




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



**Division Memorandum
No. 431, s. 2014**

To : All Teacher Leaders and School Heads
Elementary Schools/Integrated & Secondary Schools
This Division

From : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

Subject : **CAPABILITY-BUILDING FOR TEACHER LEADERS/SCHOOL HEADS**

Date : November 26, 2014

1. There will be a **Two-Day Live-In Seminar** for All Teacher Leaders and School Heads in the DEpEd – Division of Sarangani at Estares Resort in Lake Sebu, South Cotabato.
2. The objectives of the Seminar are the following:
 - a. To understand one's management style and managerial skills.
 - b. To align/clarify specific roles and functions as teacher leader or school head
 - c. To craft possible guidelines relative to their benefits/service credits, etc.
 - d. To review their SIP and to come up with their AIP/APP
3. Participants to this activity is scheduled on the following dates:

| Dates | Participants |
|----------------------|---|
| December 8-9, 2014 | 65 School Heads with HT,MT, GC item |
| December 10-11, 2014 | 51 Teacher Leaders with Ti,T2 & T3 items in the municipality of Alabel, Glan, Malapatan, & Maasim |
| December 12-13, 2014 | 50 Teacher Leaders with T1, T2 & T3 items in the municipality of Malungon, Kiamba, and Maitum |

4. Participants are required to bring the following:
 - a. laptop with extension wire
 - b. writing pads and ballpen/pencil
 - c. SIP/APP
5. Participants are expected to be at the venue before 8:00 in the morning. (see attachments).
6. Meals and accommodation is provided by Special Education Fund (SEF) while transportation and other expenses relative to this training shall be charged to local funds/School MOOE subject to accounting and auditing rules and procedures.
7. Immediate dissemination of this memorandum is desired.

Enclosure to DM No. 431, s. 2014

LIST OF PARTICIPANTS – December 8-9, 2014 (School Heads with HT, MT, & GC items)

| Name | Designation | School |
|-----------------------------|-------------|---------------------------------------|
| 1. Rimar S. Panares | HT-1 | Sofan ES |
| 2. Eliseo D. Lariosa | HT-1 | Vicente Fuentes (Bagacay) ES |
| 3. Juan Jr. Lendio | HT-1 | Kisoy PS/Tagaytay IS |
| 4. Floro R. Aranas | MT-1 | Cablalan IS |
| 5. Rolando E. Magallanes | HT-2 | Enrique D. Yap Sr. ES |
| 6. Cristino M. Yama | HT-1 | Lumigo IS |
| 7. Guillermo C. Torno | HT-3 | Macatimbol ES |
| 8. Christopher G. Ferolino | HT-1 | Tampus IS |
| 9. Dulcesimo P. Alfafara | HT-2 | Glan Padidu CES |
| 10. Felix Barenan | HT-1 | A. Bartulaba IS |
| 11. Rowen P. Tanap | MT-2 | E. Alegado IS |
| 12. Cirilo Lilbrando | HT-2 | Esther B. Yap ES |
| 13. Nicasio S. Tumulak | HT-2 | Kiogam ES |
| 14. Segundino N. Baricuatro | HT-1 | San Vicente ES |
| 15. Pinky G. Tanap | MT-1 | Tangan IS |
| 16. Barbara Mae R. Galzote | HT-1 | Laguimit ES |
| 17. Elisa S. Plecerda | HT -2 | San Jose ES |
| 18. Mundo V. Alcobe | HT-1 | Nicomedes Tolentino (Small Margus) ES |
| 19. Gerlita R. Cenon | MT 1 | Tonga Lim Siao Sr. ES |
| 20. Robert G. Gapate | MT 1 | Gasi ES |
| 21. Charlie A. Gomeri | HT3 | GE Antonino Mem'l ES |
| 22. Mohmen J. Mangelen | MT 1 | Mangelen IS |
| 23. Emerita G. De Mesa | MT 2 | Seven Hill ES |
| 24. Renante S. Carido | HT 3 | Datu Molod IS |
| 25. Fernando M. Moso | HT 2 | Hilltop ES |
| 26. Wilhelmina B. Gallinero | HT 2 | Kablacan ES |
| 27. Vincent T. Adrales | HT 1 | Kanalo ES |
| 28. Cedelia D. Mozo | HT 1 | Nomoh IS |
| 29. Fe Arago | GC1 | Kipalkuda ES |
| 30. Ruth N. Ebojo | HT 1 | Wali IS |
| 31. Pangilamen K. Angkanan | HT 2 | Dimatingkal Kamid (Teneb) ES |
| 32. Renato B. Ubando | MT 1 | Lomutan ES |
| 33. Ardhy Joy C. Alba | MT 1 | Lasang ES |
| 34. Francisco P. Verano | HT1 | Francisco A. Cagang ES |
| 35. Edgar B. Egano | HT 3 | Klhan (Naidas Opong)ES |
| 36. RonnelC. Polancos | HT 1 | Biangan ES |
| 37. Joy E. Villaruben | HT 1 | Kinabalan IS |
| 38. Solomon, Montecillo jr | HT 2 | Malungon Gamay ES |
| 39. Federico A. Casanaan | HT 3 | Tagaytay ES |
| 40. Henry G. Gulada | HT 3 | Manabawon Es |
| 41. Romeo Jr. O. Dadizon | HT 1 | San Miguel ES |
| 42. Allan B. Andres | HT 1 | San Roque ES |
| 43. Gladwyn Mabalot | HT 3 | Upper Lumabat IS |
| 44. Soledad B. Yusay | HT3 | Ampon ES |

