



September 14, 2017

DIVISION MEMORANDUM  
No. 158 s. 2017

To: Assistant Schools Division Superintendent  
Division Chief  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Others Concerned

**DIVISION TRAINING ON MANAGING K TO 12 CURRICULUM FOR SCHOOL HEADS**

1. This Office is pleased to announce the conduct of Division Training on Managing K to 12 Curriculum for the School Heads on October 11-13, 2017 at a venue to be announced later.
2. This activity intends to provide School Heads appreciation and concrete understanding of the curriculum frameworks, learning standards, competencies and materials, teaching plans and assessment; enrich competencies needed to perform their roles in attaining learning outcomes; and express stronger commitment to response performance as instructional leaders and school managers.
3. Participants to this training are all School Heads of both public elementary and secondary schools in the division.
4. Provision of meals, snacks, accommodation of participants and trainers and other related expenses shall be charged against HRTD fund while transportation expense shall be charged against school fund subject to the usual accounting and auditing procedures.
5. Enclosure Nos. 1 and 2 contain the training matrix and list of participants.
6. Immediate and wide dissemination of this memorandum is desired.

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



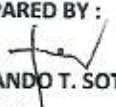
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte



**MATRIX FOR MANAGING K TO 12 FOR SCHOOL HEADS**  
**NOVEMBER 7-9, 2017**

	DAY 1	DAY 2	DAY 3
<b>7:00 – 8:00</b>	<b>BREAKFAST and REGISTRATION</b>	<b>BREAKFAST</b>	<b>BREAKFAST</b>
<b>8:00 – 8:30</b>	OPENING PROGRAM (c/o TEAM)	MOL (c/o PESPA)	MOL (c/o PSSPA)
<b>8:30 – 9:30</b>	Review of the Salient Points of the K to 12 Curriculum <b>DOLORES M. LAVILLA</b> PSDS	Class Observation on Science and Math Teaching <b>CYNTHIA V. BERDOS</b> <b>CORAZON P. LOJA</b> EPS - I	The Alternative Learning System for the OSY K to 12 Learners <b>SENEN B. JANE</b> EPS - I
<b>9:30 – 10:00</b>	<b>MORNING SNACKS</b>	<b>MORNING SNACKS</b>	<b>MORNING SNACKS</b>
<b>10:00 – 11:00</b>	MOOE: As it Benefits the K to 12 Learner <b>MARIA CARMEN P. CUENCO, Ed. D.</b> ASDS	Monitoring AP and EsP Teachers <b>MARY ANN NEIRA</b> PSDS	The Role of the School Head in Promoting the Learning Resource Center <b>MARLON P. DACLIS</b> EPS - I
<b>11:00 – 12:00</b>	Certification, Authentication, and Verification (CAV) of the K to 12 Learners' Records <b>MA. SOCORRO DE GUZMAN</b> Administrative Officer IV	Monitoring EPP, TLE, and MAPEH Teachers <b>RUBY CAGADAS</b> <b>LENY DELOS REYES</b> EPS - I	Clearing House
<b>12:00 - 1:00</b>	<b>LUNCH BREAK</b>	<b>LUNCH BREAK</b>	<b>LUNCH BREAK</b>
<b>1:00 – 3:00</b>	RPMS in the K to 12 Era and its Impact on the PBB <b>MA. JIMA T. CADIZ</b> Administrative Officer V	Class Observation on Language Teaching <b>ESPERANZA D. CRUZ</b> <b>AMELITA CAMPO</b> EPS - I	Closing Program
<b>3:00 – 3:15</b>	<b>AFTERNOON SNACKS</b>	<b>AFTERNOON SNACKS</b>	<b>AFTERNOON SNACKS</b>
<b>3:15 – 4:30</b>	Bottlenecks, Constraints, and Challenges (BCCs) in the Administrative Functions of School Head	Bottlenecks, Constraints, and Challenges (BCCs) in the Instructional Supervisory Functions of the School Head	Home Sweet Home
<b>4:30 – 5:30</b>	Crafting of Action Plan to Address BCCs	Crafting of Action Plan to Address BCCs in the Curriculum	
<b>5:30 -6:30</b>	<b>DINNER</b>	<b>DINNER</b>	<b>DINNER</b>

PREPARED BY :

  
**ROLANDO T. SOTELO, DEM**  
 Chief ES

REVIEWED BY :

  
**MARIA CARMEN P. CUENCO, Ed. D.**  
 ASDS





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III

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



# **DIVISION TRAINING ON MANAGING K TO 12 CURRICULUM FOR SCHOOL HEADS**

NOVEMBER 7, 8, 9, 2017

	NAME			POSITION TITLE	OFFICE/ SCHOOL
1	Cuenco	Maria Carmen	P.	ASDS	S.D.O.
<b>CURRICULUM IMPLEMENTATION DIVISION</b>					
2	Berdos	Cynthia	V.	EPS-I, Science	S.D.O.
3	Caçadas	Ruby	M.	EPS-I, TLE	S.D.O.
4	Campo	Amelita	A.	EPS-I, Filipino	S.D.O.
5	Cruz	Esperanza	D.	EPS-I, English	S.D.O.
6	Dacis	Marlon	P.	EPS-I, LRMS	S.D.O.
7	De Leon	Epifania	F.	PSDS	S.D.O.
8	Delos Reyes	Leny	B.	EPS-I, MAPEH	S.D.O.
9	Lavilla	Dolores	M.	PSDS	S.D.O.
10	Loja	Ma. Corazon	P.	EPS-I, Math	S.D.O.
11	Neira	Mary Ann	M.	PSDS	S.D.O.
12	Senen	Jane	B.	EPS-I, ALS	S.D.O.
<b>SCHOOL GOVERNANCE AND OPERATIONS DIVISION</b>					
13	Dela Cruz	Manuel	P.	SEPS - HRD	S.D.O.
14	Francisco	Arthur	F.	ICT	S.D.O.
15	Velasquez	Christian	G.	NURSE	S.D.O.
<b>ELEMENTARY SCHOOL HEADS</b>					
16	Abanador	Lyn Grace	D.	Principal I	Paradise Farms Community School
17	Aculana	Maselinda	A.	Principal II	Sta. Cruz BBD Elementary School
18	Aquirre	Zenaida	B.	Principal II	San Jose del Monte Heights ES
19	Bacay	Zurex	T.	Principal II	Sto. Cristo Elementary School
20	Balita	Julieta	Y.	Principal II	Bagong Buhay A Elementary School
21	Baswel	Eppie	M.	Principal II	Lawang Pare BBI Elementary School
22	Bellarmino	Michelle	A.	M.T. I	Marangal Elementary School
23	Dasco	Lilybeth	D.	Principal IV	Francisco Homes Elementary School
24	Daza	Elvira	S.	Head Teacher V	Dulong Bayan Elementary School
25	Dela Cruz	Ma. Theresa	M.	Principal II	Minuyan Elementary School
26	Doncillo	Antonio	D.	Head Teacher I	San Roque Elementary School
27	Felicia	Maria Fatima	D.R.	Principal I	Gumaok Elementary School
28	Gacosta	Ramiro	M.	Principal III	San Martin BBC Elementary School
29	Galvez	Evangelina	A.	Principal I	Heroesville Elementary School
30	Herrera	Dionisia	D.M.	Principal II	Benito Nieto Elementary School
31	Lancero	Rowena	P.	Principal I	Gaya-Gaya Elementary School
32	Lavilla	Ramon	O.	Head Teacher V	Sapang Palay Proper Elem. School
33	Limon	Flordeliza	M.	Principal IV	Tungkong Mangga Elementary School
34	Macawile	Sofronio	P.	Principal III	Bagong Buhay B Elementary School
35	Macawile	Ma. Shirley	A.	Principal III	Muzon Pabahay Elementary School
36	Manuel	Virginia	V.	Principal I	San Manuel Elementary School
37	Miranda	Nerliza	C.	Principal III	San Jose del Monte Central School
38	Padilla	Teresita	S.	PSDS	Bagong Buhay F Elementary School
39	Panibatan	Raul	G.	Principal III	Towerville Elementary School
40	Pauig	Edna	B.	M.T. I	San Isidro Elementary School
41	Policarpio	Francisco	M.	Principal II	Goldenville Elementary School
42	Reporen	Chito	M.	Principal III	Bagong Buhay E Elementary School
43	Sahurda	Reneerose	R.	Principal I	Kaypian Elementary School
44	San Diego	Jocelyn	A.	Principal I	Partida Elementary School
45	Solomon	Marissa	M.	Principal II	Bagong Buhay G Elementary School
46	Tabuzo	Francis	T.	M.T. II	Graceville Elementary School
47	Teope	Digna	E.	M.T. I	Guijo Elementary School
48	Tosio	Liezel	C.	T I	Ricafort Elementary School
49	Yongue	Gina	B.	Principal I	Kakawate Elementary School
50	Zamora	Miriam	A.	Principal III	San Rafael B8H Elementary School
<b>SECONDARY SCHOOL HEADS</b>					
51	Angeles	Alex	D.	VSA - I	San Jose del Monte Nat'l Trade Sch.
52	Aquino	Wilma	M.	Principal IV	Sapang Palay National High School
53	Camero	Joel Jonathan	O.	Principal I	San Martin High School
54	Casas	Danilo	A.	Principal III	Paradise Farms NHS/San Manuel HS
55	Evasco	Leo Glenn	P.	Principal I	Sto. Cristo National High School
56	Gonzales	Florida	C.	Principal II	Kaypian High School
57	Guillalas, Jr	Geronimo	M.	Principal I	Graceville National High School
58	Herrera	Purita	J.	Principal IV	San Jose del Monte National High School
59	Jarabe	Eliza	U.	Principal I	Minuyan National High School
60	Joaquin	Annie	C.	Principal III	Muzon High School/SJDMHHS
61	Joven	Maria Margarita	O.	Assist Principal	Sapang Palay National High School
62	Licopit	Marietta	G.	Principal I	Muzon Harmony Hills HS
63	Mejia	Irma	D.	Principal I	Marangal High School
64	Perez	Eleonor	B.	T. I	San Jose Del Monte Heights High School
65	Robes	Lourdes	R.	Principal II	Towerville High School
66	Santiago	Cristina	T.	Principal II	Kakawate High School
67	Sison, Jr.	Rogelio	G.	Principal I	Citrus National High School
68	Valente	Danilo	A.	T III	San Jose del Monte Science High School

Prepared by:

ROLANDO T. SOTELO, DEM  
Chief, CID