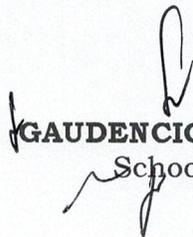


3. Attached is the list of participants.
4. This Memorandum serves as the Authority to Travel of all involved.
5. Expenses incurred in the conduct of this activity such as meals shall be charged against the 2026 HRD Fund, while travel and other incidental expenses shall be charged against local fund/School MOOE, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

NEAP PROFESSIONAL DEVELOPMENT

SGOD-HRDS-PRB

DepEd Northern Samar
RELEASED

By: As
Date: 06 MAR 2026

Enclosure No. 1 of DM , s. 2026

**PLANNING-WORKSHOP ON THE DESIGN OF THE PROFESSIONAL
DEVELOPMENT (PD) PROGRAM FOR SCHOOL HEADS
ON PEOPLE MANAGEMENT (PPSSH DOMAIN 4)
March 9, 2026 | Venue: Casa Miguel, Catarman**

Dr. Gaudencio C. Aljibe Jr., CESO V <i>Schools Division Superintendent</i>	Dr. Rey F. Bulawan <i>Assistant Schools Division Superintendent</i>
Dr. Antonio P. Delos Reyes, CESO VI <i>Assistant Schools Division Superintendent</i>	Dr. Noe M. Hermosilla, SGOD Chief
Dr. Sylvia D. Villanueva, CID Chief	
DISTRICT HEADS (11)	
Rosalyn Sosing	Lucio Lobos
Esther Dela Cruz	Janette Cerbito
Mary Jane Aguirre	Alma Solayao
Ruth Capaz	Arnel Pajares
Eleanor Bido	Erma Parina
Rico Baladad	
SCHOOL HEADS (24)	
Garry Vacunawa	Allan V. Remedillo
Joey Tadeo	Marife B. Bulawan
Girlye Dolo	Dario Surio Jr.
Mary Ann Tacmo	Annie Dulay
Emma Merino	Roberto Flores
Ronnie Sister	George Pinca
Maricel Gorgonia	Marven Q. Picardal
Michael J. Froilan	Joy Dugan
Jeffrey Senadjan	Rhea Junette Ultra
Gretta Adora	Reynaldo Banjawan
Ma. Teresa Badilla	Liza Baluyot
Ginalyn De Guia	Wilberto Quibal
MASTER TEACHER/NEAP CO ASSESSOR (1)	
Evelyn Virtudes	
Program Management Team (6)	
Elna D. Enano	Roberto T. Orias Jr.
Peter R. Bobiles	Pepito E. Saldo Jr.

April Rose Ballicud	Cindy Celespara
Wilkins Wong	

Activity Matrix

Time	Session / Activity	Key Outputs	Lead/Facilitators
8:00– 8:30	Arrival and Preliminaries	Attendance sheet; participant grouping by learning area/program	Secretariat (SGOD–HRDS)
8:30– 8:45	Opening Program	Shared understanding of purpose and expected outputs	SDS/ASDS (or representative), CID Chief
8:45– 9:05	Workshop Orientation: Objectives, Output Standards, and Flow	Agreed output standards & timeline for the day	SGOD–HRDS (HRD)
9:05– 9:45	Input Session 1: Rationale & Framing	Common framing notes; clarified “non-negotiables”	PMT
9:45– 10:00	Health Break	—	Secretariat
10:00– 11:15	Presentation of Proposed 3-Day Training Topics & Draft Training Matrix	Draft PMCF Quality Criteria (what counts as strong entries); draft coaching conversation flow; agreed evidence examples	SGOD–HRDS and CID focal
11:15– 12:00	Workshop: PD Needs Mapping & Program Design Using the Template	Draft mapped PD entries with required fields	Assigned Facilitators per group (CID and SGOD–HRDS)
12:00– 1:00	Lunch Break	—	—
1:00– 2:30	Workshop 2: PD Program Profile and Resources	(1) Prioritized PD topics per group; (2) identified writers/resource package developers; (3) resource package development timeline and QA checkpoints	CID Supervisors and SGOD–HRDS
2:30– 2:45	Health Break	—	Secretariat

2:45– 4:30	Next Steps: Implementation Roadmap, Monitoring Touchpoints, Commitments	Consolidated time-bound implementation plan: key milestones for resource package development, QA, and implementation; agreed coordination and monitoring touchpoints	CID Supervisors and SGOD–HRDS
4:30– 5:00	Closing Program	Shared commitment & submission reminders	CID Chief / SGOD– HRDS

PROGRAM MANAGEMENT TEAM	
NAME	DESIGNATION
Dr. Gaudencio C. Aljibe Jr., CESO VI	Activity Manager
Dr. Rey F. Bulawan	Co-Activity Manager
Dr. Noe M. Hermosilla	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Noe M. Hermosilla	Resource Persons
Elna D. Enano	
Peter R. Bobiles	
Pepito E. Saldo Jr.	
April D. Ballicud	HRDS EPS II
Cindy Celespara	HRDS Staff
Wilkins Wong	