



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III



**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose Del Monte 3023

Website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com) / e-mail: [san.josedelmonte.city.gov.ph](mailto:san.josedelmonte.city.gov.ph) / telefax: (044) 815-2815

November 23, 2018

**DIVISION MEMORANDUM**

No. 236s. 2018

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public School District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned



**LEADERSHIP AND MANAGEMENT TRAINING FOR SCHOOL LEADERS**

1. This Office announces the conduct of **Leadership and Management Training for School Leaders** on December 4-6, 2018 to be held at a venue to be announced later.
2. The activity aims to deepen understanding on leadership and management theories and practices, capacitate new school heads and potential school heads in the management of schools and orient them in the financial management of the schools.
3. Attached are the following:
  - a. Enclosure No. 1 - List of Participants
  - b. Enclosure No. 2 - Matrix of Activities
4. Meals, snacks, board and lodging of participants shall be charged against Division INSET Funds while transportation expenses shall be charged against School MOOE subject to the usual accounting and auditing procedures.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

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 Region III - Central Luzon  
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**LEADERSHIP AND MANAGEMENT TRAINING FOR SCHOOL LEADERS**

**LIST OF PARTICIPANTS**

**DECEMBER 04 - 06, 2018**

No.	NAME OF TEACHERS	NAME OF SCHOOL	No.	NAME OF TEACHERS	NAME OF SCHOOL
1	GERMELINA H. PASCUAL, CESO V	SDO - OSDS	39	HERRERA, FROILAN BENTURAYO	DALSC
2	ESPERANZA DIAZ-CRUZ	SDO - SGOD	40	HERRERA, WENDELL PUNZAL	SAN JOSE DEL MONTE NTS
3	URCESIO A. SEPE	SDO - SGOD	41	IFURONG DAISY, DELA CRUZ	KAKAWATE NHS
4	ADELYNNE JOIE M. BIJASA	SDO - SGOD	42	JARDIN, CHERIE ANN FERRIOL	SAN MARTIN NHS
5	KRISTINE JOY D. QUEZADA	SDO - OSDS	43	JOVEN, MARIA MARGARITA OLIVEROS	PARADISE FARMS NHS
6	DENNIS P. GARCIA	SDO - OSDS	44	JUNIO, ROCHELLE TORRES	GRACEVILLE ES
7	ORLANDO D. GONZALES	SDO - OSDS	45	LANCERO. ROWENA PANIMBATAN	PARADISE FARMS CS
8	WILMA M. AQUINO	SAPANG PALAY NHS	46	LANOZO, JOYCELYN MENDOZZA	KAYPIAN NHS
9	LOURDES A. SOLOMON	MARANGAL ES	47	LAUDEN, MARIA CLEMENTE	SAN JOSE DEL MONTE NHS
10	ENGR. DANILO A. CASAS	PARADISE FARMS NHS	48	LEPASANA, ANN LIZA ROCHA	CSJDM SCIENCE HS
11	LILYBETH D. DASCO, Ed.D.	FRANCISCO HOMES ES	49	MANUEL, CORAZON GREGORIO	BAGONG BUHAY E ES
12	ELISA U. JARABE	STO. CRISTO NHS	50	MANUEL. VIRGINIA VILLEJO	S. PALAY PROPER ES
13	AMBROCIO V. ROMERO, JR.	PARADISE FARMS NHS	51	MARIGOSIO, RENAN LIMPIADA	MUZON HS
14	ABANADOR, LYN GRACE DOTONG	KAYPIAN ES	52	MATEO, NANETTE POLICARPIO	BENITO NIETO ES
15	ABULENCIA, LEA PASCUAL	MUZON HS	53	MOLINING, MARIFE HANDUMON	SAN MARTIN NHS
16	ADRIANO, EDWIN SAN DIEGO	SAN JOSE DEL MONTE NTS	54	MORINO, ROWENA SICOR	SAN JOSE DEL MONTE NHS
17	ALBINO, CHRISTOPHER BERDIN	RICAFORT ES	55	OLIVEROS, CAROLYN WACAY	DULONG BAYAN ES
18	ANICETE, VICTORIA MEMPIN	GOLDENVILLE ES	56	ORPILLA, ELOISA SANCANGCO	SAPANG PALAY NHS
19	AVANCENA, BELEN ANGELES	MUZON HS	57	PACQUING, RICKY CABELIN	SAN RAFAEL BBH ES
20	BERNARDINO, KRISTEL MAY GARCIA	SAN ISIDRO ES	58	PALAD, JOHN PATRICK AGAPITO	SAN JOSE DEL MONTE CS
21	BIRON. LEONARDO SANTOS	MUZON HS	59	PALAGANAS, DIANALYN AGUILA	HEROESVILLE ES
22	BORJA, MARITES POLICARPIO	GUIJO ELEM. SCHOOL	60	PANIMBATAN, MA. ROSA CRUZ	FRANCISCO HOMES ES
23	BUCAG, ARNOLD TOTTO	TUNGKONG MANGGA ES	61	PARADEZA, REYNALDA LOCANDO	BAGONG BUHAY G ES
24	BUNYOG, MARK IAN BOBADILLA	SAN MARTIN NHS	62	PENA, RONALDO CRUZ	SAN JOSE DEL MONTE NTS
25	CAMPANO. JEAZ DELA CRUZ	KAYPIAN NHS	63	PUNSALANG, CRISTINA MERCADO	MARANGAL ELEM. SCHOOL
26	DACO, ELORDE PACIONA	PARADISE FARMS NHS	64	RONDINA, JUNARLITO PANLILLO	SAPANG PALAY NHS
27	DE LEON, KIMBERLEE MELCHOR	BAGONG BUHAY F ES	65	SAN DIEGO, JOCELYN AVECILA	PARTIDA ES
28	DE LEON, LORELA SANTOS	SJDM HEIGHTS ES	66	SANTOS RONINO PRESTO	TOWERVILLE ES
29	DIMAGIBA, ROSEILE BULAONG	SAN JOSE DEL MONTE NHS	67	SANTOS, JACKIE LYN MAICONG	TOWERVILLE ES
30	DULAY, CHONA CASINO	TOWERVILLE NHS	68	SIOCO, JOSEPHINE DELOS SANTOS	TOWERVILLE ES
31	ERAZO, MARITES DELA CRUZ	LAWANG PARI BBI ES	69	SORIENTE, ELOIDA FAJARDO	SAPANG PALAY NHS
32	ESTABAYA, EVANGELINA BARAQUIEL	SAN MARTIN NHS	70	TABOR, MA. HEIDI MASAGCA	SAN MARTIN BBC ES
33	FELICIA, MARIA FATIMA DELOS REYES	GUMAOK ES	71	TABUZO, FRANCIS TOLENTINO	SAN MANUEL ES
34	GALVEZ, EVANGELINA ANASTACIO	GAYA-GAYA ES	72	TAJAN, HERMINIGILDO INOCENCIO	BAGONG BUHAY B ES
35	GARCIA, DONDY RIEL AGNASAN	MUZON HS	73	TANGALIN, JANE VELASQUEZ	TOWERVILLE NHS
36	GUANZON, RICARDO PEREZ	SAN JOSE DEL MONTE NTS	74	TORRES, CHRISTIA CASIMIRO	MINUYAN ES
37	GUIDOTE. JOEL OPERIO	MUZON PABAHAY ES	75	YONQUE, GINA BALALLO	KAKAWATE ES
38	GUILALAS, JR., GERONIMO MATEO	SAN JOSE DEL MONTE NTS			



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**DECEMBER 04 - 06, 2018**

	<b>DAY 1</b> <b>December 04, 2018</b>	<b>DAY 2</b> <b>December 05, 2018</b>	<b>DAY 3</b> <b>December 06, 2018</b>
7:00 – 8:00	BREAKFAST and REGISTRATION	BREAKFAST	BREAKFAST
8:00 – 8:30	OPENING PROGRAM	MOL	MOL
8:30 – 10:00	Personal & Professional Attributes and Interpersonal Effectiveness <b>DR. MARIA CARMEN P. CUENCO, CESO VI</b> Asst. Schools Division Superintendent	Transcript of Teacher's Quadrant (RPMS-PPST) <b>WILMA M. AQUINO</b> Principal IV - Sapang Palay National HS	Irregular, Unnecessary, Excessive, Extravagant or Unconscionable Expenditures or Uses of Government Funds (IUUEU) <b>ORLANDO D. GONZALES</b> AO V - Budget Officer III
10:00 – 10:15	MORNING SNACKS	MORNING SNACKS	MORNING SNACKS
10:15 – 12:00	Human Resource Management and Professional Development <b>LILYBETH D. DASCO, Ed.D.</b> Principal IV - Francisco Homes ES	Community Linkages and Partnership. Parents Involvement <b>LOURDES A. SOLOMON</b> Principal IV - Marangal Elementary School	Standards, Policies, Guidelines, and Procedures in Accounting for Government Funds <b>KRISTINE JOY D. QUEZDA</b> Accountant III
12:00 – 1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00 – 3:00	School Management and Operations <b>ELISA U. JARABE</b> Principal I - Sto. Cristo National HS	Strategic Planning <b>ENGR. DANILO A. CASAS</b> Principal III - Paradise Farms NHS	Clearing House & Closing Program <b>BERNADETTE B. ROSAROSO</b> Education Program Supervisor - I
3:00 – 3:15	AFTERNOON SNACKS	AFTERNOON SNACKS	AFTERNOON SNACKS
3:15 – 5:00	Instructional Leadership <b>ROLANDO T. SOTELO, DEM</b> Chief Education Supervisor - CID	Asset Management <b>DENNIS P. GARCIA</b> AO IV - Supply Officer	Home Sweet Home

PREPARED BY :

  
**MANUEL P. DELA CRUZ**  
 SEPS - HRD

REVIEWED BY :

  
**ESPERANZA DIAZ-CRUZ**  
 Chief Education Supervisor - S G O D