



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

October 1, 2025

**DIVISION MEMORANDUM**

No. 102, s. 2025

**DIVISION TRAINING OF SCHOOL LEADERS  
ON THE REVISED K TO 12 CURRICULUM**

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

1. The Department of Education, through the Curriculum and Teaching (CT) Strand and the 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. Relative to this, the Schools Division of Marinduque, through the School Governance and Operations Division, in collaboration with the Curriculum Implementation Division, under Project Quality HRD – TALINO (Training And Learning Initiatives for Non-teaching and teaching personnel), will conduct the **Division Training of School Leaders on the Revised K to 12 Curriculum** on **October 6-10, 2025** at **Balar Hotel and Spa, Balarang, Boac, Marinduque.**

3. This learning and development activity aims to provide professional development support to school leaders to ensure that they have an in-depth understanding of the general shape of the Revised K to 12 Curriculum. Specifically, it aims to equip school leaders with the necessary knowledge, skills, and competencies to effectively implement the curriculum this school year.

4. Participants in this training are the remaining untrained school leaders in the Division on the Revised K to 12 Curriculum for School Leaders. **All participants, resource speakers, and members of the Program Management Team (PMT) shall accomplish the online profiling on or before October 8, 2025 5:00PM through [bit.ly/DTSLParticipant2025](https://bit.ly/DTSLParticipant2025).** Any correction in name, position, and/or official station



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shall be made in their accomplished profiles. This training shall follow the “No Profile = No Certificate” policy in accordance with Division Memorandum No. 42, s. 2025.

4. 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.

5. 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 and position of their alternate at least a day before the scheduled training.

6. In accordance with DepEd Order No. 11, s. 2019 and DepEd Memorandum No. 44, s. 2023 titled “*Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*,” members of the NEAP National Technical Working Group (NTWG) shall be prioritized in the composition of the training’s program management team. Furthermore, the following mechanisms shall be applied:

a. Monitoring and Evaluation (M&E)

Level 1 (Reaction) – End-of-Day Evaluation

Level 2 (Learning) – Pretest and Posttest

Level 3 (Behavior) – Submission of Workplace Application Plan (WAP)

Level 4 (Results) – Improved Instructional Supervisory Skills

b. Issuance of Certificate of Participation

A Certificate of Participation shall be issued upon completion of the training as well as submission of the required outputs. This certificate shall indicate the total number of hours rendered in the training as well as the PPST covered.

c. Issuance of Certificate of Completion

A Certificate of Completion shall be issued upon submission of the finalized Workplace Application Plan and Accomplishment Report signed by the Schools Division Superintendent. Additional requirements include:

1. 85% passing rate in the posttest;
2. complete attendance in the training;
3. complete evaluation in the training; and
4. complete submission of outputs in the training.

7. **This learning and development activity is a Continuing Professional Development (CPD) accredited program by the Professional Regulation Commission (PRC) – Council for Professional Teachers. Hence, participants, trainers, and members of the Program Management Team, who are Licensed Professional Teachers (LPT), shall accomplish the registration form on or before October 8, 2025 through [bit.ly/DTSLRegistrationCPD2025](https://bit.ly/DTSLRegistrationCPD2025). Failure to register before the deadline may result in the non-issuance of applicable CPD credit units.**

8. DepEd Order No. 9, s. 2005, titled “*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*,” shall strictly be observed during the



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conduct of the training. School heads are expected to assign an Officer-in-Charge during the activity to prevent disruptions to services.

9. Accommodation, venue, meals, training supplies, and transportation expenses of all participants, resource speakers, and members of the PMT shall be charged to the SubARO RO-4B-25-01150, subject to existing accounting and auditing rules and regulations.

10. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of Resource Speakers
- b. Enclosure 3: List of PMT Members
- c. Enclosure 4: Terms of Reference
- d. Enclosure 5: Training Matrix

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

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

*LM*

Encls: As stated  
References: DepEd Order No. 9, s. 2005  
DepEd Order No. 11, s. 2019  
DepEd Memorandum No. 44, s. 2023  
Regional Memorandum HRDD-2025-095  
Division Memorandum No. 068-A s. 2023  
Division Memorandum No. 42, s. 2025

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

MONITORING AND EVALUATION

TRAINING PROGRAMS

/SGOD-HRDS-KDA



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**LIST OF PARTICIPANTS**

*Division Training of School Leaders on the Revised K to 12 Curriculum*

NAME	POSITION	SCHOOL
1. Delailah L. Lagria	Head Teacher I	Agot ES
2. Karen Mae L. Monteagudo	Teacher-in-Charge	Agumaymayan ES
3. Edwin M. Osinsao	Principal I	Balimbing ES
4. Ulysis J. Galloniga	Teacher-in-Charge	Bantauyan ES
5. Mario Jose M. Medalla	Head Teacher II	Buliasnin ES
6. Karen M. Labog	Teacher-in-Charge	Hinapulan ES
7. Romeo M. Malacas, Jr.	Principal I	Lupac-Tabigue ES
8. Eva P. Janda	Teacher-in-Charge	Mahinhin ES
9. Cresencia L. Landoy	Head Teacher III	Maligaya ES
10. Vincent L. Maderazo	Head Teacher III	Pawa ES
11. Merlie L. Llave	Head Teacher II	Pili-Balogo ES
12. Nelsie M. Mampusti	Head Teacher III	Celso M. Mataac Sr. ES
13. Rowena M. Racelis	Head Teacher III	Poras ES
14. Jose Jason L. Miciano	Teacher-in-Charge	Puting Buhangin ES
15. Ariel M. Peñaroyo	Head Teacher II	Sawi ES
16. Ronilo A. Nabing	Principal I	Tanza ES
17. Clarissa P. Jamig	Head Teacher III	Tumagabok ES
18. Fernando M. Panuculan	Head Teacher I	Amoingon ES
19. Helen L. Dela Cruz	Head Teacher I	Balagasan ES
20. Elsa Q. Lingon	Head Teacher III	Balaring-Caganhao ES
21. Henedina F. Monteras	Teacher-in-Charge	Bamban ES
22. Cleobilly J. Valentino	Principal I	Bantay ES
23. Melvin M. Logdat	Teacher-in-Charge	Binunga ES
24. Ricky H Mantal	Head Teacher II	Boi ES
25. Crizaldo T. Jinang	Teacher-in-Charge	Canat ES
26. Nemia O. Belda	Head Teacher III	Catubugan ES
27. Mary Amor F. Jandusay	Principal II	Cawit ES
28. Daryl S. Janda	Head Teacher I	Don Severino Lardizabal MS
29. Marlon F. Espiritu	Head Teacher I	Mansiwat PS
30. Junaira M. Pangcoga	Principal I	Tugos ES
31. Grace A. Cruzado	Teacher-in-Charge	Bagtingon ES
32. Arlene L. Lumagui	Principal I	Bancoro ES

33. Maribert S. De Los Santos	Head Teacher I	Bicas-Bicas ES
34. Oscar V. Manalo	Head Teacher III	Binunga ES
35. Adelaida M. Saguid	Principal II	Caigangan ES
36. Bobby C. Villavicencio	Head Teacher I	Daat PS
37. Francisco P. Quindoza	Principal I	Daykitin ES
38. Marinelle S. Marmol	Head Teacher II	Libas ES
39. Milarosa P. Salvacion	Teacher-in-Charge	Lipata ES
40. Marilyn M. Milambiling	Teacher-in-Charge	Malbog ES
41. Vanneza F. Morgado	Principal I	Sihi ES
42. Christian S. Fiegalan	Teacher-in-Charge	Timbo ES
43. Marvin M. Jinao	Teacher-in-Charge	Tungib ES
44. Junjun M. Sapungan	Principal I	Antipolo ES
45. Romel S. Sanchez	Head Teacher III	Aurora Sevilla Sotto ES
46. Jhoan S. Mandita	Principal I	Bacaho ES
47. Charlote Grace S. Larga	Teacher-in-Charge	Bacongbacong PS
48. Lyra Vanesa M. Sales	Teacher-in-Charge	Bahi ES
49. Rosenda S. Medina	Principal I	Banot-Mahunig ES
50. Mildred S. Madriaga	Head Teacher I	Banuyo ES
51. Mylene M. Forteza	Principal I	Bognuyan ES
52. Cecilia M. Eraya	Teacher-in-Charge	Cabugao ES
53. Mylene Jasmin L. Rolloque	Principal II	Dawis ES
54. Christian Merwyn M. Vitto	Teacher-in-Charge	Gaspar ES
55. Minerva A. Malabayabas	Principal I	Masiga ES
56. Susibeth M. Villaruel	Head Teacher III	Matandang Gasan ES
57. Carolyn A. Lining	Head Teacher III	Pangi ES
58. Analy V. Sapalaran	Head Teacher III	Pinggan ES
59. Franklin S. Palomares	Teacher-in-Charge	Quatis ES
60. Christian M. Narvas	Teacher-in-Charge	Tabionan ES
61. Venus D. Adonis	Principal I	Tapuyan ES
62. Jhonrex L. Sapunto	Principal II	Tiguion ES
63. Karen Krista L. Saliendrez	Teacher-in-Charge	Tiguion I ES
64. Alerma M. Ola	Principal I	Argao ES
65. Remen O. Manggol	Teacher-in-Charge	Bocboc ES
66. Reynaldo J. Ilagan Jr.	Principal I	Butansapa ES
67. Leo L. Mapacpac	Principal II	Capayang ES
68. Carina M. Magante	Head Teacher I	Danao ES

