



Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

February 3, 2026

DIVISION MEMORANDUM

No. 013, s. 2026

**1st QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF
PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2026**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Section Heads and Personnel
School Heads, Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. The Schools Division of Marinduque will conduct the 1st Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2026 on February 16, 2026, at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
2. The activity aims to:
 - a. enhance the capability of the school heads in leading the implementation of DepEd programs, projects, and activities by providing informative inputs and updates regarding various policies and guidelines;
 - b. identify specific issues and concerns of the schools in the implementation of DepEd PPAs;
 - c. provide workable and immediate solutions to issues and concerns raised by and directed to the three functional divisions, schools, and learning centers; and
 - d. facilitate discussions, agreements, planning, and actions on matters related to school management.
3. Participants in this activity are the school heads of elementary, secondary, and integrated schools, District ALS Coordinators, Section Heads, Senior Education Program Specialists, Public Schools District Supervisors, and Education Program Supervisors.
4. The participants shall pay a registration fee of Php 400.00 to cover the expenses for food. The registration fee of school heads shall be charged to School MOOE while that of Division Office-based participants (including the PSDSs and District ALS) shall be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.



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5. To minimize the hassle of paying for the registration on the day of the activity and to facilitate the required procurement process, all participants from schools are instructed to pre-register at the Cash Section of the Schools Division Office on or before February 11, 2026.
6. Attendance is a must. Participants shall observe maximum health protocols and precautionary measures throughout the activity.
7. The host of the 1st Quarter Leadership Enhancement will be Boac North and Mogpog Districts.
8. The Division IT Unit shall assist the host with the concerns regarding sounds and IT, while the designated Meeting Secretariat shall take the minutes of the meeting.
9. Please see the attached Matrix for the provisional agenda and the flow of activities.
10. Immediate dissemination of the contents of the Memorandum is highly desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Division Perpetual Index
Under the following subjects

EMPLOYEES

MEETINGS

TRAINING PROGRAMS

CID/JMC/LEIPPD 1st Quarter of 2026/February 3, 2026



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Enclosure 1

1st QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2026

| Time | Topic | In-Charge |
|---------------------|---|---|
| 7:00 AM – 7:30 AM | Registration | LEIPPD Host Division/Unit |
| 7:31 AM – 8:00 AM | Opening Program | c/o Host Districts |
| 8:01 AM – 9:30 AM | LEIPPD Proper | |
| | Roll Call | Mrs. May Bernadeth O. Dela Rosa AOV |
| | Call to Order | Dr. Lynn G. Mendoza OIC, Schools Division Superintendent |
| | <ul style="list-style-type: none"> Adoption of the Minutes of the Previous LEIPPD Business Arising from the Minutes of the LEIPPD Reading and Adoption of the Agenda | Dr. Mabel F. Musa Asst. Schools Division Superintendent |
| 9:31 AM – 9:50 AM | • Health Break | |
| 9:51 AM – 11:00 AM | • ASDS's Time | Dr. Mabel F. Musa Asst. Schools Division Superintendent |
| 11:01 AM – 12:00 NN | <ul style="list-style-type: none"> Updates from CID Other Matters | Mr. John M. Chavez Chief Education Supervisor, CID |
| 12:01 PM – 1:00 PM | • Lunch Break | |
| 1:01 PM – 2:00 PM | <ul style="list-style-type: none"> Updates from SGOD Other Matters | Mrs. Maita M. Lazares Chief Education Supervisor, SGOD |
| 2:01 PM – 3:00 PM | <ul style="list-style-type: none"> Updates from the Administrative Unit QMS Update on Housekeeping Guidelines Other Matters | Mrs. May Bernadeth O. Dela Rosa Administrative Officer V |
| 3:01 PM – 5:00 PM | • SDS's Time | Dr. Lynn G. Mendoza OIC – Schools Division Superintendent |
| 5:00 PM – onwards | • Adjournment | |