



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



Office of the Schools Division Superintendent

June 5, 2024

DIVISION MEMORANDUM

No. 41, s. 2024

**CAPABILITY – BUILDING ON FORGING AND SUSTAINING PARTNERSHIP
IN THE SCHOOL LEVEL**

To. Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools
All Others Concerned

1. This Office, through the School Governance and Operations Division – Social Mobilization and Networking section shall hold a **Capability-Building Activity on Forging and Sustaining Partnership in the School Level on July 4 and 5, 2024** from eight o'clock in the morning till four o'clock in the afternoon at Schools Division Office Conference Hall, SDO Compound, Malusak, Boac, Marinduque.
2. This activity has the following objectives:
 - a. allow participants to appreciate the importance of collaboration and partnership in supporting effective schools;
 - b. capacitate participants in forging and sustaining partnerships to support various school projects and activities; and
 - c. equip participants with coaching skills that enhance their leadership capabilities in forging and sustaining partnership.
3. Participants in this activity are Heads of Secondary Schools. **They shall accomplish the profile of participants on or before July 1, 2024** through the link bit.ly/CBFSPParticipantsMdq2024. They are requested to bring their own recording-playing device and its related peripherals.
4. To ensure seamless execution and quality of training, no replacement or representative shall be allowed. Participants who cannot participate in the said training due to various reasons must submit a letter indicating their reasons for non-participation addressed to the Schools Division Superintendent *attn: SGOD-Social Mobilization and Networking Section*.

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

SocMobMMM



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

5. This is a live-out learning and development activity. However, there shall be food provision (AM snacks, lunch, PM snacks) and training supplies for all participants, trainers, and members of the program management team chargeable to SARO RO-4B-23-0782.

6. Activity Matrix and Program Management Team are found in Enclosures 1 and 2 respectively.

7. Immediate dissemination of and strict compliance with the contents of this Memorandum is desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: as stated

References:

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

PARTNERSHIPS

TRAINING PROGRAMS

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

SocMobMMM



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

ACTIVITY MATRIX
 Capability – Building on Forging
 and Sustaining Partnership in the School Level

Time	Activity	Personnel In-Charge
Day 1 – July 4, 2014 - Thursday		
7:00 – 8:00	Arrival and Registration	PMT
8:00 – 8:30	Opening Program Preliminaries <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • SDO Hymn • DepEd Quality Policy Statement • DepEd MATATAG AVP • Statement of Purpose • Acknowledgement of Participants • Presentation of Program Management Team • Welcome Remarks • Inspirational Message • Activity Norms • Activity Objectives and Matrix • House Rules and Reminders 	PMT
8:30-8:45	Leveling of Expectations	ABET R. FAUNDO Education Program Specialist II
8:45-9:00	Pretest	
9:00-10:00	Session 1: Effective Partnership Building: Communication and Advocacy	Dr. MELANIE M. MENDOZA Senior Education Program Specialist; SM&N
10:00-10:15	Health Break	
10:15-11:15	Session 2: Brigada Eskwela: A Practical Partnership Opportunity	Dr. MELANIE M. MENDOZA Senior Education Program Specialist, SM&N
11:15-12:00	DepEd Partnership Data-based System	MAYDA N. LAGRAN Education Program Supervisor II
12:00-1:00	Lunch Break	
1:00-2:00	Session 3: Documenting Partnership Activities	Dr. MELANIE M. MENDOZA Senior Education Program Specialist, SM&N
2:00-2:15	Health Break	
2:15-3:30	Workshop 1	
3:30-4:00	Wrap-Up	PMT
4:00-4:15	End-of-Day Evaluation	
Day 2 – July 5, 2024 - Friday		
8:00-8:15	Management of Learning	PMT
8:15-9:00	Plenary Session 1: Coaching: Approach to Enhancing Leaders' Partnership Capabilities	Dr. MELANIE M. MENDOZA Senior Education Program Specialist, SM&N
9:00-9:45	Plenary Session 2: The Coaching GROW Model	MA. CECILIA S. MANAY Chief Education Supervisor, SGOD
9:45-10:00	Health Break	
10:00-11:00	Plenary Session 2: Coaching Your Performers	CONSTANCIA R. VASCO Public School District Supervisor
11:00-12:00	Breakout Session: Workshop 2	PMT
12:00-1:00	Lunch Break	

1:00-1:45	Plenary Session 3: Coaching Conversation	Dr. MELANIE M. MENDOZA Senior Education Program Specialist, SM&N
1:45-2:35	Breakout Session: Workshop 3	PMT
2:35-2:50	Health Break	
2:50-4:00	Presentation of Workshop Outputs	
4:00-4:15	Post-test	
4:16-4:45	Closing Program <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Sharing of Insights • Awarding of Certificates • Photo opt 	PMT
4:46-5:00	End-of-day Evaluation	PMT

PROGRAM MANAGEMENT TEAM AND RESOURCE PERSONS

Capability – Building on Forging
and Sustaining Partnership in the School Level

Name	Office	Position
Program Management Team		
Maita M. Lazares	SGOD	Education Program Supervisor
Kyle David V. Atienza	SGOD	Senior Education Program Specialist
Engr. David M. Zoleta	OSDS	Information Technology Officer I
Abet R. Faundo	SGOD	Education Program Specialist II
Mayda N. Lagran	SGOD	Education Program Specialist II
Rey R. Reymundo	SGOD	Education Program Specialist II
Marisol O. Luarda	SGOD	Planning Officer III
Glaiza T. Palatino	SGOD	Project Development Officer I
Josefina P. Brual	SGOD	Project Development Officer I
Resource Persons		
Ma. Cecilia S. Manay	SGOD	Chief Education Supervisor
Constancia R. Vasco	CID	Public Schools District Supervisor
Melanie M. Mendoza	SGOD	Senior Education Program Specialist