69. Alex M. Malbog	Head Teacher I	Guisian ES
70. Rowena L. Macunat	Teacher-in-Charge	Hinadharan ES
71. Tonette L. Ornedo	Teacher-in-Charge	Hinanggayon ES
72. Odette L. Malco	Principal I	Ino ES
73. Genevy M. Janda	Teacher-in-Charge	Janagdong ES
74. Maricon L. Manoos	Teacher-in-Charge	Lames ES
75. George V. Marciano	Head Teacher I	Magapua ES
76. Ruth F. Mangi	Teacher-in-Charge	Mampaitan PS
77. Lyra J. Nuñez	Head Teacher I	Mendez ES
78. Edgar L. Jardeleza	Principal II	Nangka ES
79. Eva Angelina R. Lampas	Principal I	Paye ES
80. Melanie M. Arce	Teacher-in-Charge	Pili ES
81. Aaron S. Labaguís	Teacher-in-Charge	Puting Buhangin ES
82. Marife L. Maano	Principal I	Sayao ES
83. Marilyn A. Garay	Teacher-in-Charge	Silangan ES
84. Alita L. Marciano	Head Teacher III	Sumangga ES
85. Arleen P. Rodelas	Teacher-in-Charge	Tarug ES
86. Rechie D. Hipe	Teacher-in-Charge	Malayak ES
87. Noemi P. Rey	Head Teacher III	Banogbog ES
88. Lucila R. Rodil	Head Teacher I	Biga es
89. Ricardo A. Del Mundo Jr.	Head Teacher II	Devilla ES
90. Ma. Amparo R. Miras	Teacher-in-Charge	Haguimit ES
91. Rona mae M. Paradero	Principal II	Makapuyat ES
92. Darwin Z. Pilar	Head Teacher III	Masalukot ES
93. Cristino O. Romasanta	Head Teacher III	Morales ES
94. Michelle L. Rivamonte	Head Teacher III	Pansoy ES
95. Gener J. Vitto	Head Teacher III	Pantayin ES
96. Mandy R. Piguerra	Head Teacher I	Pulong Parang ES
97. Gerry P. Rivamonte	Principal II	Tagum ES
98. Renato M. Cipriano	Head Teacher III	Tamayo ES
99. Diomer D. Dy	Principal I	Tambangan ES
100. Josephine L. Pastorfide	Principal II	Tawiran ES
101. Rosalina D. Regio	Principal I	Taytay ES
102. Ronnel R. Real	Principal II	Baliis ES
103. Marilyn R. Alaras	Principal I	Balogo ES
104. Randy P. Piramo	Head Teacher III	Banguangan PS

