



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

June 17, 2025

DIVISION MEMORANDUM

No. 060, s. 2025

2nd 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 **2nd Quarter Leadership Enhancement for the Implementation of Programs and Projects of the Department for Calendar Year 2025** on June 24, 2025 at SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
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;
 - c. provide workable and immediate solutions to issues and concerns raised to and by the three functional divisions, schools, and learning centers; and
 - d. facilitate discussions, agreements, planning, and actions on matters related to school management.
3. Participants in this activity are the elementary and secondary school heads, District ALS Focal Persons, Section Heads, Senior Education Program Specialists, Public Schools District Supervisors, and Education Program Supervisors.
4. The participants shall pay a registration fee of Php 400.00 to cover the expenses for 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 Focal Persons) shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.



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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 June 23, 2025.**
6. Attendance is a **must**. Participants shall observe maximum health protocols and precautionary measures throughout the activity.
7. The host of the 2nd Quarter Leadership Enhancement will be Santa Cruz North and Santa Cruz 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

Enclosure 1

2nd 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
7:31 AM – 8:00 AM	Opening Program	c/o Host Districts
8:01 AM – 9:30 AM	LEIPPD Proper	
	Roll Call	Mrs. May Bernadeth O. Dela Rosa AO V
	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
9:31 AM – 9:45 AM	<ul style="list-style-type: none"> • Health Break 	
9:46 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
11:01 AM – 12:00 NN	<ul style="list-style-type: none"> • ASDS's Time 	Dr. Mabel F. Musa Asst. Schools Division Superintendent
12:01 PM – 1:00 PM	<ul style="list-style-type: none"> • Lunch Break 	
1:01 PM – 2:00 PM	<ul style="list-style-type: none"> • Updates from CID • Other Matters 	Mr. John M. Chavez Chief, CID
2:01 PM – 3:00 PM	<ul style="list-style-type: none"> • Updates from SGOD • Other Matters 	Mrs. Maita M. Lazares EPS/OIC-SGOD
3:01 PM – 4:00 PM	<ul style="list-style-type: none"> • Updates from Administrative Services 	Mrs. May Bernadeth O. Dela Rosa AO V
4:01 PM – 4:45 PM	<ul style="list-style-type: none"> • Updates from Finance Services 	Mr. John Dhelter P. Pastrana Accountant Mrs. Arlene M. Marasigan AO V, Budget
4:46 – 5:00 PM	<ul style="list-style-type: none"> • Adjournment 	