



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
**RECORDS SECTION
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No. 000378
Signature: [Signature]
Date: FEB 01 2024

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

January 30, 2024

DIVISION MEMORANDUM

No. 09, s. 2024

**1ST QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF
PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2024**

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 **1st Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2024** at the Schools Division Office Conference Hall on February 6, 2024.
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. Participants are 44 Schools Division Office Personnel (ExeCom Members, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, and Section Heads), 183 Elementary School Heads, 46 Secondary School Heads, and nine (9) District ALS Coordinators.
4. The participants shall pay a registration fee of P400.00 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.

*"DepED Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



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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 on or before February 2, 2024.**
6. Attendance is a must. Participants must observe maximum health protocols and precautionary measures throughout the Leadership Enhancement.
7. The host of this 1st Quarter Leadership Enhancement will be Sta. Cruz East and Sta. Cruz South Districts.
8. The Division IT Services Section shall assist the host 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.

For: 

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:

MANAGEMENT COMMITTEE PERSONNEL TRAINING

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**1st Quarter Leadership Enhancement for the Implementation
of Programs and Projects for Calendar Year 2024**

Time	Topic	In-Charge
7:00 AM - 7:30 AM	Registration/ Log-In Time	Leadership Enhancement Host Division/ Unit
7:30 AM – 8:00 AM	Opening Program	
8:00 AM – 9:30 AM	Part I - Welcome Program for Dr. Mabel F. Musa - Assistant Schools Division Superintendent	c/o Host Districts
9:30 AM – 10:00 AM	Part II - LEIPPD Proper <ul style="list-style-type: none"> • Roll Call 	Mrs. May Bernadeth O. Dela Rosa AO V
	<ul style="list-style-type: none"> • Call to Order 	Dr. Lynn G. Mendoza 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 	Mrs. Ma. Cecilia S. Manay Chief Education Supervisor, SGOD
10:00 AM – 10:15 AM	<ul style="list-style-type: none"> • Health Break 	
10:15 AM– 11:15 AM	Superintendent’s Time <ul style="list-style-type: none"> • Updates from the Regional ManCom Meeting • Other Matters 	Dr. Lynn G. Mendoza SDS
11:15 AM– 12:15 PM	ASDS’s Time <ul style="list-style-type: none"> • Updates from ASDS • Other Matters 	Dr. Mabel F. Musa ASDS
12:15 PM – 1:15 PM	<ul style="list-style-type: none"> • Lunch Break 	
1:15 PM - 2:15 PM	<ul style="list-style-type: none"> • Updates from CID • Other Matters 	Mr. John M. Chavez Chief Education Supervisor, CID
2:15 PM - 3:15 PM	<ul style="list-style-type: none"> • Updates from SGOD • Other Matters 	Mrs. Ma. Cecilia S. Manay Chief Education Supervisor, SGOD
3:15 PM - 4:15 PM	<ul style="list-style-type: none"> • Updates from Administrative Services • Other Matters 	Mrs. May Bernadeth O. Dela Rosa AO V/ Admin
4:15 PM -5:00 PM	<ul style="list-style-type: none"> • Updates from Finance Services • Other Matters 	Mr. John Dhelter P. Pastrana Accountant III Mrs. Arlene M. Marasigan AO V/ Budget
5:00 PM	<ul style="list-style-type: none"> • Adjournment 	

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