



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

Office of the Schools Division Superintendent

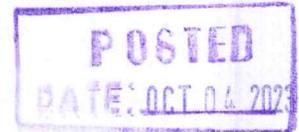
Department of Education  
Division of Marinduque  
**RECORDS SECTION  
RELEASED**

Name: **002725**

Signature: *[Handwritten Signature]*

OCT 04 2023 Time: \_\_\_\_\_

October 3, 2023



**DIVISION MEMORANDUM**

No. 58, s. 2023

**3<sup>RD</sup> QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2023**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Section Heads and Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

1. With the emerging trends in the basic education and in view of the implementation of MATATAG Agenda, the Schools Division of Marinduque will hold its **3<sup>rd</sup> Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2023** at the Schools Division Office Conference Hall on October 6, 2023.
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; and
  - c. provide workable and immediate solutions to issues and concerns.
3. The expected participants are the following:
  - a. Public Elementary School Heads
  - b. Public Secondary School Heads
  - c. District ALS Coordinators
  - d. Chief Education Supervisors
  - e. Education Program Supervisors
  - f. Public Schools District Supervisors
  - g. Accountant III
  - h. Administrative Officer V & IV
  - i. Attorney III
  - j. IT Officer I
  - k. Medical Officer III
  - l. Engineer III



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- m. Information Officer
- n. DRRM Coordinator
- o. Senior Education Program Specialists
- p. EPS for ALS

4. The participants shall pay a registration fee of P 400.00 to defray expenses on food. The registration fee of school heads shall be charged to School MOOE while that of the 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.

5. To minimize the hassle of paying for the registration fee on the day of the activity and to facilitate the required procurement process, all participants from the schools are instructed to **pre-register at the Cash Section of the Schools Division Office before October 6, 2023.**

6. All school heads shall bring data on enrolment and number of teachers, to be used during the workshop in the afternoon session of the activity.

7. Attendance is a must. Participants are ordered to observe maximum health protocols and precautionary measures throughout the Leadership Enhancement. The personnel of the School Health Section of SGOD are instructed to ensure the implementation of precautionary measures in the duration of the activity.

8. The host of this 3<sup>rd</sup> Quarter Leadership Enhancement will be School Governance and Operations Division (SGOD). The Division IT Services Section shall assist on the concerns regarding sounds and IT while the designated Meeting Secretariat shall take the minutes of the activity.

9. Please find the attached Matrix for the provisional agenda and the flow of activities.

10. Immediate dissemination of the contents of this Memorandum is highly desired.



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

Reference: None

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

MANAGEMENT COMMITTEE

PERSONNEL

TRAINING



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**3<sup>rd</sup> Quarter Leadership Enhancement for the Implementation  
of Programs and Projects For Calendar Year 2023**

<b>Time</b>	<b>Topic</b>	<b>In-Charge</b>
7:00 - 7:30	Registration/ Log-In Time	Leadership Enhancement Host Division/ Unit
7:30 - 8:00	Opening Program	
8:00 - 8:30	<b>Leadership Enhancement Proper Part I.</b> <ul style="list-style-type: none"> <li>• Roll Call/ Determination of Quorum</li> <li>• Call to Order</li> <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 Agenda</li> </ul>	<b>May Bernadeth O. Dela Rosa</b> AO V <b>Lynn G. Mendoza, EdD</b> SDS <b>Felix M. Famaran</b> ASDS
8:30 - 10:00	<b>Superintendent's Time</b> <ul style="list-style-type: none"> <li>• Updates from the Regional ManCom Meeting</li> <li>• Other Matters</li> </ul>	<b>Lynn G. Mendoza, EdD</b> SDS
10:00 - 10:30	<ul style="list-style-type: none"> <li>• Updates on OPCRf of School Heads for 20223-2024</li> <li>• Other Matters</li> </ul>	<b>Felix M. Famaran</b> ASDS
10:30 - 11:00	<ul style="list-style-type: none"> <li>• Reiteration of Policies and Protocols on Application for Travel Abroad</li> </ul>	<b>May Bernadeth O. Dela Rosa</b> Administrative Officer V
11:00 - 11:30	<ul style="list-style-type: none"> <li>• SGOD Announcements/ Concerns</li> </ul>	<b>Maria Cecilia S. Manay</b> Chief Education Supervisor, SGOD
11:30 - 12:00	<ul style="list-style-type: none"> <li>• CID Announcements and Concerns</li> </ul>	<b>John M. Chavez</b> Chief Education Supervisor, CID
12:00 - 1:00	LUNCH BREAK	
1:00 - 1:30	<ul style="list-style-type: none"> <li>• Review on Allowable Expenses for MOOE</li> <li>• Status of Liquidation/ Downloading of MOOE and Other Funds</li> </ul>	<b>John Dhelter P. Pastrana</b> Accountant III
1:30 - 2:30	<ul style="list-style-type: none"> <li>• Class Organization/ Class Size</li> <li>• Teacher Requirements</li> <li>• Class Parameters</li> </ul>	<b>Marisol O. Luarca</b> Planning Officer
2:30 - 4:00	<ul style="list-style-type: none"> <li>• Workshop on Class Organization/ Excess and Shortage of Teachers based on the Parameters</li> </ul>	To be assisted by All PSDSs
4:00 - 4:30	<ul style="list-style-type: none"> <li>• Other Announcements</li> <li>• Clearing House</li> <li>• Distribution of Certificates</li> </ul>	
4:30 - 5:00	<ul style="list-style-type: none"> <li>• Vote of Thanks</li> <li>• Adjournment</li> </ul>	Leadership Enhancement Host Division/ Unit