



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

Department of Education
 Division of Marinduque
**RECORDS SECTION
 RELEASED**
 Name: 700935
 Signature: [Signature]
 Date: FEB 12 2025 Time: 10:00

Office of the Schools Division Superintendent

February 11, 2025

DIVISION MEMORANDUM

No. 024, s. 2025

1st QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2025

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. The Schools Division of Marinduque will conduct the **1st Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2025** in two (2) separate batches scheduled on February 24 and 26, 2025 at SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.

2. The activity aims to:
- 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;
 - identify specific issues and concerns of the schools in the implementation of DepEd PPAs;
 - provide workable and immediate solutions to issues and concerns raised to and by the three functional divisions, schools, and learning centers; and
 - facilitate discussions, agreements, planning, and actions on matters related to school management.

3. The table below provides details of the participants assigned to each batch:

Batch Number	Expected Participants
Batch 1 (February 24, 2025)	183 Elementary School Heads, 10 Public Schools District Supervisors, 9 District ALS Coordinators

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 Lead to Excel. Excel to Lead."*



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Batch 2 (February 26, 2025)	46 Secondary School Heads, Schools Division Office Personnel (ExeCom Members, Education Program Supervisors, Senior Education Program Specialists, and Section Heads)
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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 of 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 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 February 17, 2025.**
6. Attendance is a **must**. Participants must observe maximum health protocols and precautionary measures throughout the activity.
7. The host of the 1st Quarter Leadership Enhancement will be Mogpog and Santa Cruz East 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

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Enclosure 1

1st QUARTER LEADERSHIP ENHANCEMENT FOR THE IMPLEMENTATION OF PROGRAMS AND PROJECTS OF THE DEPARTMENT FOR CALENDAR YEAR 2025

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

/SGOD-SMM&E-FA

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