN	2. Managing School Operations and Resources	<p>Fundamentals of School Financial Management: Budgeting, MOOE Utilization, and Accountability</p>	<p>Olga P. Miranda, CPA, Accountant III</p>
12:00 NN – 1:00 PM			
Lunch Break			
01:00 PM – 3:00 PM	3. Focusing on Teaching and Learning	<p>Instructional Supervision: Coaching and Providing Technical Assistance on PPST</p>	<p>Marlyn E. Esmade EPS, CID</p>
Learn effective observation techniques, providing differentiated technical assistance to teachers, and linking feedback to the Philippine Professional			



Sunset Boulevard, Dawo, 7101 Dapitan City
 0912-617-7243
www.depeddapitancy.net
dapitancy@deped.gov.ph
[fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)



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

	Standards for Teachers (PPST).	
3:00 PM – 3:15 PM	Snacks	
3:15 PM – 4:30 PM	Master the use of standardized tools and protocols for providing constructive, performance-based feedback for teachers.	Helen T. Calaguian EPS, CID
4:30 PM – 5:00 PM	Effective Classroom Observation and Instructional Supervision Protocols	Facilitator
2:45 PM – 3:00 PM	Day 1 Reflection Session/ Q&ME	
3:00 PM – 4:30 PM	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.
	Snacks Break	
	3. Focusing on Teaching and Learning	
	4. Developing Self and Others	Atty. Trizia Glac R. Tubongbanua-Chan, RN. REB
	Day 3: Master and Sustainability	
8:00 AM – 8:30 AM	Management of Learning (MOL)	
8:30 PM – 12:00 NN	Cultivating Partnerships: Maximizing Community and Stakeholder Engagement (SGC, SPTA)	Strategies for managing diverse relationships, engaging the Local Government Unit (LGU),
	5. Building Connections	Johann Andrei A. Ladera Master Teacher



Sunset Boulevard, Dawo, 7101 Dapitan City
 0912-617-7243
www.depeddapitanity.net
dapitanity@deped.gov.ph
[fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)



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

		the Parent-Teacher Association (PTA), and local organizations to augment school resources and support.	
12:00 NN – 1:00 PM	Lunch Break		
1:00 PM – 2:00 PM	Post-Test / Q&A		
2:00 PM – 3:00 PM	Finalization & Closing	Workplace Action Plan Submission and Commitment Ceremony	Dr. Michelle V. Torres
3:00 PM – 5:00 PM	Home Sweet Home		



Sunset Boulevard, Dawo, 7101 Dapitan City
 0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity