



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

Office of the Schools Division Superintendent

19 February 2025

DIVISION MEMORANDUM

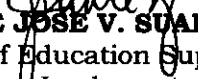
No. 154, s. 2025

**FIVE (5) DAY LIVE-IN INTERMEDIATE SCHOOL LEADERSHIP
PROGRAM FOR SCHOOL LEADERS**

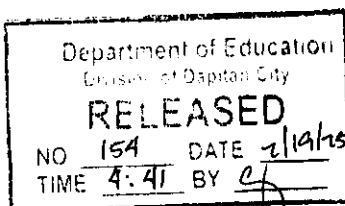
TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All Others Concerned
This Division

1. Pursuant to **Regional Memorandum HRRD-2025-080**, regarding the **Five (5)-Day Live-In Intermediate School Leadership Program for School Leaders** on **February 24-28, 2025**, at **Manuel Resort, Piñan, Zamboanga del Norte** to selected School Heads and Division Office Personnel.
2. All concerned participants are expected to be present for the entire duration of the training and comply with the program requirements.
3. Travel and other incidental expenses shall be charged against School MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
4. For more details see attached Regional Memorandum HRRD-2025-080,
5. Immediate and widest dissemination of and strict compliance with this memorandum is desired.

For Schools Division Superintendent:


VICENTE JOSE V. SUAREZ II, EMD
Chief Education Supervisor
Curriculum Implementation Division
Officer-In-Charge

Office of the Schools Division Superintendent





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

Enclosure 1

List of Participants, Speakers, Facilitators, and PMT

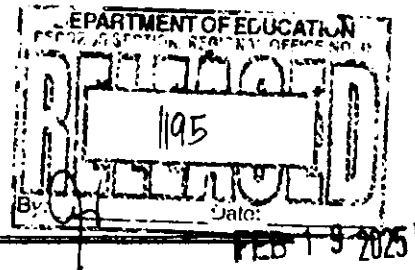
1. **Jerry Jerum B. Galota** – SP 1
2. **Gilyn E. Gallemit** – SP 3
3. **Leah B. Acoymo** – SP 3
4. **Judycel L. Elumba** – SP 4
5. **Mercedita B. Obnimaga** – SP 4
6. **Genelyn M. Dabodabo** – SP 4
7. **Marilou B. Monding** – SP 1
8. **Lyra L. Balladares** – SP 3
9. **Allan D. Bendano** – SP 1
10. **Camilla Jeanette J. Debaloy** – SP 3
11. **Jofrey B. Malana** – SP 3
12. **Erna Gasatan** – SP 4
13. **Rey I. Jatico** – SP 1
14. **Vicente Jose V. Suarez II** – Chief, CID
15. **Michelle V. Torres** – SEPS HRD
16. **Nueva A. Andag** – SEPS M&E
17. **Vicente Ramon V. Suarez II** – EPS II HRD





Republic of the Philippines
Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

February 18, 2025

REGIONAL MEMORANDUM

HRRD-2025- 080

**FIVE (5) DAY LIVE-IN INTERMEDIATE SCHOOL LEADERSHIP PROGRAM
FOR SCHOOL LEADERS**

To: Assistant Regional Director
Schools Division Superintendents, Zamboanga del Norte
Schools Division Superintendents, Dipolog City
Schools Division Superintendents, Dapitan City
Others Concerned
This Region

1. With the goal for efficient and empowered leadership in schools in these times of rapid educational change, the Schools Division of Zamboanga del Norte in collaboration with the Human Resource Development Division, DepEd RO-IX will conduct a **Five (5) Day Live-In Intermediate School Leadership Program for School Leaders** on **February 24 – 28, 2025** at **Manuel Resort, Piñan** to school leaders to be equipped not only with advanced administrative skills but also with the capacity to embrace new strategies that cater to the evolving needs of our personnel and learners.

2. The objectives of the program are as follows:

a. To enhance the leadership competencies of school administrators in managing various aspects of school operations, curriculum delivery, and faculty development.

b. To equip school leaders with the necessary tools to implement effective instructional leadership in line with the demands of the K-12 program and the national educational reforms.

c. To provide participants with a platform for exchange of best practices in school management and leadership.

d. To ensure that the program meets the professional development requirements of school administrators, with the inclusion of CPD units.

3. **Registration and hotel check-in** of participants is on **February 23, 2025**, at **02:00-6:00PM**, thereafter dinner will be served. The **program will start at 7:30AM** on **February 24, 2025**. Accommodation, breakfast, morning and afternoon snacks, lunch, and dinner are provided in the venue. The **last meal is afternoon snacks** on **February 28, 2025**.

4. The participants, speakers, facilitators and the PMT of this activity are found in the attached Enclosure 1 while the program matrix is in Enclosure 2. All participants are encouraged to bring their own laptop.

5. The travel and other incidental expenses of the participants are chargeable to their respective local funds while food and accommodation are charged against



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the downloaded funds to the division of Zamboanga del Norte, all in accordance with the usual accounting and auditing rules and regulations.

6. For any clarification, please contact HRD-SEPS, Robert Poculan of Zamboanga del Norte Division at 09273943190.

7. Immediate, widest dissemination of and strict compliance of this memorandum is desired.

Digitally signed by Legaspi Ruth Fuentes
DN: CN=Legaspi Ruth Fuentes,
SERIALNUMBER=0128A0045dc5, O=
DepEd Regional Office IX, C=PH
Reason: I am the author of the
document
Location
Date: 2025.02.19 11:33:46+0400

RUTH L. FUENTES, CESO III
Regional Director



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Enclosure 1

LIST OF PARTICIPANTS, SPEAKERS, FACILITATOR, & PMT

No.	Name	Position Level	Division
PARTICIPANTS			
1	Jerry Jerum B. Galota	School Principal I	Dapitan City
2	Gilyn E. Gallemit	School Principal III	Dapitan City
3	Leah B. Acoymo	School Principal III	Dapitan City
4	Judyce L. Elumba	School Principal IV	Dapitan City
5	Mercedita B. Obnimaga	School Principal IV	Dapitan City
6	Genelyn M. Dabodabo	School Principal IV	Dapitan City
7	Marilou B. Monding	School Principal I	Dapitan City
8	Lyra L. Balladares	School Principal III	Dapitan City
9	Allan D. Bendano	School Principal I	Dapitan City
10	Camila Jeanette J. Debaloy	School Principal III	Dapitan City
11	Jofrey B. Malana	School Principal III	Dapitan City
12	Erna C. Gasatan	School Principal IV	Dapitan City
13	Rey I. Jatico	School Principal I	Dapitan City
14	Juhaira I. Hussien	School Principal	Dipolog City
15	Lindy Lou Pasco	School Principal	Dipolog City
16	Aussie Charity T. Calibo	School Principal	Dipolog City
17	Jayson T. Dapiton	School Principal	Dipolog City
18	Candelaria Mercadera	School Principal	Dipolog City
19	Khings Novie Soya	School Principal	Dipolog City
20	Lane L. Gargarita	School Principal	Dipolog City
21	Israel Cuizon	School Principal	Dipolog City
22	Jonald Noli	School Principal	Dipolog City
23	Nellie Mercado	School Principal	Dipolog City
24	Venus Catipay	School Principal	Dipolog City
25	Emil Banua	School Principal	Dipolog City
26	Lani R. Ocamia	SP-IV	Zamboanga del Norte
27	ENOY, RONNIE C.	P-II	Zamboanga del Norte
28	VENEZUELA, LEONORA L.	P I	Zamboanga del Norte
29	QUARISMA, ALI TAMPARONG	PRINCIPAL I	Zamboanga del Norte
30	ICAO, EVABEL BOCAR	SCHOOL PRINCIPAL II	Zamboanga del Norte
31	RAMELITA J. PAALISBO	PI	Zamboanga del Norte
32	GUEVARA, GLYNES GUIA	P II	Zamboanga del Norte



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140	Rambelle C. Flores	HR-SEPS	Dipolog City
141	Marietta R. Anhaw	Chief,HRDD	RO IX
142	Vicente Jose V. Suarez II	CID Chiefs	Dapitan City
143	Amelinda D. Montero	CID Chiefs	Dipolog City
144	Michelle V. Torres	HR-SEPS	Dapitan City
145	Robert I. Poculan III	HR-SEPS	Zamboanga del Norte
PMT			
146	Nueva A. Andag	M&E Focal	Dapitan City
147	Luisiano S. Murro Jr.	M&E Focal	Dipolog City
148	Jed A. Nieves	M&E Focal	Zamboanga del Norte
149	Vicente Ramon V. Suarez II	HR EPSp II	Dapitan City
150	Marie C. Refugio	HR EPSp II	Dipolog City
151	Nicollette Ria E. Tangon	HR EPSp II	Zamboanga del Norte
152	Ma. Gina M. Chiong	Nurse	Zamboanga del Norte
153	Rosemarie Fatima D. Chiong	Nurse	Zamboanga del Norte
154	Cyde F. Macuto	Nurse	Zamboanga del Norte
155	Lorene V. Agustin	AO II	Zamboanga del Norte



