



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

July 22, 2025

DIVISION MEMORANDUM

No. 069, s. 2025

**DIVISION COLLOQUIUM ON WORKPLACE APPLICATION PROJECTS (WAP)
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education, through National Educators Academy of the Philippines (NEAP), is faithful to its mandate of ensuring equitable access of teachers and school leaders to responsive, data-driven, and targeted professional development programs pursuant to DepEd Order No. 11, s. 2019 titled "*Implementation of the NEAP Transformation.*" As the training arm of the Department, NEAP, through the SGOD-Human Resource Development Section, spearheads initiatives aligned with the Department's Five-Point Agenda focusing on developing high performing teachers who are responsible for delivering quality basic education services to learners.

2. In furtherance of its mandate of providing capacity-building programs for public school teachers and school leaders and in improving the outcomes of early literacy, numeracy, and socio-emotional learning in the country, the Schools Division of Marinduque conducted the Division Roll Out of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy on August 18-23, 2024 and September 1-6, 2024 and the Capacity Building on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy on March 17-22, 2025. The two training activities were able to capacitate 157 elementary school heads in the Division.

3. In view of these directives and as part of the Levels 3 and 4 monitoring and evaluation of the aforementioned training activities, this Office through the School Governance and Operations Division – Human Resource Development Section, under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – TALINO (*Training And Learning Initiatives for NOn-teaching and teaching personnel*), will conduct the **Division Colloquium on Workplace Application Projects (WAP) on Instructional Leadership Training (ILT) on August 6-8, 2025 at Balar Hotel and Spa, Balaring, Boac, Marinduque.**



Address: T. Roque St., Malusak, Boac, Marinduque
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Website: <https://depedmarinduque.com>

3. This culminating activity aims to provide a platform for school heads to share best practices, challenges, and insights gained from the application of instructional leadership principles in their respective school contexts. Specifically, it aims to:
 - a. showcase the implementation of Workplace Application Projects (WAPs) as outputs of the Instructional Leadership Training (ILT) that highlight their relevance, effectiveness, and impact on improving learning conditions in early literacy among the schools in the Division;
 - b. recognize the efforts of school heads who have demonstrated commitment and innovation in applying ILT strategies through their WAPs, thereby motivating others to engage in meaningful school-based reforms; and
 - c. gather evidence and feedback for Levels 3 and 4 evaluation of the ILT training interventions in terms of changes in leadership behavior, instructional practices, and learner outcomes, in alignment with NEAP's competency-based professional development framework and DepEd's Five-Point Agenda.

4. Participants in this activity are select public elementary school leaders who were trained in ILT. **They, together with the panel of evaluators and members of the Program Management Team, are required to accomplish the profile of participants on or before August 6, 2025 5:00PM through bit.ly/ILTColloquiumParticipant2025.** Any corrections in name, position, and/or official station shall be made by the participant in their accomplished profiles.

5. **All identified participants shall prepare their slide decks, using the standard template, containing the essential details and means of verification (MOVs), of their Workplace Application Projects. The standard slide decks template can be downloaded through bit.ly/ILTColloquiumSD.** They will be given only 15 minutes to present their WAPs and 10 minutes for the cross-questioning.

6. Participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity. In addition, they are expected to come in smart casual attire or work uniform in accordance with Division Memorandum No. 068-A s. 2023.

7. **To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent.** Participants who cannot participate in the training due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent *Attn:* SGOD-Human Resource Development Section indicating their reasons for non-participation and the name of their alternate at least a day before the scheduled training.

8. Accommodation, meals, and training supplies of participants, resource speakers, and members of the Program Management Team shall be charged to the 2025 Division HRD Continuing Fund, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to school local funds and other fund sources intended for training, subject to existing accounting and auditing rules and regulations.

9. The following documents are enclosed for reference:
 - a. Enclosure 1: List of Participants

- b. Enclosure 2: List of PMT Members and Resource Speakers
- c. Enclosure 3: Activity Matrix
- d. Enclosure 4: Evaluation Sheet for WAP Presentation

10. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

11. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated
References: Division Memorandum No. 62, s, 2024
Division Memorandum No. 14, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

ELEMENTARY EDUCATION	LITERACY
MONITORING AND EVALUATION	PROJECTS
READING EDUCATION	TRAINING PROGRAMS

/SGOD-HRDS-KDA



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Website: <https://depedmarinduque.com>

LIST OF PARTICIPANTS

*Division Colloquium on Workplace Application Projects (WAP)
on Instructional Leadership Training (ILT)*

NAME	POSITION	SCHOOL/OFFICE
1. Ricardo Maaño	Principal II	Don Luis Hidalgo MS
2. Romeo Malacas Jr.	Principal I	Lupac-Tabigue ES
3. Cresencia L. Landoy	Head Teacher III	Tanza ES
4. Ulysis J. Galloniga	Teacher-in-Charge	Bantauyan ES
5. Nelsie M. Mampusti	Head Teacher III	Celso M. Mataac Sr. ES
6. Mary Ann M. Luistro	Principal	Maybo ES
7. Pinky M. Mabiog	Principal I	Mainit ES
8. Arline M. Mayo	Principal II	Duyay ES
9. Maribel E. Orpalas	Principal II	Bangbangalon ES
10. Melvin M. Logdat	Teacher-in-Charge	Tambunan ES
11. Joemar L. Linga	Principal II	Boac SCS
12. Mary Amor F. Jandusay	Principal II	Cawit ES
13. Pacifico P. Belarmino	Head Teacher III	Catubugan ES
14. Dezza G. Perlas	Principal II	Duyay ES
15. Glen P. Espirituo	Principal I	Bangbangalon ES
16. Alfin C. Jambalos	Principal I	Bagacay ES
17. Vanneza F. Morgado	Principal I	Sihi ES
18. Marvin M. Jinao	Teacher-in-Charge	Tungib ES
19. Kathryn S. Asuncion	Principal IV	Gasán CS
20. Mylene Jasmin L. Rolloque	Principal II	Dawis ES
21. Jhonrex L. Sapunto	Principal II	Tiguon ES
22. Mildred S. Madriaga	Head Teacher I	Banuyo ES
23. Mylene M. Forteza	Principal I	Bognuyan ES
24. Susibeth M. Villaruel	Head Teacher III	Matandang Gasán ES
25. Eva Angelina R. Lampas	Principal I	Paye ES
26. Marife Maaño	Principal I	Sayao ES
27. Dr. Gina M. Mapacpac	Principal II	Balanacan ES
28. Rhodora B. Peña	Principal II	Mogpog CS
29. Alita M. Marciano	Head Teacher III	Sumangga ES
30. Rona Mae M. Paradero	Principal II	Makapuyat ES
31. Rosalina D. Regio	Principal I	Taytay ES
32. Josephine L. Pastorfide	Principal II	Tawiran ES
33. Mateo Garcia	Principal II	Santa Cruz East CS
34. Gener J. Vitto	Head Teacher III	Pantayin ES
35. Mandy R. Piguerra	Head Teacher I	Pulong Parang ES
36. Michelle Rivamonte	Head Teacher III	Pansoy ES
37. Arlene Diaz	Principal I	Dolores ES

38. Lina Rolluqui	Principal II	Santa Cruz North CS
39. Lorna Q. Rivamonte	Principal II	Kamandugan ES
40. Rafael P. Ariola	Principal II	Balogo ES
41. Julio R. Constantino	Principal II	Lusok ES
42. Analyn Z. Monterozo	Principal I	Lamesa ES
43. Donwency R. Monterozo	Principal I	Aturan ES
44. Ma. Cristina P. Mangana	Principal I	Kasily ES
45. Ma. Cecilia Par	Principal II	Gabalton ES
46. Analisa P. Rodas	Principal I	Polo ES
47. Marivic P. Plamio	Principal II	Santa Cruz South CS
48. Ma. Divina M. Puente	Principal I	Manlibunan ES
49. Maria Paz S. Pernia	Principal II	Buyabod ES
50. Apollo Pernia	Principal II	Matalaba ES
51. Analy R. Buhay	Principal I	Tapian ES
52. Allan M. Fajardo	Principal I	San Antonio
53. Joey M. Mataac	Principal I	Dampulan ES
54. Allan P. Retardo	Head Teacher III	Pakaskasan ES
55. Donna Bella R. Rocha	Principal I	Tigwi ES
56. Maria Vanissa R. Melendrez	Head Teacher III	Payanas ES
57. Meleah P. Rey	Head Teacher III	Bonliw ES
58. Marlon Valenzuela	Principal I	Suha ES
59. Ludy A. Roldan	Principal I	Sibuyao ES
60. Richard R. Zoleta	Principal I	Poctoy ES

LIST OF PMT MEMBERS AND EVALUATORS
Division Colloquium on Workplace Application Projects (WAP)
on Instructional Leadership Training (ILT)

NAME	POSITION	OFFICE / SCHOOL	ROLE
1. Maita M. Lazares	Education Program Supervisor/OIC-Chief	SGOD	Program Manager / Evaluator
2. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	Learning Manager
3. Dr. Fretzie P. Alcantara	Senior Education Program Specialist	SGOD	M&E Officer
4. Fatima M. Vilanueva	Administrative Assistant II	SGOD	Documenter
5. Maria Kristine Nicola D. Iglesia	Nurse II	SGOD	Welfare Officer
6. Kym Luzette S. Maming	Nurse II	SGOD	Welfare Officer
7. Loida M. Ordillano	Nurse II	SGOD	Welfare Officer
8. Joy Eltona N. Raza	Nurse II	SGOD	Welfare Officer
9. Ruby M. Tan	Administrative Officer IV	OSDS	Logistics Officer
10. Jane Carla J. Larraquel	Administrative Officer II	OSDS	Logistics Assistant
11. Cherrylou G. Morales	Administrative Officer II	OSDS	Secretariat
12. John M. Chavez	Chief Education Supervisor	CID	Evaluator
13. Florie M. Regencia	Education Program Supervisor	CID	Evaluator
14. Jelly L. Sore	Education Program Supervisor	CID	Evaluator
15. Romualdo O. Magculang	Education Program Supervisor	CID	Evaluator
16. Dr. Jennifer E. Monte	Education Program Supervisor	CID	Evaluator
17. Myra R. Labay	Public Schools District Supervisor	CID	Evaluator
18. Aurea L. Mazo	Public Schools District Supervisor	CID	Evaluator
19. Maridel G. Lincallo	Public Schools District Supervisor	CID	Evaluator
20. Ma. Leonora D. Imperio	Principal II	Alobo ES	Evaluator
21. Erlan C. Maming	Principal III	Bangbang ES	Evaluator
22. Jake C. Yao	Master Teacher II	Tapuyan ES	Evaluator

ACTIVITY MATRIX

*Division Colloquium on Workplace Application Projects (WAP)
on Instructional Leadership Training (ILT)*

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
Day 1 August 6, 2025			
7:00-9:00AM	60 mins	Registration of the Participants	Program Management Team
9:00-9:30AM	30 mins	Opening Program: <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • Acknowledgement of Participants • Messages • Activity Matrix and Objectives • Reminders • Photo Documentation 	Program Management Team
9:30-9:55AM	25 mins	Breakout Session: Presentation and Cross-Question of ILT WAP (Presenters 1 & 2)	Panel of Evaluators
9:55-10:20AM	25 mins	Breakout Session: Presentation and Cross-Question of ILT WAP (Presenters 3 & 4)	Panel of Evaluators
10:20-10:35AM	15 mins	Health Break	
10:35-11:00AM	25 mins	Breakout Session: Presentation and Cross-Question of ILT WAP (Presenters 5 & 6)	Panel of Evaluators
11:00-11:25AM	25 mins	Breakout Session: Presentation and Cross-Question of ILT WAP (Presenters 7 & 8)	Panel of Evaluators
11:25-11:50AM	25 mins	Breakout Session: Presentation and Cross-Question of ILT WAP (Presenters 9 & 10)	Panel of Evaluators
11:50AM-12:50PM	60 mins	Lunch Break	
12:50-1:00PM	10 mins	Afternoon Energizer	Program Management Team
1:00-1:25PM	25 mins	Breakout Session: Presentation and Cross-	Panel of Evaluators



		Question of ILT WAP (Presenters 11 & 12)	
1:25-1:50PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 13 & 14)	Panel of Evaluators
1:50-2:15PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 15 & 16)	Panel of Evaluators
2:15-2:30PM	15 mins	Health Break	
2:30-2:55PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 17 & 18)	Panel of Evaluators
2:55-3:20PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 19 & 20)	Panel of Evaluators
3:20-3:45PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 21 & 22)	Panel of Evaluators
3:45-4:10PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 23 & 24)	Panel of Evaluators
4:10-4:35PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 25 & 26)	Panel of Evaluators
4:35-4:45PM	10 mins	Daily Evaluation	Program Management Team
4:45-5:00PM	15 mins	PMT Debriefing	Program Management Team
6:00-7:30PM	90 mins	Dinner	
Day 2 August 7, 2025			
6:00-8:00AM	120 mins	Breakfast	
8:00-8:30AM	30 mins	Management of Learning	Program Management Team
8:30-8:55AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 27 & 28)	Panel of Evaluators
8:55-9:20AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 29 & 30)	Panel of Evaluators

9:20-9:45AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 31 & 32)	Panel of Evaluators
9:45-10:10AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 33 & 34)	Panel of Evaluators
10:10- 10:25AM	15 mins	Health Break	
10:25- 10:50AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 35 & 36)	Panel of Evaluators
10:50- 11:15AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 37 & 38)	Panel of Evaluators
11:15- 11:40AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 39 & 40)	Panel of Evaluators
11:40AM- 12:40PM	60 mins	Lunch Break	
12:40-1:00PM	20 mins	Afternoon Energizer	
1:00-1:25PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 41 & 42)	Panel of Evaluators
1:25-1:50PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 43 & 44)	Panel of Evaluators
1:50-2:15PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 45 & 46)	Panel of Evaluators
2:15-2:30PM	15 mins	Health Break	
2:30-2:55PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 47 & 48)	Panel of Evaluators
2:55-3:20PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 49 & 50)	Panel of Evaluators
3:20-3:45PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 51 & 52)	Panel of Evaluators
3:45-4:10PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 53 & 54)	Panel of Evaluators

4:10-4:35PM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 55 & 56)	Panel of Evaluators
4:35-4:45PM	10 mins	Daily Evaluation	Program Management Team
4:45-5:00PM	15 mins	PMT Debriefing	Program Management Team
6:00-7:30PM	90 mins	Dinner	
Day 3 August 8, 2025			
6:00-9:00AM	180 mins	Breakfast	
9:00-9:30AM	30 mins	Management of Learning	Program Management Team
9:30-9:55AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 57 & 58)	Panel of Evaluators
9:55-10:20AM	25 mins	Breakout Session: Presentation and Cross- Question of ILT WAP (Presenters 59 & 60)	Panel of Evaluators
10:20- 10:35AM	15 mins	Health Break	
10:35- 10:45AM	10 mins	Daily Evaluation	Program Management Team
10:25AM- 12:00PM	105 mins	Closing Program	Program Management Team
12:00-1:00PM	60 mins	Lunch Break	

CRITERIA FOR EVALUATION OF WAP PRESENTATION
Division Colloquium on Workplace Application Projects (WAP)
on Instructional Leadership Training (ILT)

Title of WAP: _____

Name of Presenter: _____

School: _____

I. Content of the Presentation and Project – 50%

SUB-CRITERIA	DESCRIPTION	POINTS
1.1 Relevance to ILT and early literacy goals	The WAP addresses key concepts and principles from the ILT and directly supports improved literacy learning conditions.	10 pts
1.2 Alignment with school needs	The project was based on real school-based data, learner profiles, or needs assessments.	5 pts
1.3 Innovation and creativity	The project introduces new, contextualized, or adaptive instructional leadership strategies.	10 pts
1.4 Use of data and evidence	Data was effectively used in identifying the problem, guiding implementation, and evaluating results.	10 pts
1.5 Sustainability and scalability	The WAP can be maintained using available resources and has the potential to be scaled or replicated in other schools.	10 pts
	Total	50 pts

II. Presentation Delivery – 30%

SUB-CRITERIA	DESCRIPTION	POINTS
2.1 Organization and flow	Presentation follows a logical structure (introduction, rationale, methods, results, conclusion).	10 pts
2.2 Visual aids	Slide deck is visually clear, well-formatted, and uses the official template with appropriate images/graphics and readable text.	5 pts
2.3 Time management	Presentation is within the 15-minute time limit.	5 pts
2.4 Delivery clarity	Presenter communicates clearly, using appropriate language and pace.	5 pts
2.5 Emphasis on key points	The presenter highlights significant project insights and results without overloading unnecessary details.	5 pts
	Total	30 pts

III. Presenter – 20%

SUB-CRITERIA	DESCRIPTION	POINTS
3.1 Confidence and stage presence	Demonstrates poise, professionalism, and comfort while speaking.	5 pts

3.2 Audience engagement	Presenter uses voice, tone, or body language to maintain interest; may include short anecdotes or rhetorical questions.	5 pts
3.3 Responsiveness to questions	Responds accurately and confidently to questions or feedback from panelists.	5 pts
3.4 Personal ownership	Shows deep understanding and commitment to the project (not read word-for-word, can speak about process with ease).	5 pts
	Total	20 pts

OVERALL SCORE: ____ / 100

General Comments or Suggestions:
