



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

7 Nov 2025

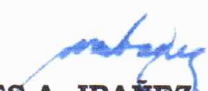
DIVISION MEMORANDUM

No. 638 s. 2025

**ADDENDUM/CORRIGENDUM TO DM 587, S. 2025 RE: CAPABILITY BUILDING
ON ENHANCED SCHOOL HEADS DEVELOPMENT PROGRAM FOR BEGINNING
AND UNTRAINED SCHOOL HEADS**

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. Relative to Division Memorandum No. 587, s. 2025, please be informed of additional information and changes to the list of participants and PMT/TWG Members for the **Capability Building on Enhanced School Heads Development Program for Beginning and Untrained School Heads**. The said activity was scheduled on November 10 -14, 2025, but due to a forecasted Super Typhoon, it will be held on January 12-16, 2026, at AXIAA HOTEL, #135, 1105 West Ave, Project 7, Brgy. Bungad, Quezon City.
2. Please see the attached lists and terms of reference.
3. All other provisions in the previous Memorandum 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/Corrigendum to DM 587, S. 2025 RE: Capability Building on Enhanced School Heads Development Program for Beginning and Untrained School Heads, 110525-030, 11/05/2025



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Attachment A

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

January 12-16, 2025

FINAL LIST OF PARTICIPANTS

NAME	SEX	DESIGNATION	SCHOOL	SUB-OFFICE	CLASS NO
Philip Adrian A. Tenorio	M	School Principal I	Banyaga National High School	Agoncillo	1
Maria Josefa E. Bolilan	F	Principal I	Agoncillo National High School	Agoncillo	2
Elbie R. Mendoza	F	School Principal I	Coral na Munti National High School	Agoncillo	3
Melanie D. Magboo	F	T-III	AGONCILLO NHS	Agoncillo	4
Dorothie M. Biscocho	F	Head Teacher III	Barigon Elementary School	Agoncillo	5
Francisco V. Hernandez	M	School Principal III	Banyaga Elementary School	Agoncillo	6
Lanie Q. Laroza	F	Head Teacher I	PING-AS CORAL ELEMENTARY SCHOOL	Alitagtag	1
Ryan R. Ramos	M	OIC-Assistant Principal II	Alitagtag Senior High School	Alitagtag	2
Joyce G. Ylagan	F	Teacher III/TIC	San Jose T. Reyes Integrated School	Alitagtag	3
Mark Christian R. Catapang	M	Head Teacher III	Alitagtag National High School	Alitagtag	4
Randolf O. Badillo	M	ASP II	Alitagtag SHS	Alitagtag	5
Mariano D. Basco	M	Head Teacher I	Dao Elementary School	Balayan East	6
Remedios C. Villela	F	Head Teacher II	PATUGO ELEMENTARY SCHOOL	Balayan East	1
Ronel A. Gomez	M	Assistant School Principal II	Balayan Senior High School	Balayan West	2
Analyn M. Baylosis	F	Head Teacher II	San Piro National High School	Balayan West	3
Rosanna T. De Los Reyes	F	Principal I	Jose Chua Ben Chong Memorial Elementary School	Balayan West	4
Hanny S. Villamor	F	Head Teacher I	Malabanan Elementary School	Balete	5
Rosalinda C. Gebela	F	Head Teacher III	Cesar Orona Elementary School	Balete	6
Susan L. Katimbang	F	Teacher 3	Paligawan Elementary School	Balete	1
Michael L. Valencia	M	Master Teacher I	Cesar Orona Elementary School	Balete	2
Jaena N. Dela Cerna	F	ASSISTANT SCHOOL PRINCIPAL II	PRIMITIVO KALAW SENIOR HIGH SCHOOL	Balete	3
Rolando M. Magpantay Jr.	M	Head Teacher III	Paligawan Elementary School	Balete	4
Glenda R. Enriquez	F	Head Teacher III	Looc Elementary School	Balete	5
Alex P. Brual	M	Officer in Charge	San Teodoro ES	Bauan East	6
Aldrin N. Hernandez	M	HEAD TEACHER III	ALAGAO-MALINDIG ELEMENTARY SCHOOL	Bauan East	1



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Jeneffer F. Mamaradlo	F	Head Teacher I	Pitugo Elementary School	Bauan East	2
Daisy M. Agbay	F	MASTER TEACHER II	AS-IS INTEGRATED SCHOOL	Bauan West	3
Moises Israel C. Abel	M	Asst. School Principal II	Bauan Technical Integrated High School	Bauan West	4
Cristobal R. Adarlo	M	Asst. Principal II	BAUAN TECHNICAL INTEGRATED HIGH SCHOOL	Bauan West	5
Myla H. Gonzalvo	F	OIC	San Diego/saan Pablo ES	Bauan West	6
Randy E. Cepillo	M	Officer-in-Charge	Colvo Elementary School	Bauan West	1
Aldrin Gabo	M	Head Teacher I	Balayong ES	Bauan West	2
Emer C. De Leon	M	HEAD TEACHER I	BISAYA ELEMENTARY SCHOOL	Calaca	3
Carmi D. Mendoza	F	Asst. School Principal II/OIC	Batangas Province Science High School	Calaca	4
Leonides M. Vidal	M	HEAD TEACHER III	MATALA ELEMENTARY SCHOOL	Calaca	5
Jay-R R. Mercado	M	Head Teacher III	Lumbang na Matanda National High School	Calaca	6
Maricris D. Atienza	F	HEAD TEACHER I	LUMBANG NA BATA ELEMENTARY SCHOOL	Calaca	1
Ma. Buena S. Bautista	F	HEAD TEACHER I	SUGOD ELEMENTARY SCHOOL	Calaca	2
Maribel M. Formentos	F	HEAD TEACHER I	CORAL NI BACAL ELEMENTARY SCHOOL	Calaca	3
Rosalie P. Enrique	F	HEAD TEACHER I	CALUANGAN ELEMENTARY SCHOOL	Calaca	4
Valentina C. Malapitan	F	Head Teacher II	Tamayo ES	Calaca	5
Jacqueline R. Silayan	F	Head Teacher I	Niyugan Elementary School	Calaca	6
Cristina M. Papa	F	Head Teacher II	Bambang Elementary School	Calaca	1
Jerome A. Cudiamat	M	Asst. School Principal II	Calatagan SHS	Calatagan	2
Dino V. Busilig	M	Head Teacher II	Calatagan National High School	Calatagan	3
Gloria C. Salazar	F	PRINCIPAL I	CALATAGAN NHS	Calatagan	4
Annabelle M. De Jesus	F	Head Teacher III	Pacita Madrigal Warns Mababang Paaralan ng Bagong Silang	Calatagan	5
Luisa D. Obrador	F	Head Teacher I	Luya Elementary School	Calatagan	6
Gerry M. Tahud	M	MASTER TEACHER 1	JACOBO ZOBEL ELEMENTARY SCHOOL	Calatagan	1
Wilfredo G. Rapas	M	HEAD TEACHER III	KILITISAN ELEMENTARY SCHOOL	Calatagan	2
Alvin D. Rasdas	M	Head Teacher II	Encarnacion Elementary School	Calatagan	3
Ma. Critina T. Garcia	F	HEAD TEACHER I	PARAISO ELEMENTARY SCHOOL	Calatagan	4
Herminia C. Hernandez	F	Head Teacher III	Calatagan 2.0 NHS	Calatagan	5
Adelio B. Glorioso	M	Principal 1	Balibago Elementary School	Calatagan	6
Mario A. Caunceran	M	Principal II	Florencio D. Firmante Elementary School	Calatagan	1
Richard A. Buenas	M	Asst. School Principal II	Calatagan Senior High School	Calatagan	2



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Imelda H. De Sagun	F	Head Teacher III	Carlota Elementary School	Calatagan	3
Lyne M. Jaen	F	Head Teacher I	Don Juan Integrated School	Cuenca	4
Marilou P. Magpanray	F	Principal I	Emmanuel Elementary School	Cuenca	5
Bernadette T. Mendoza	F	Asst. School Principal II	CUENCA SENIOR HIGH SCHOOL	Cuenca	6
Medina R. Mendoza	F	Head Teacher II	Dalipit East Bo. School/Dalipit Elementary School	Cuenca	1
Orven F. Mendoza	M	School Principal I	Cuenca National High School	Cuenca	4
Blademer O. Manalo	M	Assistant Principal II	Cuenca SHS	Cuenca	5
Marlon R. Piñon	M	Assistant School Principal II	Dr. Juan A. Pastor Integrated National High School	Ibaan	6
Analyn T. Inandan	F	Principal I	Panghayaan Elementary School	Ibaan	1
Cherrelyn V. Atienza	F	Principal I	Sabang Elementary School	Ibaan	2
Rosette L. Tapalla	F	Asst. School Principal II	Dr. Juan A. Pastor Integrated National High School	Ibaan	3
Norliza C. Tiemsem	F	OIC - Master Teacher II	Lucsuhin Integrated School	Ibaan	4
Grace M. Villanueva	F	Head Teacher I	Gregorio Sison Memorial Elementary School	Ipaan	5
Edjie P. Calanog	F	Head Teacher III	San Gregorio Integrated School	Laurel	6
Maria Elaine D. Resurreccion	F	Head Teacher I	San Gregorio Annex Elementary School	Laurel	1
Arabel C. Morales	F	HEAD TEACHER I	NIYUGAN ELEMENTARY SCHOOL	Laurel	2
Fe E. Nanteza	F	Assistant School Principal II	Placido T. Amo Senior High School	Laurel	3
Juharra D. Canta	F	Assistant School Principal II	PLACIDO T. AMO SENIOR HIGH SCHOOL	Laurel	4
Lea U. Magayanes	F	THI	Berinayan Elementary School	Laurel	5
Nieves R. Opena	F	HEAD TEACHER I	PALIPARAN ELEMENTARY SCHOOL	Laurel	6
Belen P. Terrago	F	PRINCIPAL-II	BUGAAN INTEGRATED SCHOOL	Laurel	1
Paulo Gaylord R. Cajudo	M	Head Teacher II	Marcos Catibog Memorial Elementary School	Lemery	2
Joana Z. Austria	F	Head Teacher II	Dita Elementary School	Lemery	3
Elena C. Carurucan	F	HEAD TEACHER III	NIOGAN ELEMENTARY SCHOOL	Lemery	4
Ivan M. De Castro	M	Head Teacher I	Masalisi Elementary School	Lemery	5
Remedios D. Cortiñas	F	Principal III	Ayao-Iyao Elementary School	Lemery	6
Mathew Alliene D. Mendoza	M	Assistant Principal II	Lemery Senior High School	Lemery	1
Reimar A. Cornejo	M	Asst. School Principal II	Lemery Senior High School	Lemery	2
Niña Grace T. Aquino	F	Asst. Principal II	Dionisio P. Vito National High School	Lemery	3
Gina C. Flores	F	Principal III	SINISIAN ELEMENTARY SCHOOL	Lemery	4
Marcela C. Maala	F	Head Teacher II	Gulod Elementary School	Lemery	5



