




Republic of the Philippines  
Department of Education

DIVISION OF MISAMIS ORIENTAL

**MEMORANDUM**

No. 549, series 2018

TO : **Integrated School (IS) Administrators**  
**Select Elementary School Heads**  
This Division

FROM :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT : **ADDENDUM-CORRIGENDUM TO DIVISION MEMORANDUM**  
**534, s. 2018 re: CAPACITY BUILDING FOR SCHOOL HEADS**  
**THROUGH SCHOOL HEADS INDUCTION PROGRAM (SHIP)**

DATE : September 21, 2018

1. Please be informed that the **Capacity Building for School Heads Through School Heads Induction Program (SHIP)** which was originally scheduled on October 4 and 5, 2018 is moved to **October 8 and 9, 2018** to give way to the celebration of the World Teacher's Day.
2. Attached to this Division Memorandum is the training matrix, for reference.
3. All other provisions of Division Memorandum 534, series 2018 remain enforced.
4. Immediate and wide dissemination of this Memorandum is desired.

RBT/rom/ikm



Republic of the Philippines  
**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**

**CAPACITY BUILDING FOR SCHOOL HEADS THROUGH SCHOOL HEADS INDUCTION PROGRAM (SHIP) FOR INTEGRATED SCHOOL (IS) AND ELEMENTARY SCHOOL ADMINISTRATORS**

October 8 & 9, 2018, Venue: TBA

Time	Activity	Person-In-Charge
<b>Day 1, October 4, 2018</b>		
7:00-8:00 AM	Arrival and Registration	Secretariat
8:00-8:30 AM	<i>Opening Program:</i>  Pambansang Awit Prayer Welcome Address  Presentation of Participants  Message	c/o <b>Irish Karylle D. Monte</b> SEPS HRD Assigned Participant Assigned Participant <b>Rowena H. Para-on</b> Asst. Schools Division Superintendent <b>Rudy O. Magdugo</b> Chief, SGOD <b>Randolph B. Tortola, CESO V</b> Schools Division Superintendent
8:30-9:30 AM	❖ <i>Republic Act 9155 "Governance of Basic Education Act of 2001"</i>	<b>Rowena H. Para-on</b> Asst. Schools Division Superintendent
9:30-10:30 AM	❖ <i>Managing Day to- Day Operations in School</i>	<b>Rudy O. Magdugo</b> SGOD Chief
10:30 – 12:00nn	❖ <i>RPMS- Class Observation Tool</i> ❖ <i>Appreciative Inquiry</i> ❖ <i>Home Visitation</i>	<b>Dr. Erlinda G. Dael</b> Chief, CID
12:00-1:00	<i>Lunch Break</i>	
1:00-2:30 PM	❖ <i>DepEd Order No. 42, s. 2017 Philippine Professional Standards for Teachers</i> ❖ <i>Alignment of PPST to other DepEd Systems</i> ❖ <i>National Competency Based Standards for School Heads</i>	<b>Irish Karylle D. Monte</b> SEPS- HRD
2:30-4:00 PM	❖ <i>School Based Management</i> ❖ <i>Guidelines on Classroom Assessment</i> ❖ <i>Policy Guidelines on Awards and Recognition</i>	<b>Danny A. Asio</b> SEPS- M&E
4:00-5:00 PM	❖ <i>Research Management Guidelines</i>	<b>Lindo M. Cayadong</b> SEPS- Planning and Research
Time	Activity	Person-In-Charge
<b>Day 2, October 5, 2018</b>		
8:00-8:15 AM	<i>Morning Preliminaries</i> Prayer Energizer	Assigned Participant Assigned Participant


**Department of Education**  
**DIVISION OF MISAMIS ORIENTAL**

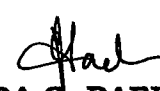
8:30-9:30 AM	❖ <b>Republic Act 9184</b> <b>"Government Procurement Act"</b>	<b>Bernadette P. Samaco</b> Administrative Officer V
9:30-10:45 AM	❖ <b>MOOE Matters and Financial Management</b> -DepEd Order No. 13, s. 2016 -DepEd Order No. 22 s. 2017	<b>Mark Loren T. Tejano</b> Administrative Officer V Budget Officer
10:45-12:00 NN	❖ <b>Enhanced School Improvement Plan</b> ❖ <b>School Report Card</b>	<b>Ma. Teresa M. Absin</b> ES1- English
12:00-1:00	<b>Lunch Break</b>	
1:00-2:00 PM	❖ <b>D.O 49 s 2006 Rules of Procedure on Administrative Cases in DepEd</b>	<b>Atty. Ronald J. Macalos</b> Legal Officer
2:00-3:00 PM	❖ <b>Partnership and Linkage</b>	<b>Vevian T. Tuason</b> SEPS- Social Mobilization and Networking
3:00-4:00 PM	❖ <b>Child-Friendly School System</b>	<b>Norberto E. Rosales</b> ES1-TLE
4:00-5:00 PM	❖ <b>School Safety- DRRM</b>	<b>Cirilo K. Rubiato II</b> PDO II / DRRM Coordinator
5:00 PM	❖ Wrapping Up ❖ Closing Ceremonies - Distribution of Certificates - Closing Prayer - Makabayan Song	c/o Irish Karylle D. Monte HR EPS II

*Prepared by*

  
**IRISH KARYLLE D. MONTE**  
 SEPS HRD

*Reviewed and Noted by*

  
**RUDY O. MAGDUGO**  
 Chief Education Program Supervisor  
 SGOD

  
**ERLINDA G. DAEL**  
 Chief Education Program Supervisor  
 CID

*Approved*

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent



Republic of the Philippines  
Department of Education  
DIVISION OF MISAMIS ORIENTAL

**MEMORANDUM**

No. 534, series 2018

TO : **Integrated School (IS) Administrators  
Select Elementary School Heads**  
This Division

FROM : **RANDOLPH B. TORTOLA**  
Schools Division Superintendent *RBT*

SUBJECT : **CAPACITY BUILDING FOR SCHOOL HEADS THROUGH  
SCHOOL HEADS INDUCTION PROGRAM (SHIP)**

DATE : September 18, 2018

1. The Division of Misamis Oriental through the *Human Resource Development Unit* will conduct a **Capacity Building for School Heads Through School Heads Induction Program (SHIP)** on **October 4 and 5, 2018**.
2. Participants to this training are Integrated School (IS) Administrators and Elementary Level School Heads who have not attended NEAP's School Heads Development Program and the School Heads Induction Program in 2017.
3. This is a live-in seminar and the venue will be announced in a separate Memorandum.
4. Attached to this Division Memorandum is the list of participants to the said training.
5. Travel expenses relative to this activity shall be charge against local funds/ School downloaded funds while meals and accommodation shall be charged to Regular INSET funds subject to the usual accounting and auditing policies, rules and regulations
6. Immediate and wide dissemination of this Memorandum is desired.

RBT/rom/ikm



Department of Education  
Region X- Northern Mindanao  
DIVISION OF MISAMIS ORIENTAL  
Velez St., Cagayan de Oro City



**PARTICIPANTS TO THE CAPACITY BUILDING FOR SCHOOL HEADS  
THROUGH SCHOOL HEADS INDUCTION PROGRAM (SHIP)  
October 4-5, 2018, Venue: TBA**

No.	Secondary Schools	Districts	Guidance Counselor / Designate	Position
<b>PARTICIPANTS</b>				
1	Kandiis IS	Magsaysay	ROLLY G. FLORES	PI
2	Mahayahay IS	Magsaysay	MARIO P. SUAZO	HT3
3	Tama IS	Magsaysay	DANNY BOY SIAMAN	T1/SIC
4	Macopa IS	Talisayan	JOHN RYAN B. LIBAGO	T3/SIC
5	Sibantang IS	Talisayan	RUTH PABULAR	T2/SIC
6	Kabulakan IS	Kinoguitan	EDNA F. OPENA	HTI-SIC
7	Kidampas IS	Sugbongoogon	EMMA Q. JIMENEZ	T3/SIC
8	Alipuaton IS	Salay	RENE U. ZAMBRANO	HTIII/SIC
9	Tinagaan IS	Salay	EFREN D. BAGOLBOL	P1
10	Matampa ES	Salay	DELFIN P. MANGARON	T1/SIC
11	Yungod ES	Salay	ADONIS G. COCAMAS	T3/SIC
12	Kibanban IS	Balingasag	GARLANDINO P. GALARING	T1/SIC
13	Samay IS	Balingasag	RELSON G. BANA	PI
14	Linabu IS	Balingasag	ROSALITA B. ABUT	PI
15	San Francisco ES	Balingasag	LILIAN B. SALAN	T2/SIC
16	San Juan ES	Balingasag	MARIA SHIELA B. CARTILLA	HTI
17	Natubo IS	Jasaan	NARDITA E. TADLAS	HTI
18	Kimaya IS	Villanueva	MARIEPET L. ASIS	T3/SIC
19	Lukong IS	Villanueva	ELMA P. SABIO	T3/SIC
20	Minalwang IS	Claveria II	BARTOLOME J. PALLO	P1
21	Malunsagay IS	Claveria II	NOEL ABAO	HT-I
22	Bulahan IS	Claveria II	GENER A. DAHILAN	P1
23	Plaridel ES	Claveria I	JANE L. REBUALOS	T3/SIC
24	Aposkahoy ES	Claveria II	GERUM O. SALATAN	T3/SIC
25	Cauyonan IS	Opol	ELIJELO L. BANCALE	T1/SIC
26	Tingalan IS	Opol	ALBIN MABAO	T3/SIC
27	Nangcaon IS	Opol	AL N. ADLAW	T3/SIC
28	Bayugbayugan ES	Opol	MANOLITO A. TEJERO	HT-I
29	Sungay IS	Alubijid	RUDY S. CAIREL	HT3
30	Taparak IS	Alubijid	ARJEN B. RAMOS	T3/SIC
31	Molocboloc ES	Alubijid	LESLIE C. BOLES	T3/SIC
32	Lapad ES	Laguindingan	VIRGINIA M. LOMONGO	T3/SIC

33	G. Pelaez IS	Libertad	MELF BOY V. CAGAS	T3/SIC
34	Tawantawan IS	Initao	JIMMY CASTRO	HT1
35	Gimangpang IS	Initao	AIDA GALOPE	HT3
36	Mahayahay IS	Manticao	MHERLYN D. AGLUBA	T3/SIC
37	Punta Silom IS	Manticao	FELISA T. GENOVIA	HT3
38	Talacogon IS	Lugait	LORNA M. WAHING	P1

No.	Name	Position	Section	Station
<b>SPEAKERS/ FACILITATORS</b>				
1	ROWENA H. PARA-ON	ASDS	OASDS	DIVISION OFFICE
2	RUDY O. MAGDUGO	CHIEF EPS	SGOD	DIVISION OFFICE
3	ERLINDA G. DAEL	CHIEF EPS	CID	DIVISION OFFICE
4	BERNADETTE P. SAMACO	AO V	PERSONNEL/ADMIN	DIVISION OFFICE
5	IRISH KARYLLE D. MONTE	SEPS	HRD- SGOD	DIVISION OFFICE
6	DANNY A. ASIO	SEPS	S&M- SGOD	DIVISION OFFICE
7	LINDO M. CAYADONG	SEPS	RESEARCH-SGOD	DIVISION OFFICE
8	MARK LORREN T. TEJANO	AO V	BUDGET - FINANCE OFFICE	DIVISION OFFICE
9	MA. TERESA M. ABSIN	ES	ENGLISH-CID	DIVISION OFFICE
10	ATTY. RONALD J. MACALOS	LEGAL OFFICER	LEGAL OFFICE- OSDS	DIVISION OFFICE
11	VEVIAN T. TUAZON	SEPS	SOCMOB- SGOD	DIVISION OFFICE
12	NORBERTO E. ROSALES	ES	T.L.E- CID	DIVISION OFFICE
13	CIRILO K. RUBIATO II	PDO	DRRM- SGOD	DIVISION OFFICE
14	EVA S. DE LA PEÑA	ADA	SGOD	DIVISION OFFICE