



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

14 Sept 2026

DIVISION MEMORANDUM

No. 448, s. 2026

**CAPACITY BUILDING FOR BEGINNING SCHOOL HEADS ON LEGAL AND
EDUCATION LAWS**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

1. SDO Batangas Province, through the Office of the Schools Division Superintendent- Legal Unit, will conduct a Capacity Building on Legal and Education Laws on September 21-22, 2026, at NDN Resorts and Events Place, Talisay, Batangas.
2. The capacity-building activity is designed to strengthen the competencies of beginning school heads in managing school operations, addressing conflicts and grievances, handling administrative cases, and managing school resources in accordance with relevant laws, DepEd policies, and issuances.
3. Please refer to the enclosures of the Program Activity Implementation Matrix, Training Management Structure/Committees, and List of Participants.
4. All participants are advised to register at the venue at 8:00 AM. It is recommended that participants bring necessary training essentials such as laptops and extension cables.
5. Travel expenses relative to this training shall be charged to the respective division/school MOOE, subject to the usual accounting and auditing rules and regulations.
6. Moreover, this Memorandum shall serve as the Travel Authority of all the committees, facilitators, and participants of the program.
7. For concerns and queries, you may email us at sdobatangas.legal@deped.gov.ph



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8. Immediate dissemination of and strict compliance of this memorandum is directed.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl: As stated

Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuances – Division Memorandum:

KMS/Capacity Building for Beginning School Heads on Legal and Education Laws/
R2-155623/09-14-2026



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Attachment A

Capacity Building for Beginning School Heads on Legal and Education Laws

PROGRAM OF ACTIVITIES

OPENING PROGRAM

Day 1 (September 21, 2026)

TIME	ACTIVITY	RESPONSIBLE
8:00 – 9:00	Registration	TWG
9:00 – 10:00	National Anthem	AVP
	Prayer	
	CALABARZON March	
	Himno ng Batangas	RHINA O. ILAGAN, CESE Asst. Schools Division Superintendent
	Welcome	
	Opening Remarks	
	Statement of Purpose	JOFIT P. DAYOC, CESE Asst. Schools Division Superintendent
	Presentation of Participants	ATTY. KAREN M. SALIMO Attorney III
	Inspirational Message	ARIS U. DIMAANO Program Facilitator
		MARITES A. IBANEZ, CESO V Schools Division Superintendent

10:00 – 10:15	Health Break	
10:15 – 11:45	Session 1: RA 6713, Code of Conduct and Ethical Standards for Public Officials and Employees	ATTY. ROXANNE T. LAQUI Attorney III SDO Tanauan City
11:45-12:00	Open Forum	
12:00-1:00	Lunch Break	
1:00 – 3:00	Session 2. Administrative Offenses and Common DepEd Cases	ATTY. AARON ANTHONY S. LABORDO Attorney III SDO Cabuyao City
3:00-3:15	Health Break	
3:15-5:00	Session 3: Workshop	ATTY. KAREN M. SALIMO



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		ATTY. ROXANNE T. LAQUI ATTY. AARON ANTHONY S. LABORDO
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Day 2 (September 22, 2026)

8:00 – 8:30	MOL	
8:30 – 10:30	Session 4. DepEd Order No. 35, s. 2004, Grievance Machinery in DepEd	ATTY. CHRISTINE ANN MARIE ALCAZAR-BATACAN Attorney III SDO San Pablo City
10:00 – 10:15	Health Break	
10:15 – 12:00	Session 5. Workshop	ATTY. KAREN M. SALIMO Attorney III
12nn – 1:00	Lunch Break	
1:00 – 3:00	Session 7. School Head as Financial Manager	ELEAZAR MAGSINO PSDS Calatagan Sub-Office
3:00 – 3:15	Health Break	
3:15 – 4:45	Session 8: DepEd Guidelines on the Use and Liquidation of MOOE	EDUARDA U. ALON Accountant III
4:45-5:00	Closing Program	

ARIS U. DIMAANO
Program Facilitator



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Attachment B

Title of the Activity:

Capacity Building for Beginning School Heads on Legal and Education Laws

Inclusive Dates/Time: **September 21-22, 2026**

Venue: **NDN HOTEL AND RESORTS**

TRAINING MANAGEMENT STRUCTURE

Executive Committee

Overall Chairperson	MARITES A. IBAÑEZ, CESO V Schools Division Superintendent
Co-Chairpersons	JOFIT P. DAYOC Asst. Schools Division Superintendent RHINA O. ILAGAN, PhD Asst. Schools Division Superintendent
Members	DAVID M. NUAY Chief Education Supervisor, CID MARIO B. MARAMOT OIC - Chief Education Supervisor, SGOD

Task/ Committee	Terms of Reference	In-Charge
Planning Committee	➤ Oversees the learning facilitators in the review of program design ➤ Spearheads in the planning of the program and	ATTY. KAREN M. SALIMO, Attorney III



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	dissemination of Memorandum ➤ Conducts and presides meetings of the PMT on operational matters to give immediate interventions to issues and concerns	
Training Manager	➤ Designs the program/activity ➤ Spearheads the pre, during and post implementation of the program/activity	LOU C. PANALIGAN , AO-V
Technical Committee	➤ Ensures availability and serviceability of training facilities including video conferencing, audio and peripherals. ➤ Ensures that learning facilitators/resource speakers are ready for the sessions and delivered as planned. ➤ Trouble shoots technical problems	ERNANI A. CATAPAT , ITO ELIZALDE PIOL , DIO ROSEMARIE ENCARNACION , SEPS
Attendance	➤ Checks the attendance of the participants	MANILYN LUCERO Legal Assistant I



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Certificates	➤ Facilitates the generation and distribution of Certificates after the End of Program Evaluation	MANILYN LUCERO, Legal Assistant I
Documentation	➤ Collects and prepares all the needed data/information and documentation reports relevant to the learning and development.	LAYNE D. ORTEGA, AO V ELIZALDE PIOL, DIO
QAME	Collects and prepares all the needed data/information and documentation reports relevant to the learning and development.	JOEMAR B. PEREZ, AO IV



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Program Facilitators/Moderator/s	➤ Facilitates the flow of the activity ➤ Entertains questions of the participants ➤ Establishes a friendly atmosphere in the session ➤ Concludes the activity	ATTY. KAREN M. SALIMO ARIS U DIMAANO
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Attachment C

Title of the Activity:

Capacity Building for Beginning School Heads on Legal and Education Laws

Inclusive Dates/Time: **September 21-22, 2026**

NO.	NAME	DESIGNATION	STATION
1	Marites A. Ibañez, CESO V	Schools Division Superintendent	SDO
2	Jofit P. Dayoc	Asst. Schools Division Superintendent	SDO
3	Rhina O. Ilagan, PhD	Asst. Schools Division Superintendent	SDO
4	Atty. Karen M. Salimo	Attorney III	SDO
5	Lou C. Panaligan	Administrative Officer V	SDO
6	Layne D. Ortega	Administrative Officer V	SDO
7	Ernani Catapat	ITO	SDO
8	Elizalde L. Piol	DIO	SDO
9	Rosemarie Encarnacion	SEPS- Planning and Research	SDO
10	Aris U. Dimaano	Planning Officer	SDO
11	Manilyn A. Lucero	Legal Assistant I	SDO
12	John Rys Manalo (Day 1) Julius Christian Espina (Day 2)	Nurse	SDO
13	Christian Harina (Day 1) Mark Emmanuel Miral (Day 2)	Nurse	SDO
14	Ma. Elouisa Simborio	ASP	Patugo ES
15	Fe Nanteza	ASP	Batangas Province Science High School
16	Mona Liza K. Beadoy	OIC	Dilao ES
17	Ma. Concepcion V. Noche	Head Teacher	Cepriana Ascue MES
18	Philip Adrian A. Tenorio	Principal	Calatagan NHS
19	Blademer O. Manalo	ASP	Calatagan SHS
20	Irmina E. Endaya	Principal I	San Isidro Itaas ES
21	Joann D. Faderagao	Head Teacher	Bagong Paraiso ES



