



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

20 January 2025

DIVISION MEMORANDUM

No. 043 s. 2025

ADDENDUM TO THE DIVISION MEMORANDA NOS. 600 AND 602, S. 2024

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/ Coordinators
Elementary and Secondary Schools Heads
SDO Unit/Section Heads
All Others Concerned

1. Relative to Division Memorandum No. 600, s. 2024, titled **Division Rollout on the Development and Quality Assurance of Professional Development Programs for Teachers and School Heads** and Division Memorandum No. 602, s. 2024, titled **Postponement of the Division Rollout on the Development and Quality Assurance of Professional Development Programs for Teachers and School Heads**, please be informed that its venue will be in Rosario Resort and Hotel, Brgy. Quilib, Rosario, Batangas, on the dates indicated in DM. 602, s. 2024
2. Attached are the members of the Program Management Team and Technical Working Group.
3. All other provisions of the previous Memoranda are still in effect.
4. Immediate dissemination and strict compliance with this Memorandum are highly expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

ECS/Addendum to the Division Memoranda Nos. 600 & 602, s. 2024/R2-140179/ 1/20/2025



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**Division Rollout on the Development and Quality Assurance of
Professional Development Programs for Teachers and School Heads**

Batch 1 – January 27-31,2025

Batch 2 – February 3-7,2025

Rosario Resort and Hotel, Brgy Quilib, Rosario, Batangas

PROGRAM MANAGEMENT TEAM/TECHNICAL WORKING GROUP

Committee	In-Charge	Terms of Reference
Executive Committee	Marites A. Ibañez, CESO V Schools Division Superintendent Gregorio T. Mueco, CESO VI Asst. Schools Division Superintendent Rhina O. Ilagan OIC Asst. Schools Division Superintendent	Oversee the entire implementation of the activity (pre, during & post)
Members	David M. Nuay Chief EPS – CID Mario B. Maramot OIC Chief EPS – SGOD	Assist in overseeing the implementation of the activity
Proponent/ Training Manager	Evelyn C. De Sagun SEPS - HRDS	Spearheads the pre, during & post implementation of the activity
Learning Facilitators/ Coaches/ Evaluators	Movita O. Cruzat Eleazar C. Magsino Nenita A. Adame Mary Jane M Gonzales Erickson T. Gutierrez Nancy D. Lubis Macaria Carina C. Carandang Evelyn C. De Sagun	<ul style="list-style-type: none">• Share their expertise in delivering the assigned topics• Assists participants in the PDP designing & quality assurance• Provide suggestions and recommendations



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		during the critiquing of participants' output
Logistics, Registration & Certificates	Leoncia B. Maramot EPS II – HRDS Batch 1 & 2 Rosemarie J. Gonzales Batch 1 Maybe M. Bueno Batch 2	<ul style="list-style-type: none">• Coordinate for the venue• Ensure all needed facilities in the venue are in place• Prepare and sort out the certificates of recognition, participation and appearance• Prepare the attendance sheets• Check the availability of the food
QAME	Cora V. Samson SEPS- SMNE – Batch 1 Jessa S. Guerra EPS II – SMNE – Batch 2	<ul style="list-style-type: none">• Monitors and evaluates the activity
Class Managers/Process Observers	Grace L. Mendoza – Class 1 Jennifer H. Cabello – Class 2 (For Batch 2 only)	<ul style="list-style-type: none">• Acts as Class Adviser• Accomplish the Process Observation Sheets
ICT	Ernani A. Catapat, DITO - Batch 1 John Lhester Gabo Batch 2	<ul style="list-style-type: none">• Ensures the functionality of the sound system including microphones• Prepares the SD of the Program• Collects the Slide Decks of the resource persons



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		to be used for presentation
Documentation	Elizalde L. Piol DPIO (Batch 2)	<ul style="list-style-type: none">• Prepares the activity's narrative and photo documentation
Welfare Officers	Dra. Khareen M. Cadano Christian H. Harina (For Batch 1) (For Batch 2 only) Feb.3-4, 2025 <ul style="list-style-type: none">• Dalisay Mary Grace• May Belle B. Sangalang Feb. 4-5,2025 <ul style="list-style-type: none">• Diane Flores• Kaycee Ilagan Feb. 5-6, 2025 <ul style="list-style-type: none">• Evangeline Catilo• Eula Mariese Umali Feb. 6-7,2025 <ul style="list-style-type: none">• Diana Kristine Guteza• Maricar Pagkaliwagan	<ul style="list-style-type: none">• Looks after the health conditions of the participants