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Vivian A. Ondo	F	Principal II	Bukal Elementary School	Lemery	6
Dennis N. Mendoza	M	Master Teacher II	Gov. Feliciano Leviste Memorial National High School	Lemery	1
Vanessa A. Bautista	F	Principal IV	Taal NHS	Taal	2
Mary Joy B. Manzana	F	Teacher-in-Charge	Coloconto ES	San Juan East	3
Ma. Teresa E. Caringal	F	Principal IV	Sambal ES	Lemery	4
Felicisimo C. Noche Jr.	M	Head Teacher III	Tubuan Elementary School	Lemery	5
Mylene H. Limjoco	F	Asst. School Principal II	Lian Senior High School	Lian	6
Tsinno T. Florentino	M	Master Teacher II	Lian National High School	Lian	1
Roselyn A. Ortega	F	Teacher 3/ Officer-In-Charge	Antipolo Elementary School	Rosario West	2
Naneth A. Macatangay	F	OIC-ASP	Lobo Senior High School	Lobo	3
Gigi M. Agito	F	Assistant School Principal II	Lobo Senior High School	Lobo	4
Crystal Diane M. Cabatay	F	HEAD TEACHER II	BALIBAGO ELEMENTARY SCHOOL	Lobo	5
Irelyn R. Dueñas	F	Principal I	Jaybanga Integrated National High School	Lobo	6
Beverly R. Ebreo	F	PRINCIPAL II	MASAGUITSIT ELEMENTARY SCHOOL	Lobo	1
Arlene B. Baes	F	HEAD TEACHER II	MALABRIGO ELEMENTARY SCHOOL	Lobo	2
Cristina B. Ramirez	F	Head Teacher II	Sawang Elementary School	Lobo	3
Virginia C. Marasigan	F	Head Teacher II	Nagtaluntong Elementary School	Lobo	4
Donata B. Elamparo	F	Head Teacher I	Nagtoctoc Elementary School	Lobo	5
Lita G. Jara	F	Head Teacher II	Punas ES	Lobo	6
Lea G. Gupo	F	OIC	Malapad na Parang NHS	Lobo	1
Margie A. Ilagan	F	TIC	Bignay ES	Lobo	2
Gory Deil D. Anyayahan	F	TIC	Basilio S. Marasigan MNHS	Lobo	3
Nimfa P. Delica	F	Head Teacher III	Balatbat ES	Lobo	4
Ellen E. Carmona	F	TIC	Pinaghawanan ES	Lobo	5
Yson O. Abarintos	M	Principal I	P. Anahao Elementary School	Mabini	6
Carmelo C. Carpio	M	ASSISTANT PRINCIPAL II	ANSELMO A. ANDOVAL MEMORIAL NATIONAL HS	Mabini	1
Sheryl C. Ilagan	F	Head Teacher II	Mabini National High School	Mabini	2
Inah Gizelle I. Manongsong	F	Head Teacher I	San Jose Elementary School	Mabini	3
Celerina M. Sintones	F	Principal I	Solo Elementary School/ Ligaya Primary School	Mabini	4
Alicia B. Ortega	F	SAN TEODORO ES	San Teodoro ES	Mabini	5
Mila M. Ila	F	Head Teacher III	San Juan-Sto Niño ES	Mabini	6
Lisa M. Garcia	F	Head Teacher I	Mabini National High School	Mabini	1
Marvin A. Abanes	M	Assistant Principal II	Anselmo A. Sandoval Mem. National High School	Mabini	2
Crisanto Magtalas	M	Principal	Dalipit ES	Alitagtag	3
Boyot G. Cabutihan	M	Officer-in-Charge	Santiago Malvar Senior High School	Malvar	4



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Anais V. Geronimo	F	Principal I	Don Julio Leviste Mem. National High School	Malvar	5
Lady Diana C. De Ocampo	F	Principal I	San Isidro National High School - Malvar	Malvar	6
Nimfa, Wagan, Sor	F	Assistant Principal II	Malvar Senior High School	Malvar	1
Jeffrey S. De Las Alas	M	Principal I	Santiago National High School	Malvar	2
Robella L. Magnaye	F	Head Teacher I	Bilucao Elementary School	Malvar	3
Clyo O. Endaya	F	Head Teacher I	San Fernando Elementary School	Malvar	4
Mario L. Perez	M	Head Teacher I	Bagong Pook Elementary School	Malvar	5
Judith C. Dinaya	F	Head Teacher II	San Gregorio Elementary School	Malvar	6
Gilberto L. Perez	M	Principal III	Malvar Central School	Malvar	1
Maricar C. Macahia	F	Assistant School Principal II	Malvar Senior High School	Malvar	2
Dennis S. Calingacion	M	Assistant School principal II	San Isidro Malvar Senior High School	Malvar	3
Marites F. Manigbas	F	Head Teacher 3	Bubuyan Elementary School	Mataasnakahoy	4
Brendalyn L. De Leon	F	HEAD TEACHER I	Paaralang Elementarya ng Kinalaglagan	Mataasnakahoy	5
Lianor B. Malabanan	F	TEACHER IN CHARGE	UPA PRIMARY SCHOOL	Mataasnakahoy	6
Kamille L. Garcia	F	HEAD TEACHER 1	PAARALANG ELEMENTARYA NG LOOB	Mataasnakahoy	1
Mariwen T.Abu	F	Head Teacher II	Paaralaang Elementarya ng Calingatan	Mataasnakahoy	2
Cynthia B. Vida	F	PRINCIPAL 1	COGONAN ELEMENTARY SCHOOL	Nasugbu East	3
Alexandra V. Cloma	F	Assistant School Principal II	Nasugbu East Senior High School	Nasugbu East	4
Pedro C. Nepomuceno Jr.	M	Assistant School Principal II	Nasugbu East Senior High School	Nasugbu East	5
Louders A. Tenorio	F	Teacher III	BILARAN NATIONAL HIGH SCHOOL	Nasugbu East	6
Jerald C. Mendoza	M	HEAD TEACHER II	TALA NATIONAL HGIH SCHOOL	Nasugbu East	1
Edmund M. Evangelista	M	HEAD TEACHER III	LUMBANGAN NATIONAL HIGH SCHOOL	Nasugbu East	2
Jeremias S. Beltran	M	Head Teacher II / OIC	Tumalim National High School	Nasugbu East	3
Jericho B. Clemente	M	Head Teacher I	Kaylaway II Elementary School	Nasugbu East	4
Cleto Caubalejo	M	Head Teacher III	Malapad na Bato ES	Nasugbu East	5
Ron Ronald A. Cloma	M	Assistant School Principal II	Pantalan Senior High School	Nasugbu West	6
Elvina A. Limeta	F	Head Teacher III	Natipuan Elementary School	Nasugbu West	1
Ernaldo P. Tavres Jr.	M	HEAD TEACHER II	DAYAP ELEMENTARY SCHOOL	Nasugbu West	2
Michael T. Villaluna	M	Head Teacher III	Balaytigue Elementary School	Nasugbu West	3
Vincent Paul M. Cabral	M	OIC - Master Teacher I	Calayo Elementary School	Nasugbu West	4
Dolorosa P. Granados	F	Principal I	Pantalan Elementary School	Nasugbu West	5



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Ma. Cecilia P. Sevilla	F	Principal II	Wawa Elementary School	Nasugbu West	6
Rufina B. Samonte	F	Principal IV	Nasugbu West Central School	Nasugbu West	1
Rachel I. Bacit	F	OIC	Nasugbu National High School	Nasugbu West	2
Florencio A. Avena	M	OIC	Maugat Elementary School	Nasugbu West	3
Mildred A. Destreza	F	OIC	Balokbalok Elementary School	Nasugbu West	4
Adelia H. Pacia	F	Head Teacher III	Bunducan National High School	Nasugbu West	5
Myra T. Bruno	F	Head Teacher III	Bucana Elementary School	Nasugbu West	6
Joel D. Abreu	M	School Head / Head Teacher II	Balaytigue National High School	Nasugbu West	1
Aurea L. Destreza	F	HT III	Utod Elementary School	Nasugbu West	2
Maricyl P. Tendan	F	Assistant Principal II	Pantalan Senior High School	Nasugbu West	3
Domcar C. Lagto	M	Head Teacher III	Papaya Elementary School	Nasugbu West	4
Leny L. Mercado	F	Head Teacher I	Tangob Elementary School	Padre Garcia	5
Antonia Lorena L. Bituin	F	Head Teacher I	Domingo M. Zuno Elementary School	Padre Garcia	6
Don Carlo F. Gollena	M	Principal I	Bukal Integrated National High School	Padre Garcia	1
Maybel M. Din	F	Assistant School Principal II	PADRE GARCIA INTEGRATED NATIONAL HS	Padre Garcia	2
Elsie T. Bolado	F	Assistant School Principal II	Pansol Integrated National High School	Padre Garcia	3
Janice R. Mendoza	F	OIC-Asst. School Principal	PANSOL INTEGRATED NATIONAL HS	Padre Garcia	4
Cerilina D. Comia	F	HEAD TEACHER I	MAUGAT EAST ELEMENTARY SCHOOL	Padre Garcia	5
Yollie M. Eriño	F	HEAD TEACHER III	BANABA ELEMENTARY SCHOOL	Padre Garcia	6
Rhona B. Clayton	F	ASPII	PADRE GARCIA INTEGRATED NATIONAL HS	Padre Garcia	1
Odeza M. Babasa	F	Head Teacher I	Palakpak Integrated National High School	Rosario East	2
Nora Ramos Dagle	F	School Principal 1	Alupay Integrated National High School	Rosario East	3
Jennifer L. Camitan	F	Head Teacher III	Macalamcam B Elementary School	Rosario East	4
Estelita P. Oliveros	F	Head Teacher 2	Macalamcam Elementary School	Rosario East	5
Rosalie O. Mendoza	F	Head Teacher III	Compradia Elementary School	Rosario East	6
Nora C. Gutierrez	F	Principal II	Pinagsibaan Integrated School	Rosario East	1
Romela C. Caringal	F	TEACHER III-OIC	NASI ELEMENTARY SCHOOL	Rosario East	2
Janice B. Dimatulac	F	Head Teacher III	Palakpak Elementary School	Rosario East	3
Merryjoy C. Macatangay	F	School Principal II	Baybayin Elementary School	Rosario East	4
Marissa D. De Ocampo	F	Principal III	Alupay Elementary School	Rosario East	5
Myrna A. Rosales	F	Principal II	Bagong Pook Elementary School	Rosario East	6
Phil F. Perena	Mee	OIC-Asst. School Principal II	Alupay Integrated NHS	Rosario East	1



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Nida A. Ilagan	F	Principal I	Macalamcam B National High School	Rosario East	2
Juliana P. Espiritu	F	Head Teacher III	Maligaya Elementary School	Rosario East	3
Marivic D. De Castro	F	Head Teacher I	Balibago Elementary School	Rosario East	4
Annaliza L. Maglangit	F	School Principal	Itluga Integrated National High School	Rosario West	5
Cirila B. Ramintas	F	HT I	Bulihan Integrated Senior High School	Rosario West	6
Glen D. Pagcaliwagan	M	Head Teacher I	Bayawang Integrated School	Rosario West	1
Raquel D. Callos	F	Head Teacher I	Mayuro Elementary School	Rosario West	2
Rowena R. Masilang	F	Principal III	Rosario Integrated NHS	Rosario West	3
Myrna R. De Castro	F	Principal I	Timbugan National High School	Rosario West	5
Edwin B. Litong	M	School Principal I	San Ignacio Elementary School	Rosario West	6
Jovie C. Palma	F	School Principal I	Lumbangan Elementary School	Rosario West	1
John Phol A. Comia	M	Asst. School Principal II	Calantas Senior High School & Calantas National High School	Rosario-West	2
Leny P. Macasaet	F	Head Teacher III	BanayBanay 1 Elementary School	San Jose	3
Olivia B. Morales	F	Head Teacher III	Salaban Elementary School	San Jose	4
Analiza L. Magmanlac	F	ASSISTANT SCHOOL PRINCIPAL II	TAYSAN SAN JOSE INTEGRATED NATIONAL HIGH SCHOOL	San Jose	5
Sheirbert G. Mercado	M	Head Teacher I	Bagong Pook Elementary School	San Jose	6
Melita P. Opina	F	Assistant School Principal II	Dr. Bonifacio A. Masilungan INHS	San Jose	1
Dulce A. Gutierrez	F	School Principal III	Tugtug Elementary School	San Jose	2
Mildred M. De Torres	F	Principal III	Marcos Espejo Integrated School	San Jose	3
Levi M. Perez	F	Assistant School Principal II	Taysan San Jose Integrated National High School	San Jose	4
Luz B. Manimtim	F	Head Teacher II	Libjo Sapangan Elementary School	San Juan West	5
Cecilia P. Verdadero	F	HEAD TEACHER II	CALUBCOB I NATIONAL HIGH SCHOOL	San Juan East	6
Jennifer M. Maulion	F	HEAD TEACHER I/TIC	LIPAHAN NATIONAL HIGH SCHOOL	San Juan East	1
Ryan Romulo L. Matocinos	M	Head Teacher I	Hugom Elementary School	San Juan East	2
Abel D. Manzana	M	Head Teacher I	Palingowak Elementary School	San Juan East	3
Evelyn R. Maulion	F	Head Teacher III	Paaralang Elementary ng Pootol	San Juan East	4
Lawrence B. Aytona	F	Principal I	Tipas Integrated National High School	San Juan East	5
Ma. Shejanie S. Matocinos	F	Principal-1	Aplaya Elementary School	San Juan East	6
Edzel M. Leopango	F	Head Teacher II	Tipas Integrated National High School	San Juan East	1
Julieta S. Deduque	F	Master Teacher I	Tipas Integrated National High School	San Juan East	2
Gregoria P. Rodriguez	F	Head Teacher I	Catmon Elementary School	San Juan East	3



