



Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-0088

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads/Principals  
Senior Education Program Specialist – HRD and SMME  
Education Program Specialist II – HRD and SMME  
All Concerned

Subject: **DIVISION TRAINING ON DESIGN, DEVELOPMENT, AND QUALITY ASSURANCE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT (PD) PROGRAMS**

Date: February 21, 2025

This has reference to DM-OUHROD-2024-1765 titled Conduct of Regional and Schools Division Offices on the Design, Development, and Quality Assurance of School-Based Professional Development Programs, be informed that this activity is scheduled on February 25 to March 1, 2025 at Ritz Hotel, Davao City. The list of participants and program of activity are found in the enclosures.

The following **pre-work requirements** shall be submitted through <https://tinyurl.com/PDPanaboworkshops> on or before February 24, 2025:

- a. Training Designs of School-Based PD outputs; and
- b. Results of PD Needs Assessment conducted.

All School Heads are directed to assign teachers to take charge of the assigned classes of the identified teachers' participants. This is in compliance to DepEd Order no. 9, s. 2005 of no disruption of classes policy

Teaching personnel shall be entitled to service credits (DO No. 53, s. 2003) while non-teaching personnel shall be given Compensatory Overtime Credits (COC) for services rendered during Saturdays, Sundays, and Holidays (CSC-DBM Joint Circular No. 04 & 2-A, s. 2005)



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph



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Meals, snacks, board and lodging are chargeable against HRTD Funds while travel expenses are chargeable against Division MOOE/Local Funds for Division personnel and to the School MOOE for school personnel subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**FEB 24 2025**

EDUCATIONAL INSTITUTIONS OF PANABO CITY

LIT.



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**TRAINING ON DESIGN, DEVELOPMENT AND QUALITY ASSURANCE OF  
SCHOOL-BASED PD PROGRAM**

February 25 - March 1, 2025

No	Office	Name	Position
	School Name		
	Learning Facilitators		
1	Division Office	Ailene B. Aronuevo	Chief SGOD
2	Division Office	Janwario E. Yamota	Chief CID
3	Division Office	Ylcy Mangulimutan	EPS
4	Division Office	Carolyn Arado	EPS
5	Division Office	Maria Nenita Tuazon	PSDS
6	Division Office	Johanna Linterna	Principal III
7	Division Office	Kenneth S. Deligencia	SEPS
8	Division Office	Llannie L. Somoso	EPS II HRD
9	Division Office	Lea Jane Isleta	EPS II SMME
	Program Management Team		
10	Division Office	Ronmar V. Jayoma	SEPS SMME
11	Division Office	Cris John Sumaya	Nurse II
12	Division Office	Ker Denzel Infiesto	PO III
13	Division Office	Gladys Noel	PDO I
	Education Program Supervisors		
14	Division Office	Jaime C. Carlon	EPS
15	Division Office	John B. Visillas	EPS
16	Division Office	Peter A. Mejares	EPS
17	Division Office	Eder D. Orbeta	EPS
18	Division Office	Dhodane C. Aguilar	EPS
19	Division Office	Ramil Jacky Firmar	EPS
20	Division Office	Cezen M. Paculanang	EPS
21	Division Office	Keren T. Luma	EPS
	Public Schools District Supervisor		
22	Division Office	Avelino D. Bitang	PSDS
23	Division Office	Marissa Y. Mangnay	PSDS
24	Division Office	Antonio Jr. R. Pasquito	PSDS
25	Division Office	Joylyn B. Martinez	PSDS
26	Division Office	Reynaldo Jr. De Orampo	PSDS
27	Division Office	Iryhn Petalcor n	PSDS
	Panabo Central District		
28	Antonio O. Florendo Elementary	Jimmilyn S. Agad	Teacher I
29	Cabili ES	Neilowen M. Palces	Teacher I
30	Dona Nenita R. Florendo ES	RHODGIE G. ALICANDO	Teacher I
31	Greda ES	ALEXIS K. CAYAMBA	Teacher III
32	Panabo Central Elementary School	SHYRRELL MARJORIE J. AUXILIO	TEACHER III
33	Rizal ES	Cherry Lyn V. Balbacal	Master Teacher I

34	Salvacion ES	Elsa M. Salut	Master Teacher 1
35	San Francisco ES	Janice Q. Rebata	Teacher 3
36	San Pedro ES	MAUREEN P. GOTERA	Teacher 3
37	San Vicente ES	Unayssa Marie V. Jayoma	Teacher 3
38	Sto. Nino ES	AL JAY F. SOLIVA	Master Teacher II
<b>North District</b>			
<b>School Name</b>			
39	A. O. Floirendo ES	JENNY B. SUDARIA	Master Teacher I
40	Concordia A. Sison ES	JOELIE B. TUBA	Master Teacher I
41	Dalisay Village ES	JHOANNE D. YBAÑEZ	Master Teacher I
42	Don Manuel A. Javellana Memorial	JOHNNIA B. PANDO	Master Teacher I
43	Nanya Central ES	JENNIFER C. ANDONG	Master Teacher I
44	P. Changco ES	ELHEN MARY C. MARCIAL	Teacher - I
45	Rodrigo D. Mabitad Sr. ES	ELEONOR M. CAGAPE	Master Teacher I
46	Roxas ES	Mirasol V. Diana	Master Teacher I/SIC
47	Sindatlon ES	Mary Grace P. Dayrocas	Master I
48	Southern Davao ES	Veronica Louise D. Corpuz	Teacher III
49	Tibungol ES	Jessa Mae A. Verzano	Teacher III
50	Valentin N. Daquio ES	Apple Jhane Bucia	Teacher III
<b>South District</b>			
<b>School Name</b>			
51	Buenavista ES	LOVELA C. SJMAYA	Teacher II
52	Consolacion ES	EDNA B. MORATA	Master Teacher I
53	Datu Abdul ES	NORLY A. BAROTOC	Teacher III
54	Glicerio L. Dondoy CES	ANALYN A. CAMILLO	Master Teacher II
55	J.P Laurel ES	STEPHANIE P. COQUILLA	Teacher II
56	Kasila ES	Charity D. Lacia	Master Teacher I
57	Katipunan ES	MYLIN P. HASAN	TEACHER III
58	Katualan ES	Ruthelma G. Lamig	Teacher
59	Kiotoy ES	VIRNE FE E. BULAMBOT	Teacher I
60	Licanan ES	MARY SOIL L. SEGUIA	Master Teacher I
61	Little Panay ES	JOY R. SANTILLAN	Master Teacher I
62	Mabunao ES	GEREMAE ANN C. VILLASORDA	TEACHER II
63	Malativas ES	AGNILLENA P. ALBA	Teacher II
64	Namuag ES	NIMFA F. CABIAO	TEACHER II
65	Narciso B. Galapin ES	MARJORIE GABANETE	MASTER TEACHER
66	New Visayas Central ES	UNNETH JEAN P. GLNAYAN RINCUNAD	TEACHER II
67	San Roque ES	MAE ANN M. TEREC	TEACHER I
68	Sta. Cruz ES	JECENIE C. DIVINACIRACIA	TEACHER I
69	Enzo T. Concepcion Integrated School	Maureen Lowie G. Salahid	Master Teacher II
70	Tagurol ES	DEASY V. MENDOZA	Teacher
71	Teofanis G. Gerona, Sr. ES	Heidee Belyo Carbunillas	Teacher III
72	Waterfall ES	JEZALYN A. TIRON	Teacher I
<b>Secondary &amp; SHS Level</b>			
<b>School Name</b>			
73	Nanya NHS	FORTUNE ANGELI BONOTAN	TEACHER I
74	Dalisay NHS	HANNAH G. DONASCO	TEACHER I
75	A. O. Floirendo National High	GLORIMIE E. OCON	TEACHER II
76	Don Manuel A. Javellana Memorial	Maria Sororro Gargar	Master Teacher I
77	Kasila National High School	LAYLAND O. MACATOL	Teacher I
78	Kauswagan National High School	Elvie C. Cabillar	Teacher II
79	Little Panay National High School	Cristine G. Rabara	Teacher I
80	Mabunao National High School	Charissa Mae C. Gevera	Teacher II
81	Malativas National High School	Donn Andrei Jusay	Teacher I
82	Manay National High School	Honey Lyn P. Valentos	Master Teacher II
83	Panabo City Senior High School	Jobellyn May A. Bontfola	Master Teacher I

84	Panabo City National High School	Ian Reggy B. Paring	Master Teacher II
85	Quezon National High School	JENIVIVE ORTEGA PUNAY	Teacher I
86	San Vicente National High School	RUBY C. MONTAJES	Master Teacher I
87	Sindatlon National High School	MARIA LUTZ B. DUALLO	Master Teacher I
88	Southern Davao National High	SARAH JANE R. OMBLERO	Assistant School Principal II
89	Cagangohan NHS	CRISTIE L. VILLAR	Teacher II
90	orenzo F. Concepcion Integrated School	MARY ANN C. CAGAY	TEACHER III



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Division Training on Design, Development, and Quality Assurance of  
School-Based Professional Development (PD) Programs**

**Date and Venue:** February 25-March 1, 2025 at Ritz Hotel, Davao City

**Day 1 – February 25, 2025**

Time	Activity	Person/s Responsible
7:00AM-8:00AM	Registration	Secretariat/PMT
8:00AM-8:20AM	Opening Program Preliminaries Prayer National Anthem DepEd Quality Policy	<b>LEA JANE ISLETA</b> EPS II - SMME
8:20AM-8:30AM	Acknowledgment of Participants & Welcome Message	<b>JANWARIO E. YAMOTA</b> CID Chief
8:30AM-8:40AM	Rationale of the Activity	<b>AILENE B. ANONUEVO, PhD</b> Chief, SGOD
8:40AM-9:00AM	Welcome Message	<b>JINKY B. FIRMAN, PhD, CESO VI</b> Schools Division Superintendent
9:00AM-9:30AM	Pretest	<b>RONMAR V. JAYOMA</b> Senior Education Program Specialist - SMME
9:30AM-10:00AM	Health Break	
10:00AM-11:00AM	Session 1: PD Priorities	<b>AILENE B. ANONUEVO, PhD</b> Chief, SGOD
11:00AM-12:00NN	Session 2: NEAP Core Programs	<b>JANWARIO E. YAMOTA</b> Chief, CID



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12:00NN-1:00PM	Lunch Break	
1:00PM-1:30PM	NEAP Core Programs and	
1:30PM-2:30PM	Workshop 1A: Inventory of SDO and School-Developed PD Programs	<b>LILANNIE L. SOMOSO</b> Education Program Specialist II- HRDS
2:30PM-3:30PM	Review of PD Needs Assessments Results and Workshop IB	<b>MARIA NENITA G. TUAZON</b> Public Schools District Supervisor
3:30PM-4:00PM	Health Break	
4:00PM-5:00PM	Session 3: Introduction to PD Planning	<b>MARIA NENITA G. TUAZON</b> Public Schools District Supervisor

**Day 2 February 26, 2025**

Time	Activity	Person/s Responsible
8:00AM-8:30AM	Management of Learning	PSD 1 and 2
8:30AM-10:00AM	Session 4A: Planning and Designing School-Based INSET	<b>KENNETH S. DELIGENCIA</b> Senior Education Program Specialist
10:00AM-10:30AM	Health Break	
10:30AM-12:00NN	Session 4B: M & E Planning	<b>LEA JANE ISLETA</b> EPS II - SMME
12:00NN-1:00PM	Lunch Break	
1:00PM-2:00PM	Session 5: Fund Utilization	<b>AILENE B. ANONUEVO, PhD</b> Chief, SGOD
2:00PM-3:00PM	Presentation of QA PD Output	<b>YLCY B. MANGUILIMUTAN, PhD</b> Education Program Supervisor in Science
3:00PM-3:30PM	Health Break	
3:30PM-4:30PM	Continuation of the Presentation	<b>YLCY B. MANGUILIMUTAN, PhD</b> Education Program Supervisor in Science
4:30PM-5:00PM	Session 6: QA Process and PRC Accreditation	<b>CAROLYN ARADO</b> Education Program Supervisor in Mathematics



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**Day 3 February 27, 2025**

Time	Activity	Persons Responsible
8:00AM-8:30AM	Management of Learning	Panabo North District
8:30AM-10:00AM	Workshop 2: INSET Designing/Development	<b>JOHANNA LINTERNA</b> School Principal II
10:00AM-10:30AM	Health Break	
10:30AM-12:00NN	Continuation of Workshop 2	<b>JOHANNA LINTERNA</b> School Principal II
12:00NN-1:00PM	Lunch Break	
1:00PM-3:00PM	Presentation of Outputs per SDO	Process Observers
3:00PM-3:30PM	Health Break	
3:30PM-5:00PM	Continuation of the Presentation of Outputs	Process Observers

**Day 4 February 28, 2025**

Time	Activity	Persons Responsible
8:00AM-8:30AM	Management of Learning	Panabo Central District
8:30AM-10:00AM	Workshop 3: Review and Evaluation of Proposed PD Plan and School-Based	<b>CAROLYN ARADO</b> Education Program Supervisor in Mathematics
10:00AM-10:30AM	Health Break	
10:30AM-12:00NN	Continuation of Workshop 3	<b>CAROLYN ARADO</b> Education Program Supervisor in Mathematics
12:00NN-1:00PM	Lunch Break	
1:00PM-3:00PM	Workshop 4: Revision of PD Plan and School-based INSET Plan	<b>YLCY B. MANGUILIMUTAN, PhD</b> Education Program Supervisor in Science
3:00PM-3:30PM	Health Break	
3:30PM-4:30PM	Continuation of Workshop 4	<b>YLCY B. MANGUILIMUTAN, PhD</b> Education Program Supervisor in Science



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4:30PM-5:00PM	Work Application Plan Discussion	<b>MARIA NENITA G. TUAZON</b> Public Schools District Supervisor
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**Day 5 March 1, 2025**

Time	Activity	Persons Responsible
8:00AM-8:30AM	Management of Learning	Secondary
8:30AM-9:00AM	Updates on INSET/LAC and Way Forward	<b>AILENE B. ANONUEVO, PhD</b> Chief, SGOD
9:00AM-9:30AM	Posttest Administration	
9:30AM-9:40AM	Closing Remarks	<b>BASILIO P. MANA-AY JR, PhD, CESO VI</b> ASDS
9:40AM-10:00AM	Closing Program -Awarding of Certificates -Reminders	PMT/Secretariat
10:00AM-12:00NN	Home Sweet Home	

Emcee:

**LEA JANE ISLETA**  
Education Program Specialist II- SMME



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