



Republic of the Philippines

**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

**Office of the Schools Division Superintendent**

June 1, 2026

**DIVISION MEMORANDUM**

No. 054, s. 2026

**2<sup>ND</sup> 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 2<sup>nd</sup> Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2026 on June 4, 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 no longer pay a registration fee to cover their food expenses. Hence, they are advised to bring their own food. Meanwhile, 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.



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**E-mail:** [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
**Website:** <https://depedmarinduque.com>

5. Attendance is a must. Participants shall adhere to the maximum health protocols and precautionary measures throughout the activity.
6. The host of the 2<sup>nd</sup> Quarter Leadership Enhancement will be Santa Cruz North and Santa Cruz South.
7. 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.
8. Please see the attached Matrix for the provisional agenda and the flow of activities.
9. 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 2<sup>nd</sup> Quarter/ June 1, 2026*



**Address:** T. Roque St., Malusak, Boac, Marinduque  
**Tel. No.:** (042) 754-0247 • **Fax No.:** (042) 332-1611  
**E-mail:** [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
**Website:** <https://depedmarinduque.com>

**Enclosure 1**

**2<sup>nd</sup> QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2025**

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



Address: T. Roque St., Malusak, Boac, Marinduque  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 E-mail: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Website: <https://depedmarinduque.com>