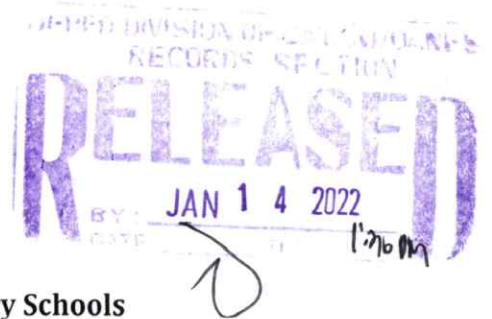





Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

SGOD-Human Resource and Development Unit

**MEMORANDUM**  
**SGOD-HRD-UM-01-14-2022**



**TO: Assistant Schools Division Superintendent**  
**Chiefs of CID & SGOD**  
**Selected Principals of Elementary and Secondary Schools**  
**All Others Concerned**  
*This Division*

**FROM:**  **SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**DATE: January 14, 2022**

**SUBJECT: Virtual Regional Training of Trainers (RTOT) on PPSSH Modules**

1. The Human Resource Development Division and NEAP in the region will conduct the **Virtual Regional Training of Trainers (RTOT)** on Philippine Professional Standards for School Heads (**PPSSH**) Modules on **January 19-21, 2022, 8:00 AM to 5:00 PM via Zoom.**
2. The activity aims to:
  - (1) capacitate SDO trainers on the 34 PPSSH Strands in preparation for the Capacity Building of Aspiring Principals and
  - (2) plan the Division Roll-out
3. The selected Principals of Elementary and Secondary Schools are required to attend the Virtual Regional Training of Trainers (RTOT), see list of pre-determined principals in Enclosure A.
4. Please also see the attached Regional Memorandum for the Facilitators/Writers per Strand, Training Matrix, Technical and Planning Committee.
5. For information, dissemination, and compliance





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 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

PPSSH DOMAIN	STRAND	LEARNING FACILITATORS	ALLOTTED NUMBER OF HOURS
<b>DOMAIN I- LEADING STRATEGICALLY</b>	Vision, Mission and Core Values	OIC-SDS Susan S. Collano	1 ½ hours
	School Planning and Implementation	ASDS Ma. Luisa T. Dela Rosa	2 hours
	Policy Implementation and Review	Chief, Romel G. Petajen	1 ½ hours
	Research and Innovation	Chief, Mary Jean S. Romero	2 hours
	Program Design and Implementation	SP I-Efren Matienzo	1 ½ hours
	Learner Voice		1 ½ hour
	Monitoring and Evaluation processes and tools	PSDS Brenda V. Villarey	2 hours

PPSSH DOMAIN	STRAND	LEARNING FACILITATORS	ALLOTTED NUMBER OF HOURS
<b>DOMAIN 2 MANAGING SCHOOLS, FACILITIES AND RESOURCES</b>	Records Management	SP III- Marisol Lim	3 hours
	Financial Management	Acct-Angelo James O. Aguinalde	1 ½ hours
	School Facilities and Equipments	PSDS Edgar A. Rima	1 hour
	Management of Staff	EPS Frankie T. Turalde	1 hour
	School safety for Disaster Preparedness, Mitigation and resiliency	DRRM Maria Audrea L. Vivo	1 ½ hour
	Emerging Opportunities and Challenges	ESP I- Myla B. Cordial	1 ½ hours



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PPSSH DOMAIN	STRAND	LEARNING FACILITATORS	ALLOTTED NUMBER OF HOURS
<b>DOMAIN 3</b> Focusing on Teaching and Learning	School – Based review, contextualization and implementation of Learning Standards	EPS Jezrahel T. Omadto	2 hours
	Teaching Standards and Pedagogies	EPS Gina B. Pantino	2 hours
	Teacher Performance Feedback	SPII- Fidel A. Vegim	2 hours
	Learner Achievement and other performance indicators	ESP I Jane C. Tabor	2 hours
	Learning Assessment	PSDS Elias Abundo	1 ½ hours
	Learning environment	SP I- Josalie T. Tonio	1 hour
	Career Awareness and Opportunities	Chief, Mary Jean S. Romero	1 hour
	Learner discipline	ESP II - Fe B. Mendoza	2 hours

PPSSH DOMAIN	STRAND	LEARNING FACILITATORS	ALLOTTED NUMBER OF HOURS
<b>DOMAIN 4</b> Developing Self and others	Personal and Professional Development	PSDS -Nieva D. Tuibeo	1 hour
	Professional Reflection and learnings	EPS I- Aroline T. Borja	1 hour
	Professional Networks	ESPI- Myla B. Cordial	1 hour
	Performance Management	SP I- Mary Rose B. Sta. Rosa	2 hours
	Professional Development of School Personnel	EPS -Frankie T. Turalde	2 hours
	Leadership Development in individuals and learners	Chief, Romel G. Petajen	1 ½ hours
	General Welfare and Human Resource	PSDS Merly T. Gonzales	1 ½ hours



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	Rewards and Recognition Mechanism	OIC SDS – Susan S. Collano	1 ½ hours
<b>PPSSH DOMAIN</b>	<b>STRAND</b>	<b>LEARNING FACILITATORS</b>	<b>ALLOTTED NUMBER OF HOURS</b>
<b>DOMAIN 5 BUILDING CONNECTIONS</b>	Management of diverse relationships	SP II-Maybelle V. Rubio	1 ½ hours
	Management of School Organizations	SP II-Fidel A. Vegim	3 hours
	Inclusive Practice	EPS -Gina B. Pantino	1 ½ hours
	Communication	SPSII-Arnold Valledor	1 ½ hours
	Community Engagement	PSDS Miguelito Rodriguez	1 ½ hours
	School –Based Management	SEPS- Sarah S. Chiong	1 ½ hours


Prepared by:

  
**AROLINE T. BORJA**  
EPS- SGOD

Noted:

  
**MARY JEAN S. ROMERO**  
Chief, SGOD

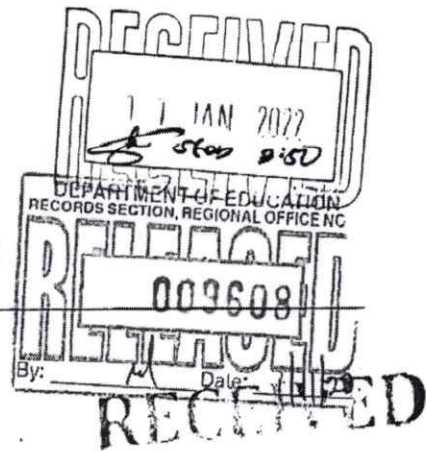
Approved:

  
**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent






Republic of the Philippines  
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 REGION V - BICOL



**MEMORANDUM**

**TO:** **SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

**FROM:**   
**GILBERT T. SADSAD**  
 Regional Director

**SUBJECT:** **Virtual Regional Training of Trainers (RTOT) on PPSSH Modules**

**DATE:** **January 10, 2022**

Division Office - Bicol  
 Office of the SDO  
**JAN 11 2022**  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 By: \_\_\_\_\_

The Human Resource Development Division and NEAP in the region will conduct the **Virtual Regional Training of Trainers (RTOT) on PPSSH Modules on January 19-21, 2022, 8:00 a.m. – 5:00 p.m. via Zoom.**

The activity aims to:

- capacitate SDO trainers on the 34 PPSSH Strands in preparation for the Capacity Building of aspiring principals and
- plan the division roll out.

In this connection, SDSs are requested to recommend trainers preferably principals with facilitation skills to participate in the said activity. Likewise, SDOs are advised to email the name of participants to [hrdd.rov@deped.gov.ph](mailto:hrdd.rov@deped.gov.ph) cc [melanie.dayto@deped.gov.ph](mailto:melanie.dayto@deped.gov.ph) on or before **January 12, 2022.**

The list of Facilitators/Writers per Strand, Training Matrix, Technical, Planning and Working Committees and Template for recommended trainers are found in Enclosures 1, 2, 3 & 4 respectively.

For more information and clarifications, please contact Mrs. Sancha M. Nacion, Chief HRDD at 09495989454.

For information, dissemination and compliance.

  
 HRD  
 Thanks  
 JA1222 1005



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**ENCLOSURE 1: FACILITATORS/WRITERS**

DOMAIN	STRAND	WRITER & FACILITATOR	DIVISION
<b>DOMAIN 1: LEADING STRATEGICALLY</b>	Vision, Mission and Core Values	Claire Barcelona	Albay
	School Planning and Implementation	Lary M. Abainza	Tabaco City
	Policy Implementation and Review	Fatima D. Buen & Nelson Bataller	Masbate City/ Albay
	Research and Innovation	Joy Cabrera	Camarines Norte
	Program Design and Implementation	Franlie R. Corporal	Camarines Sur
	Learner Voice	Marma Capellan	Masbate
	Monitoring and Evaluation processes and tools	Joe-Bren L. Consuelo	Ligao City
<b>DOMAIN 2: MANAGING SCHOOL OPERATIONS AND RESOURCES</b>	Records Management	Michael Uy	Sorsogon City
	Financial Management	Cheryll Bermudo	Masbate
	School Facilities and Equipment	Ireno M. Dicen	Sorsogon City
	Management of Staff	Imelda Rejuso	Masbate
	School Safety for disaster preparedness, mitigation and resiliency	+Edna L. Mallo / Adonis Collantes	Sorsogon Tabaco City
	Emerging opportunities and challenges	Myla B. Cordial	Catanduanes
<b>DOMAIN 3: FOCUSING ON TEACHING AND LEARNING</b>	School-based review, contextualization and implementation of learning standards	Lauro B. Millano	Albay
	Teaching standards and pedagogies	Marylou Argamosa	Ligao City
	Teacher performance feedback	Michael Uy	Sorsogon City
	Learner achievement and other performance indicators	Francy Valdemoro	Masbate City
	Learning assessment	Judith Bellen	Albay
	Learning environment	Melody Vargas	Masbate
	Career awareness and opportunities	Mary Jean Romero	Catanduanes





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<b>DOMAIN 4: DEVELOPING SELF AND OTHERS</b>	Personal and Professional development	Lynn Z. Padillo	Camarines Sur
	Professional Reflection and Learning	Elena Tasic	Tabaco City
	Professional Networks	Cynthia T. Montañez	Iriga City
	Performance Management	Aldrin Estipona	Sorsogon
	Professional Development of school personnel	Eden Bobis	Albay
	Leadership development in individuals and teams	Melchizedek Tongco	Tabaco City
	General welfare of human resources	Maria Sheila Lagoda	Iriga City
	Rewards and recognition mechanism	Presyl A. Bello	Legazpi City
<b>DOMAIN 5: BUILDING CONNECTIONS</b>	Management of diverse relationship	Niño Gerard Ceneta	Catanduanes
	Management of school organizations	Eden Batalla	Albay
	Inclusive practice	Gina Pantino	Catanduanes
	Communication	Mai Anne Rondola	Albay
	Community engagement	Cyril F. Delavin	Masbate City
	SBM	Irene U. Dayandante	Camarines Sur



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**ENCLOSURE 2: TRAINING MATRIX**

<b>VIRTUAL REGIONAL TRAINING OF TRAINERS (RTOT) ON PPSSH DOMAINS AND STRANDS</b>			
<b>Time</b>	<b>Day 1 January 19, 2022</b>	<b>Day 2 January 20, 2022</b>	<b>Day 3 January 21, 2022</b>
8:00 - 8:30	<b>Registration</b>	<b>PRELIMINARIES</b>	
8:30 - 9:00	Opening Program	5 BREAKOUT ROOMS ROOM 1: Domain 1 ROOM 2: Domain 2 ROOM 3: Domain 3 ROOM 4: Domain 4 ROOM 5: Domain 5	SIMULATION (1 Module per Domain)  Trainer from SDO
9:00 - 9:30	General Overview of the PPSSH		
9:30 - 10:00			
10:00 - 10:30			
10:30 - 11:00	Familiarization with the PPSSH: Career Stages, Domains, Strands and Indicators		
11:00 - 11:30			
11:30 - 12:00			
12:00 - 1:00	↓		
1:00 - 1:30	Principles of Adult Learning Four A's: An Experiential Approach	Room 1: Jeremy Atad Room 2: Catalina Garcia & Kristine Ebuenga Room 3: Melanie Encarnacion Room 4: Ma. Corazon Aler Room 5: Leo Madriaga & Amelia Tambago	CLEARING HOUSE  CLOSING PROGRAM
1:30 - 2:00			
2:00 - 2:30			
2:30 - 3:00	Art of Facilitation		
3:00 - 3:30			
3:30 - 4:00			
4:00 - 4:30	(AM) Ma. Corazon A. Aler (PM) Amelia Tambago	(AM) Jeremy Atad (PM) Catalina Garcia	
4:30 - 5:00			
Officers of the Day			





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**Enclosure 3: EXECUTIVE, TECHNICAL AND WORKING COMMITTEES**

**EXECUTIVE COMMITTEE**

**GILBERT T. SADSAD**  
Regional Director

**RONELO AL K. FIRMO**  
Assistant Regional Director

**SANCHA M. NACION**  
Chief, HRDD

**FRANCISCO B. BULALACAO, JR.** Chief, CLMD    **ENGR. RONALD C. ASIS** Chief, ESSD    **TERESA U. ARCAYERA** Chief, FD

**ROY T. BAÑAS**  
Chief, PPRD

**JOCELYN O. DY**  
Chief, QAD

**EVANGELINE P. SACULO**  
Chief, FTAD

**CASIANO B. PERDIGONES, JR.**  
OIC-SAO/Admin.

**PLANNING & TECHNICAL COMMITTEE**

Chairperson : **MELANIE D. ENCARNACION**  
*Education Program Specialist II, HRDD*

Co-Chairperson : **CATALINA P. GARCIA**  
*Education Program Supervisor, HRDD*

Members : **MA. CORAZON A. ALER**  
*Education Program Supervisor, HRDD*  
**AMELIA A. TAMBAGO**  
*Education Program Supervisor, HRDD*  
**LEO R. MADRIAGA**  
*Education Program Supervisor, HRDD*  
**JEREMY A. ATAD**  
*Education Program Specialist II, NEAP-R*



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<b>WORKING COMMITTEES</b>	
<b>ATTENDANCE &amp; REGISTRATION</b>	
Chairperson	Marilou V. Tobongbanua
Co-Chairperson	Kristine B. Ebuenga
Member	Jeremy A. Atad
<b>CERTIFICATES</b>	
Chairperson	Paraluman M. Torregoza
Co-Chairperson	Marilou V. Tobongbanua
Member	Consolacion Guillermo
<b>PROGRAM &amp; INVITATION</b>	
Chairperson	Melanie D. Encarnacion
Co-Chairperson	Catalina P. Garcia
Member	Kristine B. Ebuenga
<b>DOCUMENTATION</b>	
Chairperson	Jeremy A. Atad
Co-Chairperson	Leo R. Madriaga
Member	Amelia Tambago
<b>MATERIALS &amp; SUPPLIES</b>	
Chairperson	Alaster Palacio
Co-Chairperson	Marilou V. Tobongbanua
Members	Consolacion T. Guillermo
<b>TOKEN</b>	
Chairperson	Ma. Corazon A. Aler
Co-Chairperson	Amelia Tambago
Members	Marilou V. Tobongbanua



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**ENCLOSURE 4:**

**PARTICIPANTS FOR THE VIRTUAL REGIONAL TRAINING OF TRAINERS (RTOT)**

Division \_\_\_\_\_

<b>NAME</b>	<b>POSITION</b>	<b>PPSSH DOMAIN ASSIGNED</b>

Noted:

\_\_\_\_\_  
Schools Division Superintendent