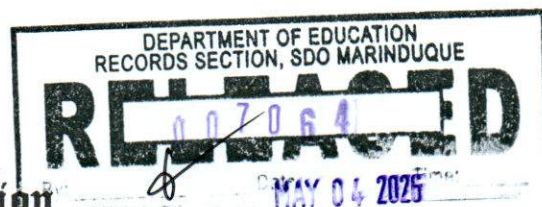




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-083

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor, Buenavista District
School Head, Buenavista National High School
All Others Concerned

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

SUBJECT: **PARTICIPANTS IN THE MENTORING THE MENTORS
FOR THE SUBJECT CONTENT PROFESSIONAL DEVELOPMENT
PROGRAM (SCPDP)**

DATE: April 30, 2026

1. Memorandum DM-OULS-2026-076 titled "Conduct of the Subject Content Professional Development Program (SCPDP)," from the Office of the Office of the Undersecretary for Learning Systems, Asec. Carmela C. Oracion, as updated by an Unnumbered Advisory from the National Educators Academy of the Philippines (NEAP), the Mentoring of Mentors for the Subject Content Professional Development Program (SCPDP) will be conducted on the dates and venues stated below:

ACTIVITY	DATE	VENUE
Mentoring the Mentors for Key Stage 2 Filipino, Araling Panlipunan, and Mathematics	May 3-8, 2026	NEAP Facility, Baguio Teachers Camp, Baguio City
Mentoring the Mentors for Key Stage 3 Filipino, Araling Panlipunan, MAPEH, and SNED	June 7-12, 2026	NEAP Facility, Baguio Teachers Camp, Baguio City

2. In relation to this, the Division Human Resource Development Committee, has identified and endorsed the following personnel based on the qualification standards outlined in DM-OULS-2026-076:

NO	NAME	POSITION	SCHOOL/OFFICE	ACTIVITY TO PARTICIPATE IN
1	Thelma M. Salvacion	Principal II	Buenavista National High School	Mentoring the Mentors for Key



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Email: marinduque@deped.gov.ph
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				Stage 2 Araling Panlipunan
2	Dr. Ma. Corazon A. Borja	Education Program Supervisor	Curriculum Implementation Division	Mentoring the Mentors for Key Stage 3 Araling Panlipunan
3	Romualdo O. Magculang	Education Program Supervisor	Curriculum Implementation Division	Mentoring the Mentors for Key Stage 3 SNED

3. The identified participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity. Furthermore, they are expected to check in and attend the opening program at 3:00 PM during Day 0.

4. The participants' transportation, per diem, and other incidental expenses shall be charged to the 2026 Division HRD Fund, subject to usual accounting and auditing rules and regulations. **They shall coordinate with the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) for proper and timely preparation of their required travel documents.**

5. Attached as references are the Indicative Program of Activities and Meal Provision Guide, Check-in and Check-out Details.

6. DepEd Order No. 9, s. 2005, otherwise known as *"Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith,"* shall strictly be observed during the conduct of the training. School heads are expected to employ necessary strategies to avoid disruption of classes. Furthermore, they are expected to assign an Officer-in-Charge during the activity to prevent disruptions to services.

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

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

/SGOD-HRDS-KDA



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**Indicative Program of Activities
 Mentoring the Mentors**

Day/Time	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 – 8:30 am	Arrival of Participants	8:00 – 9:00 am Registration of Participants	Management of Learning			
8:30 – 9:00 am			Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area
9:00 – 10:00 am			MORNING BREAK			
10:00 – 10:30 am						
10:30 am – 12:00 nn		Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area
12:00 – 1:00 pm		LUNCH BREAK				
1:00 – 2:00 pm		Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area



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2:00 – 3:00 pm	3:00 – 4:30 pm Opening Program Preliminaries National Anthem Prayer Welcome Message Kumustahan Levelling of Expectations Norms Setting Schedule of Activities Program and Activity Objectives					Closing Program
3:00 – 3:30 pm		AFTERNOON BREAK				
3:30 – 4:30 pm		Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Home Sweet Home
4:30-5:30 pm		Program Management Team Debriefing				



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Enclosure 6

Meal Provision Guide, Check In and Check Out Details

Participants attending the **Review and Enhancement of Training Resource Packages** shall **check in at 3:00 p.m. on Sunday** and **check out at 12:00 noon on Thursday**, whereas participants for the **Mentoring the Mentors** activity shall **check out on Friday**. Dinner shall be the first meal served, and the afternoon snack shall be the final meal provided.

Meal Provision Guide – Review and Enhancement of Training Resource Packages

Meals	Sunday	Monday	Tuesday	Wednesday	Thursday
Breakfast		√	√	√	√
AM Snack		√	√	√	√
Lunch		√	√	√	√
PM Snack		√	√	√	√
Dinner	√	√	√	√	

Meal Provision Guide – Mentoring the Mentors

Meals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		√	√	√	√	√
AM Snack		√	√	√	√	√
Lunch		√	√	√	√	√
PM Snack		√	√	√	√	√
Dinner	√	√	√	√	√	