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Remedios M. Luistro	F	Head Teacher I	IMELDA ELEMENTARY SCHOOL	San Juan East	4
Cristeta T. Sosing	F	HEAD TEACHER I	TALAHIBAN II ELEMENTARY SCHOOL	San Juan East	5
Arrah S. Sulit	F	ASP 2	Laiya Integrated National High School	San Juan East	6
Maria Sonia M. Hernandez	F	Principal II	Calubcub I Senior High School	San Juan East	1
Ederlina C. Umali	F	Head Teacher I	Calubcob I National High School	San Juan East	2
Mary Ann S. Macalalad	F	Head Teacher I	Pulangbato National High School	San Juan West	3
Marissa A. Quinia	F	Assistant School Principal II	Buhaynasapa Integrated National High School	San Juan West	4
Marites G. Caponpon	F	Asst. School Principal II/OIC	Angeles Luistro Integrated Senior High School	San Juan West	5
Juliet J. Silang	F	Asst. School Principal I	PALAHANAN INTEGRATED NATIONAL HIGH SCHOOL	San Juan West	6
Jennifer R. Virtusio	F	HEAD TEACHER 1	PALAHANAN INTEGRATED NHS	San Juan West	1
Margarita H. Delen	F	Head Teacher 1	PACITA RAMOS MENDOZA MEMORIAL NATIONAL HIGH SCHOOL	San Juan West	2
Mabel G. Campang	F	Head Teacher II	Don Eulogio Luistro Elementary School	San Juan West	3
Edison V. Cabato	M	Head teacher I	Paaralang Elementarya ng Janaojanao	San Juan West	4
Aries T. Awatin	M	HT III	Paaralang Elementarya ng Muzon	San Juan West	5
Emely C. Panaligan	F	Head Teacher III	LIBATO NATIONAL HIGH SCHOOL	San Juan West	6
Job S. Triviño	M	Principal I	Sico 1.0 integrated NHS	San Juan West	1
Arnold L. Salagubang	M	Head teacher II	Paaralang Elementarya ng Mabalano	San Juan West	2
Ovien C. Gabay	F	Teacher III Teacher- in- Charge	Calumpang East, Elementary School	San Luis	3
Willie C. Malapitan	M	Head Teacher I	Tungal ES	San Luis	4
Cynthia S. Signo	F	Head Teacher I	Locloc Elementary School	San Luis	5
Valyn R. Encarnacion	F	Head Teacher III	Bonliw Elementary School	San Luis	6
Mylene A. Del Rosario	F	Head Teacher II	Mahabang Parang ES	San Luis	1
Annaliza B. Montero	F	Head Teacher I	Boboy Elementary School	San Luis	2
Arlene H. Cometa	F	Head Teacher I	San Antonio ES	San Luis	3
Larry T. Ojales	M	PRINCIPAL I	Banoyo Integrated National High School	San Luis	4
Teresita M. Belela	F	Head Teacher III	Hipit Elementary School & Abelo Elementary School	San Nicolas	5
Kristine Annie R. De Villa	F	School Principal I	SAN NICOLAS INTEGRATED HIGH SCHOOL	San Nicolas	6
Charlyn Grace P. Casabuena	F	School Principal I	Maabud Elementary School	San Nicolas	1
Thelma P. Cabaguio	F	HEAD TEACHER III	MATAAS NA LUPA-PALSAHINGIN ELEMENTARY SCHOOL	San Pascual	2
Maribel C. Marasigan	F	TEACHER III - OIC	RESPLANDOR ELEMENTARY SCHOOL	San Pascual	3