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22	Jerome A. Cudiamat	ASP	Lian SHS
23	Ronel A. Gomez	ASP	Matabungkay ES
24	Yhelmar D. Baet	Head Teacher	Bulihan ES
25	Susara M. Derain	Head Teacher	Catandaan ES
26	Rachel I. Bacit	OIC	Nasugbu NHS
27	Cheryl D. Montenegro	Principal I	Antonio Bonsol ES
28	Hector M. Ojales	Principal I	Apacay IS
29	Ma. Rhoda E. Panganiban	OIC-ASP	Tuy SHS
30	Reimar A. Cornejo	ASP	Bayudbud ES
31	Carmelo C. Carpio	ASP	San Andres ES
32	Marvin A. Abanes	ASP	San Roque ES
33	Daisy M. Agbay	OIC	San Diego ES
34	Wilma A. Gayacan	Head Teacher	San Pablo ES
35	Arlene Baes	Head Teacher	Punas ES
36	Leah P. Gupo	Head Teacher	Malapad na Parang NHS
37	Apolinario B. Manibo	Head Teacher	Apolinario Mabini NHS
38	Mathew Alliene D. Mendoza	ASP	Luya IS
39	Edelyn B. Salazar	ASP	San Luis SHS
40	Rhogel Madlangbayan Jr	Principal I	Pook ES
41	Cristobal R. Adarlo	ASP	Batangas Province HSCA
42	Juliet S. Maneja	San Jose ES	Head Teacher
43	Sheryl B. Jugeta	Head Teacher	Banalo ES
44	Maria Josefa E. Bolilan	Principal I	Agoncillo NHS
45	Edmund M. Evangelista	Principal I	Banyaga NHS
46	Dennis N. Mendoza	Principal I	Alitagtag NHS
47	Lanie L. Baraoid	Head Teacher	Ping-as Coral ES
48	Michael L. Valencia	Principal I	Palsara ES
49	Susan L. Katimbang	Principal I	Solis ES
50	Marilou P. Magpantay	Principal I	Emmanuel ES
51	Evelyn B. Ojales	Principal I	Ramon Paterno MES
52	Laarni G. Canlobo	Principal I	Leviste ES
53	Lea U. Magayanes	Head Teacher	Buso Buso ES
54	Juharra D. Canta	ASP	San Pedro ES
55	Maybel Din	ASP	Luta Sur NHS
56	Kamille L. Garcia	Principal	Paaralang Elementarya ng Looc
57	Lianor B. Malabanan	Head Teacher	Upa Primary School
58	Charlyn Grace P. Casabuena	Principal	Maabud ES



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59	Kristine Ann D. De Villa	Principal	San Nicolas INHS
60	Loida Amor C. Siscar	Head Teacher	Calumala ES
61	Rosalia Rosally O. Magsino	Head Teacher	JAMAES
62	Jaena N. Dela Cerna	ASP	Talisay SHS
63	Analyn T. Inandan	Principal	Panghayaan ES
64	Grace M. Villanueva	Head Teacher	Gregorio Sison MES
65	Leny Mercado	Principal	Tangob ES
66	Cerilina D. Comia	Head Teacher	Maugat ES
67	Romela C. Caringal	Principal I	Nasi ES
68	Phil F. Pereña	Principal I	Palakpak INHS
69	Ningning G. Cabral	Head Teacher	Pen Maalas as ES
70	Ludivina D. Balmes	Head Teacher	Tilaga ES
71	Leny Macasaet	Head Teacher	Banay Banay I ES
72	Sheirbert G. Mercado	Head Teacher	Bagong Pook ES
73	Cecilia P. Verdadero	Head Teacher	Laiya ES
74	Ederlina C. Umali	Head Teacher	Hugom ES
75	Edison V. Cabato	Head Teacher	Janaojanao ES
76	Ray-Jowel H. Carandang	Head Teacher	Calabasahan ES
77	Marifel D. Rabano	Principal I	Mapulo ES
78	Noel Lara	Principal I	Bilogo NHS
79	Atty. Roxanne T. Laqui	Resource Speaker	SDO Tanauan City
80	Atty. Aaron Anthony S. Labordo	Resource Speaker	SDO Cabuyao City
81	Atty. Christine Ann Marie R. Alcazar-Batacan	Resource Speaker	SDO San Pablo City
82	Eleazar Magsino	Resource Speaker	Calatagan Sub-Office
83	Eduarda U. Alon	Resource Speaker	SDO
84	Joemar B. Perez	Administrative Officer IV	SDO