

# Ragawaran ng Edukasyon

REHIYON V - BICOL TANGGAPANG PANSANGAY NG CATANDUANES

22 January 2025

DIVISION MEMORANDUM No. 669, s. 2025

> DIVISION CAPACITY WORKSHOP ON THE SDO LAUNCHING OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR SDO PERSONNEL, AND PROVISION OF TECHNICAL ASSISTANCE ON THE PROFESSIONAL DEVELOPMENT PROGRAM IN THE SDO

To

Assistant Schools Division Superintendent Chief Education Supervisors, CID and SGOD Administrative Officer V/Unit Heads Education Program Supervisors All Others Concerned

- 1. The Schools Division Office (SDO) through the Schools Governance Operations Division Human Resource Development Unit will be conducting a Capacity Workshop on the SDO Launching of Continuing Professional Development (CPD) for SDO Personnel and Provision of Technical Assistance on the Professional Development Program that will be held on **February 12-13**, 2025, at Queen Maricel Inn Virac, Catanduanes.
- This training-workshop aims to:
  - a. To apply the knowledge, skills, competencies and values learned and design Professional and Development (P.D.) activities in the SDO personnel.
  - b. To share the prepared Professional and Development (P.D.) activities of the districts, schools, and learning centers; and
  - c. To submit P.D. activities for CPD accreditation.
- Participants in this training-workshop are the following:

OSDS	CID	SGOD
AO-IV (HRMO) ITO-I	All EPS	SEPS EPS-II Nurse II PDO-I

- 4. Enclosures to this memorandum provide details as follows:
  - a. Enclosure 1: Training Matrix
  - b. Enclosure 2: Program Management Team
  - b. Enclosure 2: List of Participants
- 5. Participants are advised to bring a laptop, and extension wire, and a proposed Learning and Development Activities for CY 2025 that will be used during the activity.
- 6. Meals, supplies/ materials and other training expenses shall be charged from the Division Human Resource Development (HRD) Continuing Fund while the travel expenses may be charged to Division MOOE subject to usual accounting and auditing rules and regulations.
- This memorandum is for dissemination, guidance and compliance.

By Authority of the OIC- Schools Division Superintendent:

ATTY. NORLITO JR. P. AGUNDAY
Attorney III

Officer-In-Charge







CS CamScanner



Ragawaran ng Cdukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 1 in DM 665, 2025

#### TRAINING MATRIX

	Day 1: February 12, 2025	
Time	Activities	Person's In-Charge
8:00-8:30	Preliminaries Philippine National Anthem-AVP Prayer-AVP Quality Management System Welcome Remarks Checking of Attendance Message Leveling of Expectations (Pienary)	Imaculate T. Latorre (Plenary)
8:30-9:00	Topic #1: Learning and Development Updates (Plenary)	Elizabeth S. Urbano
9:00-9:30	Snack Break	
9:30-10:30	Topic #2: Philippine Qualification Framework (PQF) (Break-out)  Topic #3: Professional Development (PD) and	Amelia B. Cabrera (Team 1) Carol P. Gil (Team 2) Romel G. Petajen
10.30-12.00	Continuous Professional Development (PD) and (Break-out)	(Team 1) Aroline T. Borja (Team 2)
12:00-1:00	Lunch Break	The state of the s
1:00-2:00	Topic #4: CPD Launch (Break-out)	Ma. Gina Templonuevo (Team 1) Maybelle V. Rubio
2:00-4:30	Topic #5: CPD Templates (Break-out)	(Team 2) Gina L. Custodio (Team 1) Aroline T. Borja (Team 2)
4:30-5:00	Facilitation Skills	Mary Jean S. Romero Chief Education Supervisor
	Day 2: February 13, 2025	
8:00-8:30	Preliminaries Nationalistic Song Prayer-AVP Quality Management System Welcome Remarks Checking of Attendance Message (Plenary)	
8:30-9:30	Workshop in Preparation of L & D following the templates for CPD Accreditation (Break-out)	Gina L. Custodio (Team 1) Aroline T. Borja (Team 2)
9:30-10:00	Snack Break	1
10:00-12:00	ContinuationWorkshop in Preparation of L & D following the templates for CPD Accreditation (Break-out)	
12:00-1:00	Lunch Break	
1:00-4:30	Presentation and Critiquing (Plenary)	Chief Romel G. Petajen Chief Mary Jean S. Romero
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### Kagawaran ng Edukasyon REHIYON V - BICOL TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 2 in DM 669, 2025