105.	Elmer L. De Luna	Teacher-in-Charge	Botilao ES
106.	Rhoda R. Rodelas	Head Teacher I	Dating Bayan ES
107.	Arlene R. Diaz	Principal II	Dolores ES
108.	Lorna Q. Rivamonte	Principal II	Hupi ES
109.	Rafael P. Ariola	Principal II	Ipil ES
110.	Alvin P. Reynoso	Teacher-in-Charge	Kalangkang ES
111.	Aldrin P. Reynoso	Principal I	Kamandugan ES
112.	Ma. Cristina P. Mangana	Principal I	Kasily ES
113.	Julio R. Constantino	Principal II	Lusok ES
114.	Edna R. De Luna	Head Teacher III	Punong ES
115.	Darwin R. Lego	Teacher-in-Charge	San Isidro ES
116.	Lina R. Rolloqui	Principal II	Santa Cruz North CS
117.	Maria Paz S. Pernia	Principal II	Buyabod ES
118.	Maria Cecilia R. Par	Principal II	Gabaldon ES
119.	Miriam F. Quiogue	Head Teacher II	Kaganhao ES
120.	Analiza R. Paulin	Head Teacher III	Kinyaman ES
121.	Romeo R. Palma	Principal I	Labo ES
122.	Rafael John G. Jao	Head Teacher I	Libjo ES
123.	George Giovanni P. Preclaro	Principal I	Lipa ES
124.	Marie Antonette A. Romasanta	Head Teacher III	Makulapnit ES
125.	Richard P. Ordillano	Principal I	Maniwaya ES
126.	Ma. DivinaM. Puente	Principal I	Manlibunan ES
127.	Apollo R. Pernia	Principal II	Matalaba ES
128.	Arnel R. Robles	Head Teacher III	Mongpong ES
129.	Annalisa P. Rodas	Principal I	Polo ES
130.	Allan M. Fajardo	Principal I	San Antonio ES
131.	Analy R. Buhay	Principal I	Tapian ES
132.	Guillerma P. Alvarez	Head Teacher III	Bangwayin ES
133.	Cristina C. Colopano	Head Teacher III	Banukbok PS
134.	Carol R. De Luna	Head Teacher II	Bayakbakin ES
135.	Rosa Lea R. Santelices	Head Teacher III	Bolo PS
136.	Meleah P. Rey	Head Teacher III	Bonliw ES
137.	Jaime R. Almonte	Principal II	Buangan IS
138.	Rosalia M. Almonte	Head Teacher I	Cabuyo ES
139.	Mario V. Almonte	Head Teacher I	Cagpo ES
140.	Virginia R. Grimaldo	Teacher-in-Charge	Kay Duke PS

141.	Oliva R. Rivadenera	Teacher-in-Charge	Mabuhay PS
142.	Zimre F. Fadriquela	Principal I	Makawayan ES
143.	Christopher Q. Recaña	Head Teacher I	Malinao ES
144.	Joan V. Pilar	Principal I	Maranlig ES
145.	Joselito P. Linga	Principal I	Marlangga ES
146.	Grace V. Cabral	Head Teacher III	Matuyatuya ES
147.	Allan P. Retardo	Head Teacher III	Pakaskasan PS
148.	Maria Vanissa R. Melendrez	Head Teacher III	Payanas ES
149.	Richard R. Zoleta	Head Teacher III	Poctoy ES
150.	Ludy A. Roldan	Principal I	Sibuyao ES
151.	Girlie W. Mirano	Head Teacher I	Sinambahan PS
152.	Marlon S. Valenzuela	Principal I	Suha ES
153.	Marites R. Pelobello	Head Teacher II	Talawan ES
154.	Edna M. Jalos	Principal II	Torrijos CS
155.	Darwin B. Mayo	Principal I	Argao NHS
156.	Kimberly G. Lastimosa	Teacher-in-Charge	Bagtingon NHS
157.	Norminda S. Mabao	Principal I	Bangbang NHS
158.	Marivic M. Zamora	Principal I	Bognuyan NHS
159.	Marife M. Moreno	Head Teacher I	Botilao NHS
160.	Michael Lou L. Monsanto	Head Teacher III	BNHS-Bagacay Annex
161.	Marcelo R. Naranjo	Head Teacher I	BNHS-Daykitin Annex
162.	Alfredo D. Moldon, Jr.	Head Teacher III	BNHS-Lipata Tungib Annex
163.	Ronald P. Giron	Head Teacher III	Hupi NHS
164.	Rowena M. Loto	Principal I	Ilaya NHS
165.	Dave Henry R. Nobleza	Teacher-in-Charge	Ipil NHS
166.	Emalyn R. Rodil	Principal I	Kasily NHS
167.	Miguelito E. Ricaplaza	Principal I	Kilo-Kilo NHS
168.	Alfonso R. Regenio	Teacher-in-Charge	Makapuyat NHS
169.	Maria Dolores A. Cabral	Head Teacher III	Masaguisi NHS
170.	Ederlyn C. Quezada	Principal I	Malibago NHS
171.	Rosalie M. Pernia	Head Teacher I	Maranlig NHS
172.	Maxima R. Marquez	Principal II	Matalaba NHS
173.	Elizabeth R. Paralejas	Principal I	Matuyatuya NHS
174.	Sheryl M. Mendoza	Head Teacher III	Mongpong NHS
175.	Evangeline S. Luarca	Head Teacher I	Puting Buhangin NHS
176.	Ramer M. Mansalapus	Head Teacher III	Sayao NHS