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Fraida D. Delas Alas	F	Head Teacher III	Balimbing Elementary School	San Pascual	4
Rhogel M. Madlangbayan Jr.	M	Head Teacher I	Pook ng Kapitan ES	San Pascual	5
Maria Fatima F. Macuha	F	Principal 1	Banaba Elementary School	San Pascual	6
Apoll Joy C. Silang	F	School Principal 1	Bayanan National High School	San Pascual	1
Rowena DC. Soquiat	F	HEAD TEACHER III	POOK NI BANAL ELEMENTARY SCHOOL	San Pascual	2
Clarissa B. Peniz	F	School Principal I	Ilat National High School	San Pascual	3
Benilda M. Dalawampu	F	Principal 1	Ilat Elementary school	San Pascual	4
Clariza D. Dalisay	F	Principal III	Natunuan North Elementary School	San Pascual	5
Rolena M. Garcia	F	Principal I	Alalum Elementary School	San Pascual	6
Ligaya M. Cusi	F	Head Teacher III	Kaingin Elementary School	San Pascual	1
Rochell R. Bandong	F	Assist. School Principal II	San Pascual Senior High School I	San Pascual	2
Evelyn B. Ojales	F	Teacher III	Sta. Teresita Central School	Sta. Teresita	3
Arnel A. Alcantara	M	Head Teacher I	Tambo Integrated School	Sta. Teresita	4
Dhenver D. Arellano	M	Head Teacher I	Irukan-Kalayaan Elementary School	Sta. Teresita	5
Loida Amor V. Siscar	F	Head Teacher I	Calumala Elementary School	Sta. Teresita	6
Rosalia Rosally O. Magsino	F	Head Teacher I	Jorge Maranan Atienza ES	Sta. Teresita	1
Sherryl N. Hernandez	F	Head Teacher II	Taal National High School	Taal	2
Cheryl D. Montenegro	F	OIC / MASTER TEACHER I	ANTONIO BONSOLO ELEMENTARY SCHOOL	Taal	3
Edelyn B. Salazar	F	Asst. School Principal II	TAAL SENIOR HIGH SCHOOL	Taal	4
Maria Elouisa S. Manongsong	F	Asst. School Principal II	TAAL SENIOR HIGH SCHOOL	Taal	5
Jonna May D. Casalme	F	Head Teacher I	San Guillermo Elementary School	Talisay	6
Ma. Jacinta D. Comia	F	Head Teacher III	Caloocan Elementary School	Talisay	1
Melona C. Almendras	F	Master Teacher II	Doña Maria Laurel Platon Memorial School	Talisay	2
Laarni G. Canlobo	F	Teacher III	Quiling Elementary School	Talisay	3
Lorena M. Polon	F	OIC/Head Teacher III	Doña Maria Laurel Platon School of Agriculture	Talisay	4
Ligaya T. Mendoza	F	Head Teacher I	Balas Buco Sta. Maria NHS	Talisay	5
Lea H. Sanggalang	F	Head Teacher III	Talisay Senior High School	Talisay	6
Vanessa D. Plata	F	Head Teacher I	Bacao Elementary School	Taysan	1
Rex G. Ramos	M	Head Teacher II	Tilambo National High School	Taysan	2
Christian A. Africa	M	OIC-Assistant Principal II	Taysan Senior High School	Taysan	3
Loverrealjoy A. Lopez	F	School Principal I	Pinagbayanan Integrated National High School	Taysan	4
Limuel F. Galicia	M	HEAD TEACHER I	TILAMBO ELEMENTARY SCHOOL	Taysan	5
Noel L. Lara	M	Principal	Bilogo Integrated NHS	Taysan	6
Rodea Lou O Caybugay	F	PRINCIPAL I	SAN ISIDRO NATIONAL HS	Taysan	1



