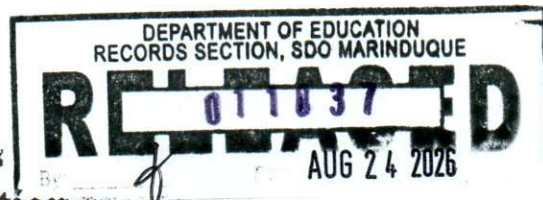




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2026-170

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

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

SUBJECT:  **CALL FOR NOMINATION OF PARTICIPANTS IN THE PROFESSIONAL DEVELOPMENT PROGRAM TITLED "HAMUSAPAN: AN ENGLISH ENHANCEMENT TRAINING PROGRAM FOR DEPED TEACHERS"**

DATE: August 18, 2026

1. Based on the consolidated Learning and Development (L&D) Needs Assessment for School Year 2025–2026, Philippine Professional Standards for Teachers (PPST) Indicator 1.7.2 – *"Use effective verbal and non-verbal classroom communication strategies to support learner understanding, participation, engagement, and achievement"* ranked as one of the highest-priority competency gaps requiring intervention. In response, the Schools Division of Marinduque, in partnership with Marinduque State University – College of Education, will conduct the Professional Development (PD) program titled **"HAMUSAPAN: An English Enhancement Training Program for DepEd Teachers"** on **September 19, September 26, and October 3, 2026**, at **Marinduque State University – Boac Campus, Tanza, Boac, Marinduque**.

2. The L&D activity is designed to strengthen teachers' English language proficiency and communication competencies for effective instructional and professional practice. It focuses on the practical application of English language skills in authentic teaching and workplace contexts, including verb forms and academic objective writing, construction of clear and coherent academic statements, appropriate use of Bloom's Taxonomy verbs, parallel structure, grammatical accuracy, and effective language use.

3. In preparation for the abovementioned L&D activity, this Office announces the **Call for Nomination of Participants**. Nominees shall meet the following minimum qualifications:

- a. currently serving as a public school teacher;
- b. committed to actively participate in all sessions of the three-day training



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- program;
- c. willing to accomplish and submit the prescribed Declaration of Availability and Willingness; and
 - d. has identified learning and development needs that may be addressed by the PD program.
4. School heads may nominate as many qualified teachers as may be necessary from their respective schools. **Nominations shall be submitted through bit.ly/HAMUSAPANNomination on or before September 4, 2026.**
5. **The following supporting documents shall likewise be submitted to the SGOD-Human Resource Development Section (HRDS) through the OSDS-Records Section on or before September 4, 2026:**
- a. copy of the nominee's approved Individual Development Plan (IDP), Part IV of the IPCRF for SY 2025-2026;
 - b. copy of the nominee's valid PRC Professional Identification Card (PIC); and
 - c. accomplished Declaration of Availability and Willingness.
- The templates for the nomination form and Declaration of Availability and Willingness may be accessed and downloaded through the Division L&D Repository at bit.ly/LDRepositoryMdq.
6. In identifying nominees, school heads are respectfully requested to consider not only the learning and development needs of prospective participants but also their overall health condition, physical capacity, and possible travel-related limitations. Considering that participants may need to travel considerable distances between their residences and the training venue outside regular working hours, nominees should be able to participate effectively and consistently throughout the duration of the program.
7. A total of one hundred (100) participant slots have been allocated by Marinduque State University for the conduct of the program. In view of the limited number of available slots, submission of a nomination shall not automatically constitute confirmation of participation.
8. The Division Human Resource Development Committee (HRDC), through the SGOD-HRDS, shall evaluate all nominations based on the prescribed qualifications, identified L&D needs, submitted supporting documents, and availability of training slots. The final list of selected participants shall be issued through a separate Division Memorandum.
9. Participants who satisfactorily complete the prescribed requirements of the training shall be entitled to up to twelve (12) Continuing Professional Development (CPD) credit units and applicable Vacation Service Credits (VSC), subject to the provisions of DepEd Order No. 013, s. 2024 and other existing rules and regulations.
10. The following documents are attached to this Memorandum for reference:
- a. Template of Nomination Form; and
 - b. Declaration of Availability and Willingness.

11. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist, SGOD-Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.
12. Immediate dissemination of and compliance with this Memorandum are desired.

/SGOD-HRDS-KDA



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TEMPLATE OF NOMINATION FORM

HAMUSAPAN: An English Enhancement Training Program for DepEd Teachers

[Date]

The Schools Division Superintendent

Department of Education – Schools Division of Marinduque
Malusak, Boac, Marinduque

Attention: **Mrs. MAITA M. LAZARES**
Chief Education Supervisor
School Governance and Operations Division

Madam:

Respectfully nominating the following teachers as participants in the Professional Development (PD) program titled “HAMUSAPAN: An English Enhancement Training Program for DepEd Teachers” on September 19, September 26, and October 3, 2026, at Marinduque State University – Boac Campus, Tanza, Boac, Marinduque.

NO.	NAME	POSITION	DEPED EMAIL ADDRESS	SEX
1				
2				
3				
4				
5				

Attached are the required documents to support their nominations.

For your consideration.

Very truly yours,

SIGNATURE OVER PRINTED NAME

Position of School Head

DECLARATION OF AVAILABILITY AND WILLINGNESS

HAMUSAPAN: An English Enhancement Training Program for DepEd Teachers

I, **[Name]**, a **[Position]** of **[School]** under the Schools Division of Marinduque, hereby declare my full availability and willingness to attend and actively participate in the Professional Development (PD) program titled "HAMUSAPAN: An English Enhancement Training Program for DepEd Teachers" on September 19, September 26, and October 3, 2026, at Marinduque State University – Boac Campus, Tanza, Boac, Marinduque.

I understand that the conduct of the training is on weekends and outside of regular working hours. Despite this, I voluntarily commit to attending the training sessions in full, participating actively in all activities, and accomplishing all expected outputs. Furthermore, I express my willingness to cascade the learning to my co-teachers and colleagues within the Division, district, and school through School-Based Learning Action Cell (SLAC) sessions and/or other appropriate mechanisms.

This declaration is made to express my sincere support for the Department of Education's thrust in ensuring the continuous professional development of its teachers.

Done this [day] day of [Month], 2026 at [Address].

SIGNATURE OVER PRINTED NAME

Position

School