Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 20, 2026

DIVISION MEMORANDUM
No. 336, s. 2026

TRAINING RESOURCE PACKAGE DEVELOPMENT AND QUALITY ASSURANCE OF SCHOOL HEADS' PROFESSIONAL DEVELOPMENT PROGRAM ON MANAGING SCHOOL RESOURCES AND OPERATIONS-*cum*-GREENLIGHT STAGING OF CID-LED PD PROGRAMS AND FINALIZATION OF M&E MECHANISM

To: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Curriculum and Implementation Division Chief
Education Program Supervisors
Selected District Supervisors/Principals In-Charge
Selected Public Elementary and Secondary School Heads
Selected Public Elementary and Secondary Master Teachers
All Others Concerned

1. Pursuant to the Division's initiative to enhance the competencies of teachers and school leaders through professional development, this Schools Division through the Schools Governance and Operations Division—Human Resource Development Section (SGOD-HRDS) shall conduct the **Training Resource Package Development and Quality Assurance of School Heads' Professional Development Program on Managing School Resources and Operations-*cum*-Greenlight Staging Of CID-led PD Programs and Finalization of M&E Mechanism** on September 1-4, 2026 at Ciriaco Hotel and Resort, Calbayog City:

2. This activity aims to:
   a. develop the Training Resource Package (TRP) to ensure its quality in alignment with the National Educators Academy of the Philippines (NEAP) Standards, as outlined in DepEd Memorandum No. 44, s. 2023, and prepare it for further quality assurance;
   b. provide a collaborative platform for the developers and Division Professional Development Design Evaluators to review, refine, and standardize the training materials, ensuring its coherence, relevance, and effectiveness;
   c. conduct greenlight staging of various CID-led PD programs before their implementation during the End of Term 1 INSET schedule;
   d. finalize the operationalization of the M&E Plan and its subsequent mechanism to ensure compliance of all concerned;
   e. equip target participants with a well-structured, high-quality training resource package that will enhance their competencies.

3. The list of participants and Program Management Team are attached in this Memorandum.

4. This Memorandum serves as the Authority to Travel of all involved for the face-to-face activities.

5. Expenses incurred in the conduct of this activity such as meals, venue, and accommodation shall be charged against the 2026 HRTD 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:

PROFESSIONAL DEVELOPMENT
RESOURCE PACKAGE

SGOD-HRDS-PRB

DepEd Northern Samar
RECEIVED
Signature:
Date: 20 AUG 2026

Annex A

LIST OF PARTICIPANTS

1.Michael Froilan
2.Chester Naguit
3. Sherrie Ann Odtujan (Science)
4. Kris Jhon Lopez (Science)
5. Merlyn G. Solayao (MAPEH)
6. Verner Rosales (MAPEH)
7. Rhea Junette Ultra (Reading)
8. Mary Joy Cadut (Reading)
9. Levi V. Calubag (Math)
10. Karla Antonette Herreras (Math)
11. Leoniza Frances Saloma (AP)
12. Janjan Besarino (AP)
13. Antonette Sosing (TLE)
14. Angelo Lazo (TLE)
15. Angelica Albio (VE)
16. Janice Gallego (VE)
17. Temothy Clutario

PROGRAM MANAGEMENT TEAM	
NAME	DESIGNATION
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Antonio P. Delos Reyes Dr. Rey F. Bulawan	Co-Activity Managers
Dr. Sylvia D. Villanueva Dr. Noe M. Hermosilla	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Peter R. Bobiles Roberto T. Orias Jr.	Resource Person
Pepito E. Saldo Jr. Jocelyn I. Acebuche	Secretariat
Cindy Celespara	HRD Support Staff
Wilkins Wong	