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

17 Nov 2026

DIVISION MEMORANDUM
No. 577 s. 2026

CAPABILITY BUILDING ON FACILITATION SKILLS AND LEARNING MANAGEMENT FOR SCHOOL LEADERS

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

1. **DepEd Memorandum No. 44, s. 2023**, titled ***Guidelines for the Quality Assurance, Monitoring, and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs***, emphasizes that the success of program delivery largely depends on the effectiveness of trainers, facilitators, and subject matter experts in conducting learning sessions. Based on the consolidated Monitoring and Evaluation (M&E) results of the Higher Order Thinking Skills Professional Learning Packages (HOTS PLPs) and MATATAG trainings, key areas for improvement identified include the provision of concrete and relevant examples during discussions, the use of appropriate and professional language during facilitation, the thorough processing of participants' responses, the avoidance of merely reading presentation slides, and effective time management to ensure that learning activities are adequately implemented. In line with these findings and the provisions of the aforementioned DepEd Memorandum, this Schools Division Office shall conduct a Capability Building on Facilitation Skills and Management of Learning for School Leaders on November 23-27, 2026, at AXIAA Hotel, West Avenue, Project 7, Brgy. Bungad, Quezon City.

2. This learning intervention aims to enable the participants to: (a) develop Learning Resource Materials (LRMs) aligned with a Professional Development Program Design; and (b) demonstrate facilitation skills through the simulation of session delivery using the developed LRMs.

3. The participants in this training are untrained school heads with the potential to serve as resource persons or facilitators during seminars, trainings, and Learning Action Cell (LAC) sessions. All participants are requested to bring their laptops, extension cords, and any necessary maintenance or personal medications.

4. Expenses to be incurred in the conduct of this five-day live-in training shall be charged against the 2026 Human Resource Development (HRD) Fund, subject to the

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website:www.depedbatangas.com

usual accounting and auditing rules and regulations. Transportation expenses shall be charged against the Schools Division Office (SDO) MOOE and/or school/local funds, subject to the availability of funds and existing government accounting and auditing rules and regulations.

5. This Memorandum shall serve as the Travel Authority of the Resource Speakers, Program Management Team, Technical Working Group (TWG) members, and all participants.

6. For clarification and other concerns, please contact Evelyn C. De Sagun, SEPS-HRD, through the Human Resource Development Section (HRDS) or via Facebook Messenger.

7. Immediate dissemination of and compliance with this Memorandum are desired.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: as stated
Reference: DepEd Order No. 044, s. 2023
To be indicated in the Perpetual Index under the following subject:

Issuances: Division Memorandum

ECS/Capability Building on Facilitation Skills and Learning Management for School Leaders /R2-157743/ 11/17/2026

CAPABILITY BUILDING ON FACILITATION SKILLS AND LEARNING MANAGEMENT FOR SCHOOL LEADERS

November 23-27, 2026

LIST OF PARTICIPANTS

NO.	NAME	SEX	POSITION	SUB-OFFICE	SCHOOL	CLASS NO.
1	SWEETHEART C. BARRION	F	HT I	Agoncillo	AGONCILLO NHS	1
2	MERCEDES C. DALUZ	F	HT III	Agoncillo	CORAL NA MUNTI NHS	2
3	CECILIA V. PORDUNZALAN	F	HT I	Agoncillo	BANYAGA NHS	3
4	DENNIS N. MENDOZA	M	PRINCIPAL I	Alitagtag	ALITAGTAG NHS	1
5	Maricar C. Macahia	F	Assistant School Principal II	Balete	Primitivo Kalaw Senior High School	2
6	Nimfa P. Wagan	F	Head Teacher I	Balete	Balete National High School	3
7	Aniceta V. Recio	F	Head Teacher III	Balete	Balete National High School	1
8	Ursula A. Balitaan	F	HT I	Balete	Balete NHS	2
9	Leah C. Briones	F	Head Teacher III	Bauan West	Bauan National And Vocational Integrated High School	3
10	Remedios M. Caponpon	F	Head Teacher VI / OIC-School Head	Bauan West	San Vicente Manalupang National High School	1
11	Wilma A. Gayacan	F	Head Teacher I	Bauan West	San Pablo Elementary School	2
12	Angeles V. Matundan	F	HEAd Taecher III/ Asst. Principal	Bauan West	Bauan Technical Integrated High School	3
13	ELENOR A. PANTOJA	F	Head Teacher 1	Calatagan	LUCSUHIN NATIONAL HIGH SCHOOL	1
14	GRACIA O. ESGUERRA	F	Head Teacher II	Calatagan	LUCSUHIN NATIONAL HIGH SCHOOL	2
15	CHRISTOPHER E. PATALINGHUG	M	Head Teacher II	Calatagan	LUCSUHIN NATIONAL HIGH SCHOOL	3

16	ARRA C. DERIGE EdD	F	Head Teacher III	Calatagan	CALATAGAN NATIONAL HIGH SCHOOL	1
17	JENNIFER P. VILLAMIN	F	Head Teacher III	Calatagan	CALATAGAN NATIONAL HIGH SCHOOL	2
18	MARICEL A. HERJAS PhD	F	Head Teacher I	Calatagan	CALATAGAN NATIONAL HIGH SCHOOL	3
19	REBECCA A. BAUTISTA	F	Head Teacher I	Calatagan	CALATAGAN NATIONAL HIGH SCHOOL	1
20	Evelyn B. Ojales	F	Principal I	Cuenca	Ramon Paterno MES	2
21	Cristopher M. Latunio	M	Officer - In-Charge/Teacher III	Cuenca	Calumayin ES	3
22	Lyne M. Jaen	F	Head Teacher I	Cuenca	Don Juan IS	1
23	Bernadette T. Mendoza	F	Principal I	Cuenca	Balagbag ES	2
24	Joselito R. Alday	M	Head Teacher III	Cuenca	Labac ES	3
25	Airene J. Carandang	F	Officer - In-Charge/Teacher III	Cuenca	Dalipit East Bo. School	1
26	Monena R. Aguelles	F	Head Teacher III	Cuenca	Cuenca NHS	2
27	Ma. Melecia A. De Chavez	F	Head Teacher I	Cuenca	Cuenca NHS	3
28	Cristeta C. Harina	F	Head Teacher II	Cuenca	Fermin La ROsa NHS	1
29	CRIS T. ZITA	M	Head Teacher II/OIC School Head	Ibaan	Maximo T. Hernandez MIHS	2
30	EVERLYN D. ENDOZO	F	Head Teacher I	Ibaan	Dr. Juan A. Pastor Integrated National High School	3
31	EVELYN C. VALENCIA	F	Head Teacher I	Ibaan	Dr. Juan A. Pastor Integrated National High School	1
32	NORALENE A. ALMAREZ	F	Head Teacher I	Ibaan	Dr. Juan A. Pastor Integrated National High School	2
33	LAARNI G. CANLOBO	F	Principal I	Laurel	Leviste Elementary School	3
34	LEA U. MAGAYANES	F	Principal I	Laurel	Buso-Buso Elementary School	1

35	MARIA ELAINE D. RESURRECCION	F	Principal I	Laurel	Ticub Elementary School	2
36	ANGELIE U. TENORIO	F	Head Teacher I	Laurel	Wenceslao Trinidad Memorial National High School	3
37	DONNA M. BAYBAY	F	Head Teacher 1	Laurel	Wenceslao Trinidad Memorial National High School	1
38	LEONISA N. BALOG	F	Head Teacher III	Laurel	Wenceslao Trinidad Memorial National High School	2
39	ELLEN O. ORLANES	F	Head Teacher III	Laurel	Wenceslao Trinidad Memorial National High School	3
40	CHARITO D. VIRAY	F	Head Teacher IV	Laurel	Wenceslao Trinidad Memorial National High School	1
41	JIMMY P. PEÑAFLOR	M	Head Teacher III	Laurel	Wenceslao Trinidad Memorial National High School	2
42	DIVINA GRACIA B. ARANETA	F	Head Teacher III	Laurel	Wenceslao Trinidad Memorial National High School	3
43	MARIKAY C. MACATANGAY	F	HEAD TEACHER I	Lemery	PAYAPA NHS	1
44	MARILYN M. MULINGTAPANG	F	School Principal I	Lemery	Arumahan ES	2
45	JOANA Z. AUSTRIA	F	Head Teacher II	Lemery	San Isidro Labac ES	3
46	ANGELO B. MANALO	M	Principal III	Lemery	Ananias C. Hernandez MNHS	1
47	JANETT D, MENDOZA	F	Principal II	Lemery	DITA ES	2
48	GELYN L. JONSON	F	PRINIPAL III	Lian	LIAN CENTRAL SCHOOL	3
49	MALOU B. ALIPUSAN	F	HT I	Lian	LIAN NATIONAL HIGH SCHOOL	1
50	MARI-MAY D. BUGTONG	F	HT II	Lian	LIAN NATIONAL HIGH SCHOOL	2
51	JUVY S. AUSTRIA	F	HT II	Lian	LIAN NATIONAL HIGH SCHOOL	3
52	ERLYN M. BAON		HT III	Lian	LIAN NATIONAL HIGH SCHOOL	1

53	LOVELY M. DE GUZMAN	F	HT II	Lian	LIAN NATIONAL HIGH SCHOOL	2
54	JORGE C. BAUTISTA	M	P-3	Lian	MATABUNGKAY NATIONAL HIGH SCHOOL	3
55	Juvelyn R. Aliwalas	F	Head Teacher I	Lobo	Masaguitsit-Banalo National HignSchool	1
56	Jossie E. De Chavez	F	Head Teacher I	Lobo	Masaguitsit-Banalo National HignSchool	2
57	Naneth A. Macatangay	F	Principal I	Lobo	Malapad na Parang National High School	3
588	Deverly D. Paglicauan	F	Head Teacher I	Lobo	Masaguitsit-Banalo National HignSchool	1
59	Dennis S. Calingacion	M	Asst Principal II	Malvar	San Isidro Senior HS	2
60	Boyeth G. Cabutihan	M	Principal I	Malvar	Satiago Senior HS	3
61	Maybel M. Din	F	Principal I	Malvar	Luta Sur National HS	1
62	BUENAFLOR MACANDILI	F	HT I	Malvar	Malvar School Of Art & Trade	2
63	Judith C. Dinaya	F	Head Teacher III	Malvar	San Gregorio ES	3
64	Alexis L. Castillo	M	Head Teacher III	Malvar	San Pedro Integrated	1
65	Joseph O. Hernandez	M	Head Teacher III	Malvar	Sitio Balayan San Juan ES	2
66	Rosemarie R. Mendoza	F	Principal I	Malvar	San Isidro ES	3
67	Nimfa W. Sor	F	Asst Principal II	Malvar	Malvar Senior HS	1
68	Glen P. Lubis	M	Head Teacher I	Mataasnakahoy	Bayorbor NHS	2
69	Brendalyn L. De Leon	F	Head Teacher I	Mataasnakahoy	Paaralang Elementarya ng Kinalaglagan	3
70	Novabell L. Orense	Female	Head Teacher 1	Mataasnakahoy	Bayorbor NHS	1
71	RINA A. ROSALES	F	School Principal II	Nasugbu East	Nasugbu East Central School	2
72	SUSARA M. DERAIN	F	OIC- Head Teacher II	Nasugbu East	Catandaan Elementary School	3
73	YHELMAR D. BAIT	M	OIC-Head Teacher I	Nasugbu East	Bulihan Elementary School	1
74	EDWIN V. BAYLOSIS	M	OIC- Teacher III	Nasugbu East	Malapad na Bato National High School	2
75	JERALD C. MENDOZA	M	School Principal I	Nasugbu East	Looc National High School	3

76	MA. RITA LUZ M. DE PADUA	F	School Principal III	Nasugbu East	BILARAN ES	1
77	MELANIE M. MERCADO	F	School Principal I	Nasugbu East	Tala Elementary School	2
78	MARRIE VIC B. ULARTE	F	Head Teacher III	Nasugbu East	Panuca Elementary School	3
79	LEONCIA B. RODRIGUEZ	F	HEAD TEACHER II	Nasugbu East	BILARAN NHS	1
80	MARICEL U. GASMIDO	F	HEAD TEACHER III	Nasugbu East	BILARAN NHS	2
81	MAGTANGGOL S. PANALIGAN	M	HEAD TEACHER III	Nasugbu East	BILARAN NHS	3
82	ARNOLD P. MENDOZA	M	HEAD TEACHER I	Nasugbu East	CATANDAAN YABUT NHS	1
83	MARK ANTHONY EBREO	M	HT I	Nasugbu East	LOOC NHS	2
84	MA THERESA E. TENORIO	F	HT II			3
85	RON RONALD A. CLOMA	MALE	Assistant School Principal II	Nasugbu West	Pantalan Senior High School	1
86	LOURDES A. TENORIO	Female	Principal 1	Nasugbu West	Balaytigue NHS	2
87	MARICYL P. TENDAN	FEMALE	OIC-Assistant School Principal II	Nasugbu West	Bunducan NHS	3
88	RACHEL I. BACIT	Female	Officer-In-Charge	Nasugbu West	Nasugbu National High School	1
89	IMELDA V. HIMAYA	FEMALE	HEAD TEACHER II	Nasugbu West	DCBESMNHS	2
90	ROWENA S. JALICJIC	FEMALE	HEAD TEACHER II	Nasugbu West	DCBESMNHS	3
91	ANNIE T. ASI	F	HEAD TEACHER II	Padre Garcia	PADRE GARCIA INHS	1
92	DONNA M. ANDAL	F	HEAD TEACHER I	Padre Garcia	PADRE GARCIA INHS	2
93	LEA L. ACAR	F	HEAD TEACHER I	Padre Garcia	PADRE GARCIA INHS	3
94	CRISTETA C. DE VILLA	F	HEAD TEACHER I	Padre Garcia	PADRE GARCIA INHS	1
95	MENA O. DIMACULANGAN	F	HEAD TEACHER I	Padre Garcia	PADRE GARCIA INHS	2
96	JANICE P. ENRIQUEZ	F	HT II	Padre Garcia	PADRE GARCIA INHS	3
97	Marivic D. De Castro	F	Head Teacher III	Rosario East	Macalamcam Integrated School	1
98	Estelita P. Oliveros	F	Head Teacher III	Rosario East	Balibago Elementary School	2
99	Crispa C. Roallos	F	Principal I	Rosario East	Tiquiwan Elementary School	3

100	Elisa C. Maaranan	F	HTI	Rosario East	Baybayin INHS	1
101	Juliana P. Espiritu	F	Principal I	Rosario East	Maligaya Elementary School	2
102	Phil F. Perena	M	Principal I	Rosario East	Palakpak Integrated National High School	3
103	Elisa C. De Guzman	F	HTI	Rosario East	Baybayin INHS	1
104	MAC MELLAN C. TOBEO	M	HEAD TEACHER I	Rosario East	ALUPAY INHS	2
105	RHONA B. CLAYTON	F	ASP II	Rosario West	CALANTAS ELEMENTARY SCHOOL	3
106	LUDIVINA D. BALMES	F	HT I	Rosario West	TILAGA ELEMENTARY SCHOOL	1
107	JOVIE C. PALMA	F	PI	Rosario West	LUMBANGAN ELEMENTARY SCHOOL	2
108	ANNALIZA L. MAGLANGIT	F	PI	Rosario West	ITLUGAN INTEGRATED NATIONAL HIGH SCHOOL	3
109	EDZEL M. LEOPANGO	F	PI	Rosario West	BULIHAN INTEGRATED SENIOR HIGH SCHOOL	1
110	CIRILA B. RAMINTAS	F	PI	Rosario West	CALANTAS NATIONAL HIGH SCHOOL	2
111	ROLANDO R. MARASIGAN	M	P1	Rosario West	BULIHAN ELEMENTARY SCHOOL	3
112	ROSELIE B. JAVIER	F	HT III	Rosario West	PAARALANG ELEMENTARYA NG MABUNGA	1
113	LERMA C. MAGNAYE	F	HT III	Rosario West	NAMUCO ELEMENTARY SCHOOL	2
114	HERMELINA B. CELEMIN	F	P1	Rosario West	COLONGAN ELEMENTARY SCHOOL	3
115	BENEDICTO S. CALINGASAN	M	P1	Rosario West	TUBAHAN ELEMENTARY SCHOOL	1
116	MARIA SONIA M. HERNANDEZ	F	PRINCIPAL III	Rosario West	ROSARIO INHS	2
117	MARITES L. MORALES	F	HT III	Rosario West	MALAYA ES	3

118	ROLITA L. EGUIA	F	PI	Rosario West	MASAYA ES	1
119	GRACE M LUNA	F	Head Teacher III	San Jose	TAYSAN SJINHS	2
120	CONCEPCION M. CERVANTES	F	Head Teacher III	San Jose	TAYSAN SJINHS	3
121	JANNET P. ATIENZA	F	Head Teacher III	San Jose	TAYSAN SJINHS	1
122	DIOSA M. LUMBERA	F	Head Teacher III	San Jose	TAYSAN SJINHS	2
123	MARICRIS L. PINTOR	F	Head Teacher III	San Jose	TAYSAN SJINHS	3
124	JENNILYN A. MAKALINTAL	F	Head Teacher II	San Jose	DR. BONIFACIO A. MASILUNGAN INHS	1
125	Noel M. Salagubang	Male	Head Teacher I	San Juan East	Calubcob I National High School	2
126	Analiza L. Magmanlac	Female	Assistant School Principal II	San Juan East	Abung Elementary School	3
127	Evelyn M. Rosales	Female	Head Teacher I	San Juan East	Laiya Integrated National High School	1
128	EVELYN ROSALES	F	HT I	San Juan East	LAIYA INHS	2
129	Ma. Theresa D. Macalalad	F	Head Teacher III	San Juan East	Pinagbayanan ES	3
130	Leonilita F. Badillo	F	Officer - In-Charge/Teacher III	San Juan West	Sampiro Integrated Senior HS	1
131	Grace Ma. Geraldine D. Dimaano	F	Head Teacher I	San Juan West	Palahanan Integrated NHS	2
132	Liberty V. Lugatoc	F	Head Teacher III	San Juan West	Don Leon Mercado Sr. MNHS	3
133	RIta L. Silang	F	Head Teacher 1	San Juan West	Don Leon Mercado Sr. MNHS	1
134	Jermelyn D. Briones	F	Head Teacher 1	San Juan West	Don Leon Mercado Sr. MNHS	2
135	MARK ANGELO M. CATIBOG	M	HEAD TEACHER I	San Juan West	SICO 1.0 INHS	3
136	MARY JANE R. MARCO	F	HEAD TEACHER I	San Juan West	SICO 1.0 INHS	1
137	RAY-JOWEL H. CARANDANG	M	HEAD TEACHER I	San Juan West	CALABASAHAN ELEMENTARY SCHOOL	2
138	Milagros G. Maquinto	F	Principal 1	San Juan West	Paaralang Elementarya ng Escribano	3
139	Eden E. Cleofe	F	Head Teacher III	San Juan West	Paaralang Elementarya ng	1

					Sampiro	
140	JENNIFER R. VIRTUSIO	F	PRINCIPAL 1	San Juan West	PACITA RAMOS MENDOZA MEMORIAL NATIONAL HIGH SCHOOL	2
141	Elsie T. Bolado	F	Asst. Principal II	San Juan West	Libato National High School	3
142	LARRY T. OJALES	M	PRINCIPAL I	San Luis	BANOYO INTEGRATED NHS	1
143	FILIPINA M. SERRANO	F	HEAD TEACHER III	San Pascual	SAN PASCUAL NHS	2
144	MAXIMA GREGORIA R. LUCERO	F	HEAD TEACHER III	San Pascual	SAN PASCUAL NHS	3
145	MAYLENE C. DEL ROSARIO	F	HEAD TEACHER II	San Pascual	SAN PASCUAL NHS	1
146	RICA JOY R. ABARQUEZ	F	HEAD TEACHER II	San Pascual	SAN PASCUAL NHS	2
147	REBECCA H, DE TORRES	F	HEAD TEACHER II	San Pascual	SAN PASCUAL NHS	3
148	CATALINA I. MANIGBAS	F	HEAD TEACHER I	San Pascual	SAN PASCUAL NHS	1
149	PORFIRIO M. MARANAN	M	HEAD TEACHER III	San Pascual	Padre Castillo ES	2
150	ROBERTO A. AGONIA	M	HEAD TEACHER II	Sta. Teresita	STA.TERESITA NATIONAL HIGH SCHOOL	3
151	MELODY B. LOPEZ	F	HEAD TEACHER II	Sta. Teresita	STA.TERESITA NATIONAL HIGH SCHOOL	1
152	ROCHELLE G. PEREZ	F	HEAD TEACHER III	Taal	TAAL NHS	2
153	GINA E. ALCANCIA	F	HEAD TEACHER II	Taal	TAAL NHS	3
154	CHERYL D. MONTENEGRO	F	PRINCIPAL I	Taal	ANTONIO BONSOL ES	1
155	REAPRIL T. SANTOS	F	HEAD TEACHER I	Talisay	DONA MARIA LAUREL PLATON SCHOOL OF AGRICULTURE	2
156	JANE C. LAUREL	F	HEAD TEACHER II	Talisay	DONA MARIA LAUREL PLATON SCHOOL OF AGRICULTURE	3
157	FANNIE M. LUNA	F	HEAD TEACHER I	Talisay	BALAS BUCO STA MARIA NHS	1
158	DIANA C. AUSTRIA	F	HEAD TEACHER I	Talisay	BALAS BUCO STA MARIA NHS	2

159	Gigi M. Agito	F	Principal I	Taysan	Paaralang Elementarya ng San Isidro	3
160	Levi M. Perez	F	Principal I	Taysan	Paaralang Elementarya ng laurel	1
161	Doris M. Robledo	F	Principal II	Taysan	Dagatan Integrated National High School	2
162	Noel L. Lara	M	Principal I	Taysan	Bilogo Integrated National High School	3
163	Noel I. Mendoza	M	Principal I	Taysan	Bucal Elementary School	1
164	Ranie B. Tejada	M	Head Teacher I	Taysan	Guinhawa Elementary School	2
165	Armela M. Umali	F	Head Teacher III	Taysan	Pag-asa Elementary School	3
166	Rosemarie C. Carcole	F	Head Teacher I	Taysan	Dagatan Integrated National High School	1
167	Elcie I. Lontoc	F	Head Teacher III	Taysan	Dagatan Integrated National High School	2
168	Verlyn G. Rey	F	Head Teacher I	Taysan	Dagatan Integrated National High School	3
169	KRISTINE ROSE M. MANDANAS	F	HTI	Tingloy	TINGLOY NHS	1
170	LANI ROSE R. TOLEDOS	F	HTI	Tingloy	TINGLOY NHS	2
171	ROSELLE B. RIVERA	FEMALE	HEAD TEACHER II	Tuy	JOSE LOPEZ MANZANO NATIONAL HIGH SCHOOL	3

Attachment B.

