



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



Office of the Schools Division Superintendent

April 29, 2024

**DIVISION MEMORANDUM**

No. 31, s. 2024

**2<sup>ND</sup> QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2024**

TO: Asst. 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 Curriculum, the Schools Division of Marinduque will hold its **2<sup>nd</sup> Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2024** at the SDO Marinduque Conference Hall on May 7 (Elementary) and May 8 (Secondary), 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 Php 400.00 to defray expenses on food. The registration fee of school heads shall be charged to School MOOE while that off Division

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



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque

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 on the day of the activity and to facilitate the required procurement process, all participants from schools are instructed to **pre-register at the Cash Section of the Schools Division Office on or before May 3, 2024.**
6. Attendance is a **must**. Participants must observe maximum health protocols and precautionary measures throughout the activity.
7. The host of the 2<sup>nd</sup> Quarter Leadership Enhancement will be Boac North and Boac South Districts.
8. The Division IT Unit shall assist the host on the concerns regarding sounds and IT while the designated Meeting Secretariat shall take the minutes of the meeting.
9. Please see attached Matrix for the provisional agenda and the flow of activities,
10. 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

MANAGEMENT COMMITTEE

PERSONNEL

TRAINING

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



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque

**Enclosure 1**

**2<sup>ND</sup> QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2024**

<b>Time</b>	<b>Topic</b>	<b>In-Charge</b>
7:00 AM – 7:30 AM	Registration	LEIPPD Host Division/Unit
7:30 AM – 8:00 AM	Opening Program	c/o Host Districts
8:00 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>Mrs. Ma. Cecilia S. Manay</b> CES, SGOD
9:30 AM – 9:45 AM	<ul style="list-style-type: none"> <li>• Health Break</li> </ul>	
9:45 AM – 11:00 AM	<ul style="list-style-type: none"> <li>• Superintendent's Time</li> <li>• Updates from the Regional MANCOM Meeting</li> <li>• Other Matters</li> </ul>	<b>Dr. Lynn G. Mendoza</b> OIC, Schools Division Superintendent
11:00 AM – 12:00 PM	<ul style="list-style-type: none"> <li>• ASDS's Time</li> </ul>	<b>Dr. Mabel F. Musa</b> ASDS
12:00 PM – 1:00 PM	<ul style="list-style-type: none"> <li>• Lunch Break</li> </ul>	
1:00 PM – 2:00 PM	<ul style="list-style-type: none"> <li>• Updates from CID</li> <li>• Other Matters</li> </ul>	<b>Mr. John M. Chavez</b> Chief, CID
2:00 PM – 3:00 PM	<ul style="list-style-type: none"> <li>• Updates from SGOD</li> <li>• Other Mattera</li> </ul>	<b>Mrs. Ma. Cecilia S. Manay</b> Chief, SGOD
3:00 PM – 4:00 PM	<ul style="list-style-type: none"> <li>• Updates from Administrative Services</li> </ul>	<b>Mrs. May Bernadeth O. Dela Rosa</b> AOV
4:00 PM – 4:45 PM	<ul style="list-style-type: none"> <li>• Updates from Finance Services</li> </ul>	<b>Mr. John Dhelter Pastrana</b> Accountant  <b>Mrs. Arlene M. Marasigan</b> AO V, Budget
4:45 – 5:00 PM	<ul style="list-style-type: none"> <li>• Adjournment</li> </ul>	

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



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque