



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Office of the Schools Division Superintendent

May 13, 2024

DIVISION MEMORANDUM

No. 099, s. 2024

**DIVISION CAPACITY BUILDING OF ASPIRING PRINCIPALS ON
PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS
(PPSSH) MODULES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/ OIC PSDSs
Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Sorsogon through the Human Resource Development Section shall take the lead in the conduct of the Division Live-out Competency Building of Aspiring Principals on Philippine Professional Standards for School Heads Modules at a venue to be announced later, on May 20-24, 2024.
2. The activity aims to:
 - a. capacitate participants on Philippine Professional Standards for School Heads;
 - b. assess one's practice for personal and professional development; and,
 - c. prepare aspiring principals for the National Qualifying Examination for School Heads
3. The participants to this activity are the 59 aspiring principals who have qualified the assessment and evaluation to avail a slot for NQESH.
4. To ensure the quality and organization of the activity, participants are reminded of the following:
 - Complete attendance is strictly required.
 - Strictly follow the scheduled date of training.
 - Be in casual attire in the entire duration of the training; and



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
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- Bring their own maintenance medicine. Only over the counter medicine shall be provided by the medical officer on duty.
5. The following documents are enclosed for reference:
- Enclosure No. 1 - List of Participants
Enclosure No. 2 - Training Matrix
Enclosure No. 3 - List of Committees and Learning Facilitators
6. Participants shall pay the registration fee in the amount of P 2, 000.00 to Rica D. Espigol, Cashier III of SDO-Sorsogon. This shall be used to defray expenses for materials, reproduction of hand-outs/ activity sheets and other incidental expenses. While expenses on meals and venue is chargeable against the HRTD fund.
7. A Division Staff Orientation Workshop (DSOW) of the Learning Facilitators and committees will be conducted on May 14, 2024, at 8:00 o'clock in the morning at the QMS Center, SDO Sorsogon.
8. Expenses of participants from schools shall be charged to School MOOE while travel expenses of SDO Personnel will be charged against local funds/ Division MOOE subject to the usual accounting and auditing rules and regulations.
9. For queries and other concerns, please contact Dr. Florencio P. Bermundo, Chief SGOD or Princess Anne G. Grajo, HRDO Designate at email address princessanne.grajo@deped.gov.ph
10. Widest dissemination of this Memorandum is enjoined.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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Enclosure No. 1

LIST OF PARTICIPANTS

No.	Last Name	First Name	Middle Name
1.	Agnote	Emil	Agne
2.	Alcantara	Lito	Furio
3.	Avisado	Almaida	Ricafort
4.	Bayting	Mary joy	Gabelo
5.	Belbes	Walter	Medina
6.	Beltran	Garry	Narvades
7.	Borres	Ruel	Hajas
8.	Briones	Helder	Aquino
9.	Bucio	Ana riza	Foster
10	Caquete	Edwin	Marinda
11	Cedeño	Sonia	Macandog
12	Chavaria	Vilma	Diesta
13	Dado	Jerry chris	Romano
14	De hitta	Helen	Tan
15	De los santos	Mario	Ramos
16	Del ayre	John mark	Lorio
17	Despuig	Mila	Dipad
18	Dolosa	Joel	Loberia
19	Dolosa	Jorge	Solano
20	Ebuenga	Jean	Cabardo
21	Ereño	Mary ann	Pura
22	Escober	Jesant	N/a
23	Espadero	Emalyn	Ladim
24	Estadola	Shirley	Lelis
25	Estiller	Gary	Reserva
26	Floresca	Gina	Estuaria
27	Francisco	Gladys	Lero
28	Francisco	Plaridel	Guim
29	Frencillo	Edwin	Legaspi
30	Fungo	Elizabeth	Gacias



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31	Galias	Mylene	Gayta
32	Geronimo	Maria azel	Filipino
33	Gersalia	Darwin	Llagas
34	Gilana	Alvin	Gimena
35	Gime	Ryan	Godoyo
36	Gimpao	Aaron	Garalde
37	Gipit	Florante	Gaopo
38	Gratil	Allan	Morro
39	Hare	Jerson	Correa
40	Hicom	Joey	Petongera
41	Huab	Eleanor	Palabrica
42	Judin	Aldrin	Guban
43	Legaspi	Arlene	Escandor
44	Liwanag	Maribeth	Piano
45	Loza	Daisy	Tapel
46	Millares	Salvador	Barbin
47	Montales	Jocelyn	Casillano
48	Muncal	Arnaldo	Budoy
49	Naag	Ma. hazel	Latonero
50	Olivar	Roxan	Guantero
51	Ong	Eloisa	Malonzo
52	Quirona	Teresa	Glovo
53	Salvador	Daniel	Arevalo
54	Sancho	Christopher	Pedron
55	Tad-o	Jane	Conda
56	Tarraya	Hilger	Ojos
57	Triñanes	Jose	Lagadia
58	Villa	Nicky	Hantal
59	Villa	Russell	Mapusao



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DIVISION COMPETENCY BUILDING OF ASPIRING PRINCIPALS ON PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS (PPSSH) MODULES	
<u>MATRIX OF ACTIVITIES</u>	
Day 1	
TIME	TOPIC
8:00-9:00	ARRIVAL and REGISTRATION Opening Preliminaries
9:00-10:00	Domain 1 Strand 1.1 Vision-Mission-and-Core-Values
10:00-11:00	Domain 1 Strand 1.2 -School Planning and Implementation
11:00-12:00	Domain 1 Strand 1.3 Policy-Implementation-and-Review
12:02-1:00	LUNCH BREAK
1:00-2:00	Domain 1 Strand 1.4 -Research-and-Innovation
2:00-3:00	Domain-1-Strand-1.5-PROGRAM-DESIGN-AND-IMPLEMENTATION
3:00-4:00	Domain 1 Strand 1.6 Learners-Voice
4:00-5:00	Open Forum Clearing House Closing/Mock Exam

Day 2	
TIME	TOPIC
8:00-9:00	MOL Domain 1 Strand 1.7 Monitoring-and-evaluation-Processes-and-Tools
9:00-10:00	Domain-2-Strand-2.1-Records-Management
10:00-11:00	DOMAIN 2- Strand 2.2: Financial Management
11:00-12:00	DOMAIN 2- Strand 2.3: School Facilities and Equipment
12:02-1:00	LUNCH BREAK
1:00-2:00	DOMAIN 2- Strand 2.4: Management of Staff
2:00-3:00	DOMAIN 2- Strand 2.5: School Safety, Disaster Preparedness, Mitigation and Resiliency
3:00-4:00	DOMAIN 2- Strand 2.6: Identifying Emerging Opportunities and Challenges
4:00-5:00	Open Forum Clearing House Closing/Mock Exam
Day 3	
TIME	TOPIC
8:00-9:00	DOMAIN 3- Strand 3.1: School-based Review, Contextualization, and Implementation of Learning Standards
9:00-10:00	DOMAIN 3: FOCUSING ON TEACHING AND LEARNING Strand 3.2 Teaching Standards and Pedagogies and Strand 3.3: Teacher Performance Feedback

10:00-11:00	DOMAIN 3: FOCUSING ON TEACHING AND LEARNING Strand 3.4: Learner Achievement and other Performance Indicators
11:00-12:00	DOMAIN 3: FOCUSING ON TEACHING AND LEARNING Strand 3.5: Learning Assessment
12:02-1:00	LUNCH BREAK
1:00-2:00	DOMAIN 3: FOCUSING ON TEACHING AND LEARNING Strand 3.6: Learning Environment
2:00-3:00	DOMAIN : 3. FOCUSING ON TEACHING AND LEARNING Strand : 3.7 Career Awareness and Opportunities
3:00-4:00	DOMAIN 3: FOCUSING ON TEACHING AND LEARNING Strand: Learner Discipline
4:00-5:00	Open Forum Clearing House Closing/Mock Exam

Day 4		
TIME	TOPIC	RESOURCE PERSON
8:00-9:00	DOMAIN 4 : DEVELOPING SELF AND OTHERS Strand 4.1 : Personal and Professional Development	
9:00-10:00	DOMAIN 4: DEVELOPING SELF AND OTHERS Strand 4.2 : Professional Reflection and Learning	
10:00-11:00	DOMAIN 4: DEVELOPING SELF AND OTHERS Strand 4.3 : Professional Network and Strand 4.5: Professional Development of School Personnel	
11:00-12:00	DOMAIN 4: DEVELOPING SELF AND OTHERS Strand 4.6 Leadership Development in Individuals and Teams	
12:02-1:00	LUNCH BREAK	
1:00-2:00	DOMAIN 4: DEVELOPING SELF AND OTHERS Strand 4.7: General Welfare of Human Resources	

2:00-3:00	DOMAIN 5: BUILDING CONNECTIONS Strand 5.1: Management of Diverse Relationships
3:00-4:00	DOMAIN: BUILDING CONNECTIONS Strand 5.2 : Management of School Organizations
4:00-5:00	Open Forum Clearing House Closing/Mock Exam

Day 5		
TIME	TOPIC	RESOURCE PERSON
8:00-9:00	DOMAIN 5: BUILDING CONNECTIONS Strand 5.3 : Inclusive Practice	
9:00-10:00	DOMAIN 5 : BUILDING CONNECTIONS Strand 5.4 - Communication	
10:00-11:00	DOMAIN 5: BUILDING CONNECTIONS Strand 5.5 : Community Engagement	
11:00-12:00	MATATAG Agenda and Overview of the MATATAG Curriculum	
12:02-1:00		
1:00-2:00	Mock Test	
2:00-3:00	Final Briefing and Instructions	
3:00-4:00	Open Forum Clearing House Closing/Mock Exam	
4:00-5:00		

--End--



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Enclosure No. 3

EXECUTIVE COMMITTEE

Over-all Chairperson: WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

Co-chairperson: WILFREDO J. GAVARRA
Assistant Schools Division Superintendent

Members: FLORENCIO P. BERMUNDO
Chief Education Supervisor, SGOD
GINA Q. TAROG
Chief Education Supervisor, CID

WORKING COMMITTEES

Training Manager: Princess Anne G. Grajo
Resource Manager: Rex T. Barbin
Welfare Officer: Belardo G. Hadap
QAME Associate: Leah Peran
Registration And Secretariat: Liborio Altarejos III
Rosemarie Lisano

Documentation: Roman Jebulan
Program & Certificates: Princess Anne G. Grajo
Arvin Esmeña
Jeremy Gacosta

LEARNING FACILITATORS

1. Liny Grefal-OIC PSDS
2. Rina Despuig-OIC PSDS
3. Manuel V. Estera, OIC/PSDS
4. Rodolf Evasco-OIC PSDS
5. Alma B. Fernando-P-II
6. Mary Jeanne B. Castillo-P-II
7. Kristoffer Pura-P-I
8. Angelou B. Pura-P-II
9. Rene Barola-P-I
10. Marissa Llanto-P-I
11. Michael Oseo-P-II
12. Fermin Espallardo Jr.-P II
13. Leah Peran-SEPS/SMME



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