



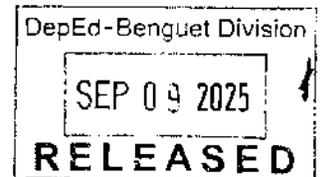
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

05 September 2025

DIVISION MEMORANDUM

No. 384 s. 2025

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned



SUBJECT: CONDUCT OF THE INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS: SCHOOL LEADERSHIP SKILLS AND KNOWLEDGE ENHANCEMENT (BATCH 1 AND 2)

1. In line with the Department's commitment to enhance instructional leadership and support newly appointed school leaders, the Schools Division of Benguet will conduct the Induction Program for Beginning School Heads: School Leadership Skills and Knowledge Enhancement for Newly Installed or Appointed School Heads (Batch 1 and 2). The training will be held on September 15-17 (Batch 1), and 22-24 (Batch 2), 2025, both batches at Adivay Hall, SDO Benguet, La Trinidad, Benguet.
2. This program is anchored on Sustainable Development Goal (SDG) No. 4, Target 4.5 which promotes equitable and inclusive access to quality education, and supports the vision of Ambisyon Natin 2040, which emphasizes continuous human development and professional growth. Recognizing the pivotal role of school leaders in shaping effective learning environments, this training seeks to strengthen their knowledge, skills, and leadership practices.
3. Specifically, this three-day training aims to:
 - a. To guide new leaders in navigating the complexities of their role and the school environment, ensuring they feel supported and prepared from the start;
 - b. Equip instructional leaders with the necessary skills and knowledge to effectively oversee and enhance instructional practices in schools;
 - c. Provide leaders with the necessary skills and knowledge to provide constructive feedback, facilitate professional growth and development, and support teachers in improving student outcomes; and
 - d. Foster a culture of effective instructional leadership, continuous professional development, collaboration, and standardized supervisory tools to improve teaching practices and ensure high-quality education for all learners.
4. For Batch 1, the first meal (AM Snack) will be on September 15, 2025, while the last meal for the training will be on September 17, 2025 (PM Snack). Meanwhile, for Batch 2, the first meal (AM Snack) will be on September 22, 2025, while the last meal for the training will be on September 24, 2025 (PM Snack). Participants with specific food restrictions must inform the HRD Section for immediate intervention or coordination with the supplier.

5. This memorandum shall serve as Authority to Travel on official business for all identified participants, Learning Managers, Program Management Team, and Resource Speakers.
6. Meals and snacks shall be charged against HRTD Fund, while other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this memorandum is directed.


ESTELA P. LEON - CARIÑO EdD, CESO III
Regional Director and 
Concurrent Officer In-Charge
Office of the Schools Division Superintendent

SOOD/LBA/HRDS/abi

LIST OF PARTICIPANTS

Batch 1 - NEW SCHOOL HEADS			
September 15-17, 2025			
Adivay Hall, SDO Benguet			
1	Liza C. Alibio	11	Maribel C. Ambros
2	Elizabeth A. Dip-asen	12	Maricel V. Ambros
3	Gibson K. Dao-ines	13	Maring S. Ano
4	Shanalyn Waclin Ganado	14	Medina T. Gayo
5	Macton A. Alonzo	15	Agosia L. Gumpa-Ic
6	Cristina A. Gapit	16	Martina P. Poket
7	Mary M. Kilongan	17	Amorzula C. Calbone
8	Juna P. Concepcion	18	Nory S. Pakilo
9	Isidra B. Dadcoes	19	Frely M. Tayaban
10	Dominic P. Clabson	20	Cerilo M. Telio
21	Miraflor T. Lackias	22	Reydan S. Walsie
23	Marcela P. Diclas	24	Ellaine E. Besitan
25	Ursula D. Compala	26	Florida S. Bagayao
27	Jemory Cambato	28	Ronald Camil
29	John Paul R. Kidsolan	30	Juvani A. Paran
Batch 2 - NEW MASTER TEACHERS			
September 22-24, 2025			
Adivay Hall, SDO Benguet			
1	Ros Jansel Gualdo	11	Nora Mayos
2	Jocelyn Mero	12	Raquel Gayaso
3	Rubelyn Paltican	13	Elenor Modi
4	Rejoice Bugtong	14	Presly Biang
5	Racquel Manuel	15	Nympha Sakito
6	Guendolyn Tacay	16	Denver Dokey
7	Geraldine Tinaza	17	Marie Belle Laus
8	Brenda Bacawat	18	Melinda Dulagan
9	Felirose Sadca	19	Theresita Donato
10	Richelle Gaiwen	20	Jennifer Colinio
21	Flordeliza De Vera	22	Aileen Casibang
23	Desenia Kiso	24	Marijone Lucio
25	Victoria Palsiyeng	26	Marissa Martin
27	Remalyn Aquisio	28	Betchy Aclis
29	Juliet Karen Mae Guerrero	30	Wanda Pladio
RESOURCE SPEAKERS AND PMT/FACILITATORS			
1	CES Lucio B. Alawas	8	Xylene Grail D. Kinomis
2	CES Aladin M. Dobinto	9	Arnel Billy G. Lim
3	Merlyn Conchita O. de Guzman	10	Jordan Mendoza
4	Jardson S. Onio	11	Charmaine Nonog
5	Remy Dum-Ao	12	Cristita Sumakey
6	Florabel Buclay	13	Wynn Darryl S. Laop
7	Eric Wanson		

INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS: SCHOOL LEADERSHIP SKILLS AND KNOWLEDGE ENHANCEMENT

TRAINING MATRIX

	Time	Part/Topic
Day 1	7:00am-8:00 am	Registration/Arrival of Participants
	8:01 am-8:15 am	Opening Program
	8:16 am-10:10 am	MANAGING SCHOOL OPERATIONS AND RESOURCES <i>Topic 1: Financial Management</i>
	10:10 am -10:30 am	HEALTH BREAK
	10:31am-12:00 noon	FOCUSING ON TEACHING AND LEARNING <i>Topic 2: Assessing our Belief on Supervision</i>
	12:01nn-1:00pm	Lunch
	1:01pm-3:00pm	Topic 3: The Changing Context of Supervision
	3:00 pm-3:20 pm	HEALTH BREAK
	3:21 pm-5:00 pm	Topic 4: Clinical Supervision
	Time	Part/Topic
Day 2	7:00 am-8:00 am	Registration/Arrival of Participants
	8:01 am-8:05 am	MOL
	8:06 am-9:05 am	Topic 5: Developmental Supervision
	9:06 am – 10:45 am	Topic 6: Differentiated Supervision
	10:45 am-11:00 am	HEALTH BREAK
	11:00 am-12:00 nn	Topic 7: Interpersonal Approaches and Giving Feedback
	12:01 nn-1:00 pm	Lunch
	1:01 pm-3:00 pm	Topic 8: Different Observation Tools (Workshop and Reporting)
	3:00 pm-3:20 pm	HEALTH BREAK
	3:21 pm-5:00 pm	THE HOW TO of Online Collaboration and Communication
	TIME	Part/Topic
Day 3	7:00am-7:30am	Registration/Arrival of Participants at the different participating schools
	7:31 am-9:30 am	Class Observation
	9:30 am-10:00 am	Travelling Time to Venue
	10:00am-10:30 am	HEALTH BREAK
	10:30 am-12:00 nn	Reporting and Discussion/ Processing
	12:01 nn-1:00 pm	Lunch Break
	1:01 pm – 3:00 pm	Topic 11: Preparing Monthly Instructional Supervisory Plan
	3:01 pm -3:20 pm	HEALTH BREAK
	3:21 pm – 4:00 pm	Closing Program