#### PROGRAM MANAGEMENT TEAM

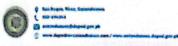
#### **Executive Committee:**

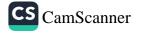
- Cecile C. Ferro, CESO VI- Schools Division Superintendent, Officer-In-Charge
   Delfin A. Bondad, PSDS-Schools Assistant Division Superintendent, Officer-In-Charge
- Mary Jean S. Romero- SGOD Chief Education Supervisor
   Romel G. Petajen- CID Chief Education Supervisor
   Eva S. Tolentino- Administrative Officer V

NAME	ROLE	TERMS OF REFERENCE
Carol P. Gil	Program Lead	<ul> <li>Coordinates with team members and program partners to ensure proper implementation of the program</li> <li>Responds promptly to all program implementation concerns</li> <li>Facilitates the pre -and post-meetings</li> <li>Prepares attendance/ registration sheets/certificates</li> <li>Coordinates with training venue for accommodation, meals, and other concerns</li> <li>Prepares the program completion report</li> </ul>
Romel G. Petajen Aroline T. Borja Ma. Gina Templonuevo Gina L. Custodio Amelia B. Cabrera Maybelle V. Rubio Carol P. Gil Elizabeth S. Urbano	Learning Facilitators	Applies effective presentation and facilitation techniques in conducting assigned sessions     Provides expert content input during learning sessions
Rita SR. Tablate	QAME Associate	<ul> <li>Takes charge of Monitoring and Tracking Evaluation Forms</li> <li>Crafts and Quality Assures M&amp;E tools needed to gather relevant data and outputs</li> <li>Analyzes and Interprets M&amp;E tools utilized and presents them to the group during debriefing.</li> <li>Provides suggestions and inputs based on Evaluation results as the basis for Improvement of Program Implementation</li> </ul>
Imaculate T. Latorre	Documenter	Documents the proceedings of the learning sessions using the prescribed documentation template     Takes photos of the different parts of the program delivery
Anthony B. Aguirre	Welfare Officer	<ul> <li>Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue</li> <li>Attends emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts.</li> </ul>
Sheryl M. Cambonga	Secretariat	Attends to registration needs of learners Ensures that learners fill up attendance sheets everyday Prepares directory of participants based on registration forms Assists in the distribution of learning materials and supplies











# Ragawaran ng Edukasyon REHIYON V - BICOL TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure No. 3 in DM 669, 2025

# LIST OF FACILITATORS AND PARTICIPANTS PER TEAM

Team 1: Curriculum Implementation Division (CID) & OSDS

List of Facilitators			
NAME	OFFICE	POSITION	
Romel G. Petajen	CID	Chief ES	
Amelia B. Cabrera	CID	EPS	
Gina L. Custodio	CID	EPS	
Ma. Gina Templonuevo	CID	EPS	
•	List of Part	cipants	
EPS- MAPEH	CID	EPS	
Jayson M. Floranza	CID	EPS	
Jesslyn T. Taway	CID	EPS	
Gina B. Pantino	CID	EPS	
Marivic Camacho	CID	EPS	
Jezrahel T. Omadto	CID	EPS	
Nino Gerard Ceneta	CID	EPS	
Janegrace T. Tesorero	CID	EPSA-II	
Jennifer Metica	OSDS	ITO	

Team 2: School Governance Office Division (SGOD) & OSDS

	List of Faci	litators
NAME	OFFICE	POSITION
Mary Jean S. Romero	SGOD	Chief ES
Aroline T. Borja	SGOD	EPS
Carol P. Gil	SGOD	SEPS
Maybelle V. Rubio	SAVS	School Principal III
Elizabeth S. Urbano	SGOD	EPS-II
Imaculate T. Latorre	SGOD	EPS-II
List of Participants		
Marife B. Brequillo	SGOD	SEPS, SocMobNet
Ma. Rita Sr. Tablate	SGOD	SEPS, SMME
Floren P. Clavo	SGOD	SEPS, PRU
Jennifer Casallo	SGOD	Nurse II
Ma. Lourdes M. Sorra	SGOD	Project Development Officer I
Ahdel D. Idanan	SGOD	Nurse II
Anthony B. Aguirre	SGOD	Nurse II
Marichelle Llave	OSDS	Administrative Officer IV





