



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

25 November 2024

SCHOOLS DIVISION MEMORANDUM

No. 401,

s. 2024

EFFECTIVE SCHOOL MANAGEMENT TRAINING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. The Department of Education (DepEd) is mandated to promote the continuous professional development of school leaders and division-based personnel, particularly those providing technical assistance to schools, in order to enhance education quality and improve governance and operations. In relations to this, the Schools Division Office of Science City of Muñoz, through the Human Resource Development (HRD), shall conduct Division Training on Effective School Management: Strengthening the Implementation of School Based Management (SBM) Policies and Midterm Assessment and Adjustment of School Improvement Plan (SIP) and Recognition Program on December 2-4, 2024 at DentoFarm Resort, Brgy. Estrella, Rizal, Nueva Ecija.
2. The objectives of this training are to:
 - a. gain deeper understanding on the Fundamentals of School-Based Management (SBM);
 - b. develop an action plan for effectively implementing Phase 1 (Assess) and Phase 2 (Plan) of the SIP process; and
 - c. Adjust the current SIP based on the assessment and evaluation results applying the key learnings on SIP and SRC.
3. This Memorandum will serve as the Authority to Travel of the concerned participants. Attached are the following enclosures for reference:
 - Enclosure 1 Training Matrix
 - Enclosure 2 List of Participants
 - Enclosure 3 List of Program Management Team (PMT) and Resource Persons
 - Enclosure 4 List of Technical Working Group
4. Transportation, Foods, and Accommodation of the participants shall be charged against the Human Resource Training Development (HRTD) Fund.
5. All participants are advised to bring their own laptops, portable Wi-Fi, extension cord, copy of SIP, and AIP.



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozonecity@deped.gov.ph



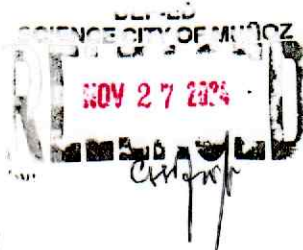
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6. Participants are expected to assemble in front of the Motor trade at 6:00 a.m. on December 2, 2024. Departure time is at exactly 6:30 am.
7. There will be a planning-meeting with the Technical Working Group and PMT on November 29, 2024, 1:30 pm at the SGOD Office.
8. For queries, you may contact Ms. Winnie W. Poli, Education Program Supervisor and Mr. Cyril S. Talusan, Senior Education Program Specialist through their FB messengers and cellphone numbers 0917-650-6854 and 0977-644-2582 respectively.
9. Wide dissemination of this Memorandum is earnestly desired.



for:

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

RONILO E. HILARIO
Assistant Schools Division Superintendent

11/27/24

Encl. As stated
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL MANAGEMENT

SGOD-HRD/JPSB/Effective School Management Training
11/November 25, 2024



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Enclosure No. 1 to the Schools Division Memorandum No. 401, s. 2024

TRAINING MATRIX

	Time	Duration	Session	Resource Persons
DAY 1	08:00 am - 8:30 am	30 minutes	Registration	
	08:30 am - 09:00 am	30 minutes	Administration of Pre-Test	
	09:00 am - 09:30 am	30 minutes	Opening Program	
	09:30 am - 10:30 am	1 hours	Session 1 School-Based Management System School-Based Management System (DepEd Order 7, s. 2024)	Marichele M. Mercurio
	10:30 am - 10:45 am	15 minutes	Uninterrupted Health Break	
	10:45 am - 12:00 nn	1h 15 min	Session 1 Continuation	Marichele M. Mercurio
	12:00 nn - 1:00 pm	1 hour	Lunch Break	
	1:00 pm - 3:00 pm	2 hours	Session 1 Continuation	Lamberto P. Corpuz
	3:00 pm - 3:15 pm	15 minutes	Uninterrupted Health Break	
	3:00 15 pm - 5:00 pm	2h 45 min	Session 1 Continuation	Lamberto P. Corpuz
	5:00 pm - 5:15 pm	15 minutes	End-of-Day Evaluation and Reminders	
	DAY 2	08:00 am -8:15 am	15 minutes	Management of Learning
08:15 am - 10:30 am		2h 15 min	Session 2 Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)	Genalyn B. Tangonan
10:30 am - 10:45 am		15 minutes	Uninterrupted Health Break	
10:45 am - 12:00 nn		1h 15 min	Session 2 Continuation	Genalyn B. Tangonan
12:00 nn - 1:00 pm		1 hour	Lunch Break	
1:00 pm - 3:00 pm		2 hours	Session 3 School Improvement Plan Process (Phase 3: ACT)	Jhon F. Del Mundo
3:00 pm - 3:15 pm		15 minutes	Uninterrupted Health Break	
3:00 15 pm - 5:00 pm		2h 45 min	Session 3 Continuation	Jhon F. Del Mundo



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	5:00 pm - 5:15 pm	15 minutes	End-of-Day Evaluation and Reminders	
DAY 3	08:00 am - 8:15 am	15 minutes	Management of Learning	
	08:15 am - 10:30 am	2h 15 min	Session 4 SIP Assessment and Adjustment	Michelle T. Jayme
	10:30 am - 10:45 am	15 minutes	Uninterrupted Health Break	
	10:45 am - 12:00 nn	1h 15 min	Session 4 Continuation	Michelle T. Jayme
	12:00 nn - 1:00 pm	1 hour	Lunch Break	
	1:00 pm - 2:45 pm	1 h 45 min	Session 5 Finalization of 2025 Annual Implementation Plan (AIP)	Joanna Marie D. Torda
	2:45 pm - 3:00 pm	15 minutes	Uninterrupted Health Break	
	3:00 pm - 4:00 pm	1 hour	Session 5 Continuation	Joanna Marie D. Torda
	4:00 pm - 4:30 pm	30 minutes	Presentation of Workplace Application Project (WAP)	
	4:30 pm - 5:00 pm	30 minutes	End-of-Day Evaluation and Reminders and Closing Program	



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Enclosure No. 2 to the Schools Division Memorandum No. 401, s. 2024

LIST OF PARTICIPANTS

Name	Office/School	Position
1. Melody E. Galingan	Schools Division Office of Science City of Muñoz	Education Program Supervisor
2. Zoraida F. Espino PhD	Schools Division Office of Science City of Muñoz	Education Program Supervisor
3. Leilani D. Tidalgo PhD	Schools Division Office of Science City of Muñoz	Education Program Supervisor
4. Aileen G. Mactal PhD	Schools Division Office of Science City of Muñoz	Education Program Supervisor
5. Mary Queen P. Orpilla PhD	Schools Division Office of Science City of Muñoz	Education Program Supervisor
6. Augusto A. Mateo	Schools Division Office of Science City of Muñoz	Education Program Supervisor
7. Zoraida F. Espino PhD	Schools Division Office of Science City of Muñoz	Education Program Supervisor
8. May P. Padilla PhD	Bagong Sikat Elementary School	Head Teacher I
9. Emily I. Fernandez PhD	Bantug Elementary School	Principal IV
10. Elenita R. Romagosa PhD	Bical Elementary School	Principal IV
11. Rowena D. Ordoñez	Cabisuculan Elementary School	Principal II
12. Ricardo C. Medrano	Calabalabaan Elementary School	Principal I
13. Cecilia R. Alvarez	Calisitan Elementary School	Principal I
14. Margarie DC. Lucero	Catalanacan Elementary School	Master Teacher II
15. Rod Herbert C. Castillo	Curva Elementary School	Head Teacher III
16. Jocelyn R. De Guzman	DepEd-CLSU (Lab) School	Principal III
17. Marites D. Ringor PhD	Franza Elementary School	Head Teacher I
18. Emmanuel D. Alvarez PhD	Gabalton Integrated School	Principal IV
19. Edgardo A. San Andres	Gov. Eduardo L. Joson Memorial School	Education Program Specialist II
20. Rosario M. Sapitan	Licaong Elementary School	Principal II
21. Leah C. Lazaro	Mangandingay Elementary School	Principal I



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22. Charles A. Dizon	Mapangpang Elementary School	Principal I
23. Ann Christian A. Francisco	Maragol Integrated School	Assistant Principal II
24. Pepito D. De Guzman	Muñoz Central School	Principal III
25. Al John U. Febrero PhD	Naglabrahan Primary School	Master Teacher I
26. Christian U. Dela Cruz	Palusapis Integrated School - Elementary	Principal II
27. Edwin T. Manuel	Pandalla Elementary School	Principal I
28. Jordan T. Nicodemus	Rang-ayan Elementary School	Principal II
29. Rona May E. Cruz	Ricardo V. Adriano Elementary School	Head Teacher III
30. Marilyn D. Sicat	Rizal Elementary School	Principal I
31. Divina C. Capinpin	San Andres Elementary School	Principal I
32. Norma R. Framo PhD	San Antonio Integrated School	Principal IV
33. Elvierita O. Paclibare	San Felipe Elementary School	Principal II
34. Alona A. Gascon	Sapang Cauayan Elementary School	Principal I
35. Veronica M. Aquino PhD	Tekila Grace DV Alvarez Primary School	Master Teacher II
36. Jhon D. Galera PhD	Villa Cuizon Elementary School	Master Teacher II
37. Joven P. La Rosa EdD	Villa Isla Elementary School	Principal IV
38. Maricel D. Gilvoligaya PhD	Villa Nati Elementary School	Head Teacher III
39. Jackielou G. Alberto	Villa Santos Elementary School	Head Teacher I
40. Melanie N. Aquino	Inday Melecion National High School	Principal I
41. Pedro J. De Guzman	Muñoz National High School Annex	Principal I
42. Dominador M. Orpilla PhD	Muñoz National High School Main (SHS)	Principal II
43. Jocelyn C. Regpala	Muñoz National High School Main (SHS)	Assistant Principal II
44. Rosario S. Banaag	Munoz Central School	Head Teacher I



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Enclosure No. 3 to the Schools Division Memorandum No. 401, s. 2024

LIST OF PROGRAM MANAGEMENT TEAM

Name	Position
1. Johanna N. Gervacio PhD, CESO V	Schools Division Superintendent
2. Ronilo E. Hilario CESO VI	Assistant Schools Division Superintendent
3. Larry B. Espiritu, PhD	Chief, Education Supervisor
4. Bernardo A. Gargabite EdD	Chief, Education Supervisor
5. Winnie W. Poli	Education Program Supervisor
6. Mercedita D. Saldero	Education Program Supervisor
7. Nelie D. Sacman	Education Program Supervisor
8. Cyril S. Talusan	Senior Education Program Specialist
9. Marianne C. Coronel	Medical Officer III
10. James Patrick Barias	Education Program Specialist II

SCHOOLS DIVISION OFFICE (SDO) TRAINERS

Name	Office	Position
1. Lamberto P. Corpuz	Schools Division Office of Science City of Muñoz	Senior Education Program Specialist
2. Michelle T. Jayme PhD	Maligaya Elementary School	Principal III
3. Jhon F. Del Mundo PhD	Maragol Integrated School	Principal III
4. Genalyn A. Tangonan PhD	Muñoz North Central School	Principal IV
5. Joanna Marie D. Torda	Linglingay Elementary School	Principal II
6. Marichelle M. Mercurio PhD	Muñoz National High School - Main (JHS)	Principal IV



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Enclosure No. 4 to the Schools Division Memorandum No. 401, s. 2024

TECHNICAL WORKING GROUP

Name	Office	Position
1. Joel G. Dizon	Schools Division Office of Science City of Muñoz	Education Program Specialist II
2. Sheena S. Cabardo	Schools Division Office of Science City of Muñoz	Administrative Officer II
3. Michael A. Castañeda	Muñoz National High School Annex	Head Teacher III
4. Wensdy S. Casio PhD	Muñoz National High School Main (JHS)	Head Teacher III
5. Sally S. Feria	Muñoz National High School Main (JHS)	Head Teacher III
6. Jenifer V. Mangahas	Muñoz National High School Main (JHS)	Head Teacher III
7. Corazon H. Mateo	Muñoz National High School Main (JHS)	Head Teacher VI
8. Imelda V. Sirot	Muñoz National High School Main (JHS)	Head Teacher VI
9. Felerma G. Urbano PhD	Muñoz National High School Main (JHS)	Head Teacher VI
10. Jefferey E. Banawe	San Antonio Integrated School	Head Teacher I