177.	Randy R. Candelaria	Teacher-in-Charge	Sibuyao NHS
178.	Ma. Cecilia S. Escaro	Head Teacher I	Tambangan NHS
179.	Antonio F. Zoleta	Head Teacher III	Torrijos SHS Stand-Alone

**LIST OF RESOURCE SPEAKERS**

*Division Training of School Leaders on the Revised K to 12 Curriculum*

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/OFFICE</b>
1. Dino S. Nepomuceno	Principal II	Cawit NCHS
2. Glen P. Espirituo	Principal I	Pag-asa ES
3. Dezza G. Perlas	Principal II	Buenavista CS
4. Thelma M. Salvacion	Principal II	Buenavista NHS
5. Mae Laarni M. Saporna	Principal I	Yook NHS
6. Erlan M. Maming	Principal III	Bangbang ES
7. Kathryn S. Asuncion	Principal IV	Gasan CS
8. Jimmy M. Romasanta	Principal I	Tiguion NHS
9. Marlita C. Vitto	Principal I	Tapuyan NHS
10. Gina M. Mapacpac	Principal III	Balanacan ES
11. Rhodora B. Peña	Principal II	Mogpog CS
12. Ma. Corazon A. Borja	Principal II	Mogpog NCHS
13. Ma. Leonora D. Imperio	Principal II	Alobo ES
14. Lourdes R. Balagwis	Principal I	Tagum NHS
15. Rowel S. Laririt	Principal II	Landy NHS
16. Marivic P. Plamio	Principal II	Santa Cruz South CS
17. Donna Bella R. Rocha	Principal I	Tigwi ES
18. Joey M. Mataac	Principal I	Dampulan ES
19. Cherry Ann F. del Mundo-Jalos	Principal I	Poctoy NHS
20. Jerome S. Catamio	Principal II	Tigwi NHS
21. Bernadette P. Requintel	Principal I	Bonliw NHS
22. Mary Rose S. Sotto	Head Teacher I	Paciano A. Sena MHS
23. Joseph L. Regis	Principal I	Nangka ES
24. Aniceto Jr. P. Regencia	Principal I	Dolores NHS
25. Kyle David V. Atienza	SEPS	SGOD-HRDS

**LIST OF PROGRAM MANAGEMENT TEAM MEMBERS**  
*Division Training of School Leaders on the Revised K to 12 Curriculum*

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ OFFICE</b>	<b>ROLE</b>
1. Maita M. Lazares	Education Program Supervisor/OIC-CES	SGOD	Program Manager
2. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	Program Manager
3. John M. Chavez	Chief Education Supervisor	CID	Learning Manager
4. Norman P. Romasanta	Principal II	Malibago ES	Learning Manager
5. Ruby M. Tan	Administrative Officer IV	OSDS	Logistics Officer
6. Jane Carla J. Larraquel	Administrative Officer II	OSDS	Logistics Assistant
7. Fretzie P. Alcantara	Senior Education Program Specialist	SGOD	M&E Officer
8. Rey R. Raymundo	Education Program Specialist II	SGOD	M&E Assistant
9. Glaiza T. Palatino	Education Program Specialist II	SGOD	Documenter
10. Clariza O. De Guzman	Assistant Principal II	Marinduque NHS	Documenter
11. Carl Angelo B. Lasac	Head Teacher I	BNHS - Sihi Annex	Documenter
12. Cherry Lou M. Morales	Administrative Officer II	OSDS	Secretariat
13. Fatima M. Villanueva	Administrative Assistant II	SGOD	Secretariat
14. Ma. Monique J. De Luna	Principal I	Puyog ES	Secretariat
15. Perry N. Jardiniano	Nurse II	SGOD	Welfare Officer
16. Kym Luzette S. Maming	Nurse II	SGOD	Welfare Officer
17. Jarrence S. Narito	Nurse II	SGOD	Welfare Officer
18. TBI	Nurse II	SGOD	Welfare Officer
19. TBI	Nurse II	SGOD	Welfare Officer
20. TBI	Nurse II	SGOD	Welfare Officer
21. TBI	Nurse II	SGOD	Welfare Officer
22. TBI	Nurse II	SGOD	Welfare Officer
23. TBI	Nurse II	SGOD	Welfare Officer

**TERMS OF REFERENCE**

*Division Training of School Leaders on the Revised K to 12 Curriculum*

ROLE	DUTIES AND FUNCTIONS
<ul style="list-style-type: none"> <li>Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design</li> <li>Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>Assists in conducting debriefing with the PMT and resource speakers/subject matter experts</li> <li>Leads in crafting the Program Completion Report</li> </ul>
<ul style="list-style-type: none"> <li>Learning Manager</li> </ul>	<ul style="list-style-type: none"> <li>Ensures that the program is carried out based on a detailed design in collaboration with the resource persons/subject-matter experts</li> <li>Prepares and maintains a conducive learning environment by addressing emerging learning needs</li> <li>Assists in conducting debriefing with the PMT and resource speakers/ subject matter experts in the session room</li> <li>Checks that session rooms are always ready for use and conducive to learning</li> </ul>
<ul style="list-style-type: none"> <li>M&amp;E Officer</li> </ul>	<ul style="list-style-type: none"> <li>Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> <li>Administers and analyzes the results of the Level 1 evaluation to be presented during debriefing.</li> <li>Assists the HRD in administering and analyzing the results of the Level 2 evaluation</li> <li>Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report</li> </ul>
<ul style="list-style-type: none"> <li>Documenter</li> </ul>	<ul style="list-style-type: none"> <li>Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>Takes photos of the different parts of the program delivery</li> </ul>
<ul style="list-style-type: none"> <li>Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>Attends to the registration needs of learners</li> <li>Ensures that learners fill out attendance sheets every day</li> <li>Ensures that learners fill out the acknowledgment forms and meal attendance</li> <li>Assists in the distribution of learning materials and supplies</li> <li>Assists in posting and collection of session outputs</li> <li>Compiles session documents and learning resource materials</li> <li>Serves as master of the ceremony</li> </ul>
<ul style="list-style-type: none"> <li>Logistics Officer</li> </ul>	<ul style="list-style-type: none"> <li>Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program</li> <li>Leads ocular inspection of venues to ensure adherence to standards and specifications</li> <li>Checks that session rooms are always ready for use and conducive to learning</li> </ul>
<ul style="list-style-type: none"> <li>Welfare Officer</li> </ul>	<ul style="list-style-type: none"> <li>Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue</li> <li>Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource</li> </ul>

	speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.)
<ul style="list-style-type: none"> <li>• Resource Speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>• Provides expert content input during learning sessions</li> </ul>

**ACTIVITY MATRIX**

*Division Training of School Leaders on the Revised K to 12 Curriculum*

TIME	MINUTES	TITLE OF THE SESSION	IN-CHARGE
<b>DAY 0 (October 6, 2025)</b>			
8:00AM-2:00PM	360	Travel Time of Participants	N/A
2:00-3:00PM	60	Registration and Check-In of Participants	Program Management Team
3:00-4:30PM	90	Opening Program	Program Management Team
4:30-5:00PM	30	Pre-Test	Program Management Team
6:00-7:00PM	60	Dinner	N/A
<b>DAY 1 (October 7, 2025)</b>			
6:30-8:00AM	90	Breakfast	N/A
8:00-8:30AM	30	Management of Learning	Program Management Team
8:30-10:00AM	90	<b>Session 1: Systems Thinking Through Whole School Approach: Advancing People Effectiveness</b>	<b>F1: Erlan M. Maming F2: Rowel S. Laririt</b>
10:00-10:15AM	15	Health Break	N/A
10:15-11:45AM	90	<b>Session 2: Bridging the Gaps: Leading Curriculum Progression Across Key Stages</b>	<b>F1: Joseph L. Regis F2: Dino S. Nepomuceno</b>
11:45AM-12:45PM	60	Lunch Break	N/A
12:45-1:00PM	15	Energizer	Program Management Team
1:00-2:30PM	90	<b>Session 3: Empowering Pedagogy: Strengthening Instructional Coaching and Support</b>	<b>F1: Dr. Kathryn S. Asuncion F2: Marlita C. Vitto</b>
2:30-2:45PM	15	Health Break	N/A
2:45-4:15PM	90	<b>Session 4: Leadership through Assessment: From Classroom Evidence to School-Wide</b>	<b>F1: Mae Laarni M. Saporna F2: Thelma M. Salvacion</b>
4:15-4:30PM	15	End-of-Day Evaluation	Program Management Team
4:30-4:45PM	15	Debriefing	Program Management Team
6:00-7:00PM	60	Dinner	N/A
<b>DAY 2 (October 8, 2025)</b>			
6:30-8:00AM	90	Breakfast	N/A
8:00-8:30AM	30	Management of Learning	Program Management Team

8:30-10:00AM	90	<b>Session 5: Curriculum Teaching and Learning Resources</b>	<b>F1: Aniceto Jr. P. Regencia F2: Dr. Gina M. Mapacpac</b>
10:00-10:15AM	15	Health Break	N/A
10:15-11:45AM	90	<b>Session 6: Navigating the School Context: Leading with Purpose</b>	<b>F1: Ma. Leonora D. Imperio F2: Marivic C. Plamio</b>
11:45AM-12:45PM	60	Lunch Break	N/A
12:45-1:00PM	15	Energizer	Program Management Team
1:00-2:30PM	90	<b>Session 7: Context-Driven Professional Development Planning</b>	<b>F1: Joey M. Mataac F2: Jerome S. Catamio</b>
2:30-2:45PM	15	Health Break	N/A
2:45-4:15PM	90	<b>Session 8: Context-Driven PD Programs: Adoption and Growth for Impact</b>	<b>F1: Dezza G. Perlas F2: Donna Bella R. Rocha</b>
4:15-4:30PM	15	End-of-Day Evaluation	Program Management Team
4:30-4:45PM	15	Debriefing	Program Management Team
6:00-7:00PM	60	Dinner	N/A
<b>DAY 3 (October 9, 2025)</b>			
6:30-8:00AM	90	Breakfast	N/A
8:00-8:30AM	30	Management of Learning	Program Management Team
8:30-10:00AM	90	<b>Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs</b>	<b>F1: Glenn P. Espirituo F2: Rhodora B. Pena</b>
10:00-10:15AM	15	Health Break	N/A
10:15-11:45AM	90	<b>Session 10: Driving Impact through School Masterplan for Professional Development</b>	<b>F1: Dr. Jimmy M. Romasanta F2: Mary Rose S. Sotto</b>
11:45AM-12:45PM	60	Lunch Break	N/A
12:45-1:00PM	15	Energizer	Program Management Team
1:00-2:30PM	90	<b>Session 11: Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership</b>	<b>F1: Dr. Cherry Ann DM. Jalos F2: Bernadette Requentel</b>
2:30-2:45PM	15	Health Break	N/A

2:45-4:15PM	90	<b>Session 12: Action Research / Analytics / Reflection</b>	<b>F1: Dr. Ma. Corazon A. Borja F2: Lourdes M. Balagwis</b>
4:15-4:30PM	15	End-of-Day Evaluation	Program Management Team
4:30-4:45PM	15	Debriefing	Program Management Team
6:00-7:00PM	60	Dinner	N/A
<b>DAY 4 (October 10, 2025)</b>			
6:30-8:00AM	90	Breakfast	N/A
8:00-8:30AM	30	Management of Learning	Program Management Team
8:30-10:00AM	90	<b>Session 13: Workplace Application Plan</b>	<b>Mr. Kyle David V. Atienza</b>
10:00-10:30AM	30	Health Break	N/A
10:30AM-12:00NN	90	<b>Closing Program</b>	Program Management Team
12:00NN-1:00PM	60	Lunch Break	N/A
1:00PM onwards		Travel Time of Participants	N/A