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Marifel D. Rabano	F	School Principal I	San Marcelino Elementary School	Taysan	2
Marilou B. Escala	F	Head Teacher III	Mabayabas Elementary School	Taysan	3
Gilberto D. Escala	M	HEAD TEACHER III	CONDE ELEMENTARY SCHOOL	Taysan	4
Rod R. Magalona	M	OIC	Mahanadiong National HS	Taysan	5
Maricel C. Garcia	F	OIC	Laurel Elemntary School	Taysan	6
Ranilo B. Tejada	M	OIC/Head Teacher I	Paaralang Elementarya ng San Isidro	Taysan	1
Ronald B Ortega	M	Head Teacher I	Piña Elementary School	Taysan	2
Anabelle B. Escobilla	F	OIC	Guinhawa Elementary School	Taysan	3
Hilaria Wilma A. Marasigan	F	Head Teacher II	San Pedro Elementary School	Tingloy	4
Juvie Ann P. Gabrieles	F	Asst. School Principal II	Tingloy Senior High School	Tingloy	5
Maria Fe A. Alvarez	F	Head teacher I	Papaya Elementary School	Tingloy	6
Elsa E. De Guzman	F	Head Teacher III	TALAHIB ELEMENTARY SCHOOL	Tingloy	1
Sheryl B. Jugueta	F	Head Teacher II	Banalo Elementary School	Tingloy	2
Mary Ann B. Luzon	F	Head Teacher III	Pisa Elementary School	Tingloy	3
Gerry G. Caringal	M	Principal I	Gamaw Elementary School	Tingloy	4
Juana C. Bacatin	F	Head Teacher II	Bago Primary School	Tingloy	5
Jesie O. Magsino	F	Head Teacher III	Corona Elementary School	Tingloy	6
Juliet S. Maneja	F	Head Teacher I	San Jose Elementary School	Tingloy	1
Liezel B. Castillo	F	Head Teacher III	Makawayan Elementary School	Tingloy	2
Ma. Rhoda E. Panganiban	F	Asst. School Principal II	Tuy Senior High School	Tuy	3
Marcelo B. Ularte	M	Principal 1	Bolbok NHS	Tuy	4
Ma. Monique D. Atienza	F	Head Teacher III	Tuy National High School	Tuy	5
Rosario A. Consigo	F	Head Teacher I	Gumapac Barangay School	Tuy	6
Lilian S. Manaois	F	Officer-in-Charge	Dalima Elementary School	Tuy	1
Ruvilando A. Villalobos	M	Head Teacher III	Toong Elementary School	Tuy	2
Rosauro V. Valeriano	M	Assistant School Principal II	Tuy Senior High School	Tuy	3
Eufrocino C. Erna	M	Head Teacher III	San Jose Elementary School	Tuy	4
Jesusa A. Ravela	F	Head Teacher I	Bayudbud Elementary School	Tuy	5
Emiliana R. Bituin	F	Head Teacher I	Mataywanak Elementary School	Tuy	6
Nino A. Viaro	M	Head Teacher III	Magahis Elementary School	Tuy	1
Loreta M. Asugui	F	Principal I	Pinagrusan ES	Alitagtag	2



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Attachment B

**CAPABILITY BUILDING ON ENHANCED SCHOOL HEADS DEVELOPMENT
PROGRAM FOR BEGINNING AND UNTRAINED SCHOOL HEADS**

January 12-16, 2025

Executive Committee

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

PROGRAM MANAGEMENT TEAM AND TECHNICAL WORKING GROUP

Overall Chairperson	Marites A. Ibanez, CESO V Schools Division Superintendent
Co- Chairpersons	Rhina O. Ilagan, CESE OIC- Asst. Schools Division Superintendent Jofit P. Dayoc, CESE OIC- Asst. Schools Division Superintendent
Members	Mario B. Maramot, PhD OIC – Chief EPS – SGOD David M. Nuay Chief EPS – CID
Program Manager	Evelyn C. de Sagun- SEPS HRDS
Secretariat/Logistics	Leoncia B. Maramot – Lead Arnel B. Catapang Concepcion M. Cervantes



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Resource Speakers/Learning Facilitators	Jofit P. Dayoc, CESE Jocelyn M. Manset Eleazar C. Magsino Maria Melissa M. Ariola Nenita A. Adame Nancy D. Lubis Arnel A. Evangelista Movita O. Cruzat Agrifina A. Dirain Mary Jane M. Gonzales Riza C. Guzano Rianita S. Pasigpasigan Erickson T. Gutierrez Aniano I. Hernandez Lucky May L. Pasia Julita E. Ilagan Andrea M. Hernandez Wilson T. Ojales Rundolph R. Abanto Rodrigo S. Castillo – PO/LF Ginalyn U. Macaraig – PO/LF
Class Managers	Marivic Dimaculangan – Class 1 Simeona Rechie C. Ojales – Class 2 Maria Elizabeth Andino – Class 3 Angelica Marasigan – Class 4
Class Manager	Gilma C. Porley – Class 5 Ma. Verla Alvaran – Class 6
M & E Coordinator	Gelyn I. Jonson
Lead Documenter	Noah P. Duque
Process Observers/ Class Documenters	Connie C. Hernandez – Class 1 Bernarda M. Reyes – Class 2 Rodrigo S. Castillo – Class 3 Sarah S. Saguin – Class 4 Ginalyn U. Macaraig – Class 5 Joel B. Lubis – Class 6
ICT	John Lhester Gabo
Welfare Officers	Nov. 10-12,2025 Princess Espina & Rowena Aguila Nov. 12 -14,2025 Rodelio Alvarez & Felix Fajarito



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Attachment C

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

January 12-16, 2025

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
Learning Manager/s	• Leads the team in the implementation of daily activities based on the matrix • Attends debriefing sessions • Checks the completeness of the participants' output
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



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	• 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 • 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



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	• 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

-----NOTHING FOLLOWS-----