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|---------------------------|------|---------------------------|
| 45. Sanny B. Padios | HT 1 | Consolacion IS |
| 46. Roberto N. Diano | HT 1 | Lutay IS |
| 47. Marita B.Onas | HT 2 | Kiblat ES |
| 48. Ireneo T.Caya | HT 1 | Lamlifew ES |
| 49. Joel P. Trinidad | HT 2 | Upper Lamcanal ES |
| 50. Susan D. Sumagka | HT 3 | Alagria NHS |
| 51. Marlou M. Arce | HT 3 | Amado M. Quirit Sr. Annex |
| 52. Rohayda Y. Ubpon | HT 3 | Aniceto Lopez NHS |
| 53. Floro R. Aranas | MT 1 | Cablalan IS |
| 54. Rowen P. Tanap | MT 2 | E. Alegado IS |
| 55. Micheline Q. Cabanlit | MT 1 | Kawas NHS |
| 56. Cristino M. Yama | HT 1 | Lumigo IS |
| 57. Roberto Diano | HT1 | Lutay IS |
| 58. Gina G. Saranillo | HT 3 | Malungon NHS |
| 59. Ellen T. Vicera | MT 1 | San Roque NHS |
| 60. Arnulfo C. Tava | HT 3 | San Vicente NHS |
| 61. Pinky G. Tanap | MT 1 | Tangan IS |
| 62. Luz T. Berse | MT 1 | Tokawal NHS |
| 63. Adriano A. Daligdig | MT 1 | Upper Mainit NHS |
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List of Participants

December 10-11, 2014 (51 Teacher Leaders with T1, T2 & T3 items in the municipality of Alabel, Glan, Malapatan, & Maasim)

December 12-13, 2014 (50 Teacher Leaders with T1, T2 & T3 items in the municipality of Malungon, Kiamba, and Maitum)

| Name | Designation | School |
|-------------------------------|-------------|-------------------------|
| Municipality of Alabel | | |
| 1. Tito D. Maslog | T-3 | Banlibato IS |
| 2. Emmanuel P. Calliao | T-1 | Kiangcos ES |
| 3. Gente Sual | T-1 | Kibak ES |
| 4. Leo C. Lecita | T-2 | Datal Anggas |
| 5. Roberto L. Mendoza | T-1 | Famorcan ES |
| 6. Roselyn G. Villanueva | T-2 | Pait IS |
| 7. Diosdado S. Sichon | T-2 | Paraiso ES |
| 8. Sheilamarie S. Lendio | T-3 | Pongoleel IS |
| 9. Joedel A. Ciudad | T-1 | Salimama ES |
| 10. Jessie Mark V. Balabat | T-1 | Datal Conde ES |
| 11. Alvin F. Labrador | T-1 | Saliluk L. Macatal ES |
| 12. Julius Czar M. Tao-tao | T-2 | Upper Domolok ES |
| Municipality of Glan | | |
| 1. Hector R. Lara | T-1 | Miasong ES |
| 2. Alvin G. Gino | T-2 | E. Escobar ES |
| 3. Jerami Joy E. Mayuga | T-1 | Banlas ES |
| 4. Roberto E. Evangelista | T-2 | Calonkambing ES |
| 5. Edmund Q.Solacito | T-1 | Calpidong ES |
| 6. Rico A. Genete | T-3 | Congan ES |
| 7. Bienvenido D. Pepito | T-3 | D. R. Cania MES |
| 8. Rolando C. Wamilda | T-2 | Dlama PS |
| 9. Richard R. Nocos | T-2 | EDSA ES |
| 10. Cecilo R. Morales | T-1 | Segafu Esgapo PS |
| 11. Edgar T. Sollis | T-1 | Tamala ES |
| 12. Marlon T. Recto | T-1 | Adelina Tuardo Tecto PS |
| 13. Geoffrey M. Encabo | T-1 | Batutuling ES |
| 14. Debie H. Bello | T-1 | Calatungan ES |

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| 15. Leah C. Collado | T-1 | D. Masalon Y. Recto PS |
| 16. Peter Lito M. Piquero | T-1 | Gulo ES |
| 17. Isah Macadaag | T-1 | Kaltuad ES |
| 18. Lauren T. Bello | T-3 | Mingkat Gampal ES |
| 19. Arthur B. Besana | T-1 | Panambalan ES |
| 20. Arlene B. Barnachea | T-3 | Severino Ibon Sr. PS |
| 21. Rhodum A. Sagario | T-3 | Young ES |
| Municipality of Kiamba | | |
| 1. Mando K. Menandang | T-3 | AF. Dela Cruz ES |
| 2. Julia M. Mosqueda | T-3 | D. Gimarino ES |
| 3. Emmanuel A. Remolio | T-3 | Datu Dani ES |
| 4. Cherry Lyn B. Malayo | T-1 | Edro Malayo ES |
| 5. Asia T. Jamora | T-2 | Fermin Fuster ES (Kitagas ES) |
| 6. Ronald O. Gapas | T-1 | Lagunsay ES |
| 7. Belmor I. Bergado | T-1 | Bocay-il ES |
| 8. Warlito T. Cortez | T-1 | Mamangos Maulana Kandog (Nalus ES) |
| 9. Evelyn O. Vergara | T-1 | Tabotong ES |
| 10. Evangeline L. Bedos | T-1 | Tamadang ES |
| Municipality of Maasim | | |
| 1. Juanito A. Goyha | T-3 | Arcal ES |
| 2. Buagas Jr. J. Silad | T-3 | Blat ES |
| 3. Ruvelyn L. Homecillo | T-3 | Bo. Site ES |
| 4. Eleuterio T. Mamintas | T-1 | Bongo IS |
| 5. Rene K. Anga | T-1 | Lamlabong IS |
| 6. Ricky S. Lumapas | T-3 | Langaran/Lebe PS |
| Municipality of Maitum | | |
| 1. Daisy N. Masangkay | T-3 | Kiayap ES |
| 2. Esmenia T. Cabanag | T-2 | Linao /Pangi ES |
| 3. Ma. Laurie A. Lacaba | T-1 | V. Tanedo Garcia ES |
| 4. Eriel L. Napila | T-1 | James Alfred Strong ES |
| 5. Editha T. Piang | T-2 | Pinol ES |
| 6. Emerlita S. Agunat | T-2 | Ticulab ES |
| 7. Matabay T. Dimaudtang | T-2 | Tuanandatu ES |
| 8. Angelita D. Datuin | T-2 | Upo ES |
| Municipality of Malapatan | | |
| 1. Jomar B. Ventura | T-3 | Mama Nawa ES |
| 2. Kenneth P. Carten | T-1 | Del Hilado ES |
| 3. Romel C. Balbino | T-1 | Millona Upper Suyan ES |
| 4. Roger A. Cervantes | T-1 | Tocablao ES |
| 5. Jose T. Mancao | T-3 | H. Diamalod ES |
| 6. Rennie T. Quichon | T-1 | Kiahe IS |
| Municipality of Malungon | | |
| 1. Roy O. Escaner | T-3 | Baliton ES |
| 2. Rudilla N. Bandala | T-1 | Kibawalan ES |
| 3. Ariel T. Espera | T-2 | Osmena ES |
| 4. Lew Dexellers Edralin | T-1 | Tangali IS |
| 5. Dina P. Sumanday | T-3 | Balacayo ES |
| 6. Reynald B. Padernal | T-1 | Bangkal ES |
| 7. Merceditha B. Lonzaga | T-1 | Columbio ES |
| 8. Abraham C. Aguilar | T-3 | JWB Adoracion ES |
| 9. Fe May L. Lasib | T-2 | Kalonbarak ES |
| 10. Relanie I. Cabatuan | T-1 | Kisablay ES |
| 11. Carlos T. Jr. Mendoza | T-3 | Kityan ES |
| 12. Julie E. Manocay | T-3 | San Juan ES |
| 13. Simpronio L. Qium | T-1 | Taclobo ES |

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| 14. Aries D. Alindajao | T-1 | Tandawanan ES |
| 15. Mark Reagan J. Decir | T-1 | Ambang ES/ Balitangan PS |
| 16. Eden Z. Donasco | T-3 | Banahaw ES |
| 17. Neil C. Estanda | T-2 | Dalamuan IS/ Langkuas ES |
| 18. Darwin M. Tawanero | T-1 | Kanyugan PS |
| 19. Warren M. Gabutero | T-1 | Laginan ES |
| 20. Raymund Vigafria | T-1 | Lamlangil PS / Nian IS |
| 21. Elmer F. Calcaben | T-1 | Malinis ES |
| 22. Raul Jr. O. Deposo | T-2 | Blaan IS |
| 23. Honorato C. Pactes | T-1 | Datal Baca ES / N. Sunio ES |
| 24. Romar B. Polancos | T-3 | Kibala ES / Mateo ES |
| 25. Corazon P. Porras | T-3 | Luis Casiple IS |
| 26. Jessie S. Caumban | T-2 | Malabod IS |
| TOTAL NO. OF PERSONS 101 | | |



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MATRIX OF ACTIVITIES

December 8-9, 10-11, 12-13, 2014
Estares Resort, Lake Sebu, South Cotabato

| DAY | TIME | ACTIVITY | PERSONS INVOLVED |
|-------|-------------|--|--|
| Day 1 | 7:30 – 8:30 | Arrival & Registration | Secretariat – Ms. Domingo, Lomocso, Cardinal |
| | 8:00- | Preliminaries (Invocation, Nat'l Anthem, Sarangani Hymn) | Multimedia c/o Ms. Domingo |
| | 8: 30 | Words of Welcome/ /Expectations | Ms. Ma. Shirley Cardinal- SGOD – Chief Des. |
| | | Statement of Purpose | SDS Isagani Dela Cruz |
| | 8:45 | Roles & Function | OIC-ASDS Donna S. Panes |
| | 11:00 | Input on Planning & Mgt of Schools | Bro. Paterno Corpuz, FMS – NDDU Pres |
| | 12:00 | LUNCH BREAK | |
| | 1:00 | School Leadership: Style & Skills | Bro. Paterno Corpuz, FMS – NDDU Pres |
| | 3:00 | Open Forum | Bro. Paterno Corpuz, FMS – NDDU Pres and SDS Isagani Dela Cruz |
| | 4:30 | Workshop 1 – SIP Review | Ms. S. Cardinal |
| | 5:30 | Presentation of the Output | |
| | 6:30 | Supper | |
| Day 2 | 6:30 AM | Breakfast | |
| | | Management of Learning | Participants |
| | 8:00 | Group Activity on the possible policies relative to their benefits/compensations, service credits etc. | AO Irma May Dinastas |
| | 10:00 | Fiscal/Financial Management | ASDS Diosdado F. Ablanido |
| | 12:00 | Lunch Break | |
| | 1:00 | Editing / Integration of SOB to AIP | ASDS Diosdado F. Ablanido |
| | 3:00 | Presentation of the SOB/APP | ASDS Diosdado F. Ablanido & Ms. S. Cardinal |

| | | | |
|--|------|----------------------------|----------------------------------|
| | 4:00 | Wrap-Up & Closing Ceremony | Ms. Ann Domingo & Ms. Jo Lomocso |
|--|------|----------------------------|----------------------------------|