CAPABILITY BUILDING ON FACILITATION SKILLS AND LEARNING MANAGEMENT FOR SCHOOL LEADERS

November 23-27, 2026

EXECUTIVE COMMITTEE

Chairperson	**MARITES A. IBAÑEZ, CESO V** Division Schools Superintendent
Co-Chairpersons	**RHINA O> ILAGAN, CESE** **RONALDO V, RAMILO, CESO VI** Asst. Schools Division Superintendent
Members	**MARIO B. MARAMOT, PhD** Chief ES - SGOD
	DAVID M. NUAY Chief ES- CID

PROGRAM MANAGEMENT AND TECHNICAL WORKING GROUP

Program Manager	Evelyn C. de Sagun- SEPS HRDS
Secretariat/Logistics	1. Leoncia B. Maramot – Lead 2. Maybe M. Bueno 3. Recheil Guerra
Resource Speakers/Learning Facilitators	1. Dr. Ronaldo V. Ramilo, ASDS 2. Dr. Nenita A. Adame 3. Dr. Movita O. Cruzat 4. Dr. Nancy d. Lubis 5. Dr. Agrifina A. Dirain 6. Dr. Lucky May L. Pasia 7. Dr. Louie L. Alvarez 8. Dr. Dionisio D. Cruzat 9. Dr. Jocelyn M. Manset 10. Rundolph R. Abanto 11. Dr. Maria Elizabeth S. Andino 12. Dr. Erwin D. Marasigan 13. Dr. Melani L. Higuit 14. Mathew Alliene D. Mendoza
Class Managers	Dr. Edjie P. Calanog - Class 1 Lovereal Joy A. Lopez – Class 2 Dr. Ofelia M. Del Mundo – Class 3
Process Observers	Dr. Gina Aseremo– Class 1 Marivic M. Dimaculangan – Class 2

	Dr. Maxima M. Javier – Class 3
M & E Coordinator	Estrella Nuñez
Documenters	Dr. Rosette Tapalla Dr. Ma. Rhoda E. Panganiban
ICT	Oliver R. Guevarra Dino V. Busilig
Welfare Officers	C/O the AXIAA Hotel

Attachment C

CAPABILITY BUILDING ON ENHANCED SCHOOL HEADS DEVELOPMENT PROGRAM FOR BEGINNING ANG UNTRAINED SSCHOOL HEADS

November 23-27, 2026

TERMS OF REFERENCE

Program Management	• Oversees the entire implementation of the training • Conducts daily debriefing • Spearheads in addressing the arising issues and concerns pre, during and after the training g delivery
Resource Speakers/ Facilitators	• Attend planning and coordination meetings with • Deliver and facilitate the assigned session/s on the scheduled day/s and time • Attend debriefing sessions • Inform the class manager/s of the activities and materials needed for the session • Observe time management • Check the participants' output
Monitoring Official	• Monitors the implementation of the training • Attends debriefing sessions
Class Managers	• Serve as class adviser • Monitors the whereabouts of the participants • Ensures the attendance of the participants in the assigned class • Assists the resource speakers /facilitators during the session • Serves as time keeper • Prepares completion report • Coordinates with other class managers and training team regarding the closing program

Process Observers	• Observe and document the daily training implementation • Accomplish the Process Observation Forms • Provides a report during debriefing
Documenters	• Keep proper documentation of the daily activities with narrative reports and pictorials • Coordinate with the process observers in the preparation of the documentation
M & E Associate	• Implements the Monitoring & Evaluation Plan in coordination with the PMT • Applies process observation and prescribed tools to monitor and evaluate the program delivery • Provides the link for pretest and posttest, prepares reports of its results and analysis • Administers and analyzes the results of the Level 1 Evaluation which needs to be presented during debriefing • Prepares Post Program M & E reports and submits to the PMT
Secretariat/ Logistics	• Organize the safe and efficient distribution of the supplies/materials • Plan for and negotiate technical difficulties • Ensure the health and safety standards are met • Arrange the room assignments of the participants and PMT/TWG • Prepare the paper works like certificates, attendance sheets etc.
Medical Staff	• Attend to the medical needs of the participants • Keeps records on critical incidents about health concerns • Ensures that participants are capable of attending the sessions
ICT	• Troubleshoots technical problems before and during the daily training delivery • Prepares the PPT/slide presentation of the opening and closing program