Enclosure 2

**TRAINING MATRIX FOR INTERMEDIATE SCHOOL LEADERSHIP PROGRAM FOR SCHOOL LEADERS
 February 24-28, 2025**

Time	February 2- Day 0 (Sunday)	February 3- Day 1 (Monday)	February 4-Day 2 (Tuesday)	February 5-Day 3 (Wednesday)	February 6-Day 4 (Thursday)	February 7-Day 5 (Friday)
6:00 -7:30 AM	Arrival/Registration	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00-8:30 AM		MOL	MOL	MOL	MOL	MOL
8:31-10:00 AM		Workshop 1 & Presentation of Output Facilitators: HRDD Chief, Marietta R. Anhaw and HR-SEPS of ZN, Dipolog and Dapitan	Session 2.2: Preparation of Slide Decks Speaker: Alma Belarmino, PSDS of Zambo. Del Sur	Workshop 2.2: Preparation of Activity and Budget Proposal, Session Guides, and Slide Decks-NEAP Standards Facilitators: CID Chiefs and HR-SEPS of ZN, Dipolog and Dapitan	Presentation of the following outputs: L&D 3-Year Plan 2. Activity & Budget Proposal 3. Session Guide 4. Slide Deck	Workshop 5: Preparation of CPD Accreditation Facilitators: Marietta R. Anhaw, Chief of HRDD
10:01-10:15 AM		Health Break	Health Break	Health Break	Health Break	Health Break
10:16-12:00 NN			Session 2: Learning and Development (L&D) Guidelines (DO 44, s. 2023) Speaker: Alma Belarmino, PSDS of Zambo. Del Sur	Session 3: Training Needs Assessment Speaker: Zyhrine P. Mayormita, CID Chief of Zambo. Norte	Continuation of Workshop 2.2: Preparation of Activity and Budget Proposal, Session Guides, and Slide Decks	Session 4: Gender Mainstreaming Speaker: Rambelle Flores, - HR-SEPS of Dipolog
12:01-1:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Home Sweet Home
1:01-3:00 PM	Opening Program Pre-Test	Session 2.1: Preparation of Activity and Budget proposal Speaker: Alma Belarmino, PSDS of Zambo. Del Sur	Workshop 2: Presentation of L&D 3-year Plan based on TNA Facilitators: CID Chiefs of Zambo.	Continuation of Workshop 2.2: Preparation of Activity and Budget Proposal, Session Guides, and Slide Decks	Workshop 4: GAD Integration (HGDG) Facilitators: CID Chiefs & HR-SEPS of ZN, Dipolog	





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			Norte, Dapitan and Dipolog		and Dapitan Divisions	
3:01-3:15 PM	Health Brack	Health Break	Health Break	Health Break	Health Break	
3:16-5:00 PM	Session 1: Leading From Within Speakers: ZDN- ASDS Bokingkito Dipolog-ASDS Jun Conturno	Session 2.2: Preparation of Session Guide Speaker: Alma Belarmino, PSDS of Zambo.Del Sur	Continuation	Continuation of Workshop 2.2: Preparation of Activity and Budget Proposal, Session Guides, and Slide Decks	Session: 5: PRC CPD Accreditation Speaker: Rambelle Flores, HR-SEPS of Dipolog	
5:16- 5:30 PM	QAME: PMT	QAME: PMT	QAME: PMT	QAME: PMT	QAME: PMT	QAME: PMT
5:31-6:00 PM	Debriefing: PMT	Debriefing: PMT	Debriefing: PMT	Debriefing: PMT	Debriefing: PMT	Debriefing: PMT
6:01-7:30 PM	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner

Prepared:


ANGELO B. MALON
 ADAS III

Noted:


MARIETTA R. ANHAW, EdD
 Chief, HRDD