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

DepEd-Benguet Division
NOV 05 2026
RELEASED

04 November 2026

DIVISION MEMORANDUM
No. 476 ,s. 2026

CAPACITY BUILDING ON FLEXIBLE AND FUTURE-READY SCHOOL LEADERSHIP: MANAGING CRISES, RESOURCES, AND WELL-BEING

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors/Districts-in-charge
Identified School Heads
All Others Concerned

1. To strengthen leadership capacity and equip school heads with practical skills in crisis communication, financial management, strategic foresight, and personal resilience, the Schools Division Office (SDO) of Benguet through the Human Resource Development Section, will conduct a Live-in Training titled, "Flexible and Future-Ready School Leadership: Managing Crises, Resources, and Well-being" on November 11-13, 2026 at Baguio Plaza Hotel, Baguio City.

2. At the end of this three-day professional development activity, school heads are expected to:
   a) Demonstrate effective crisis communication skills, particularly in handling media during school-related incidents;
   b) Apply sound financial management principles in the utilization of Maintenance and Other Operating Expenses (MOOE);
   c) Formulate strategic and future-ready plans aligned with DepEd priorities;
   d) Develop coping mechanisms for mental stress and psychological challenges; and
   e) Enhance communication and advocacy skills in articulating school needs to stakeholders.

3. Expected participants in this activity are selected school heads (See attached Annex B). Participants are expected to be at the venue on November 11, 2026 (Day 1). **First meal is breakfast on Day 1 while last meal will be PM snack on Day 3.**

4. Accommodation, inclusive of meals, snacks and use of training hall, shall be charged against HRD 2026 Funds while transportation and other incidental expenses incurred by the Program Management Team, DepEd speakers, and participants may be charged against school MOOE or other local funds, subject to the usual budgeting, accounting and auditing rules and regulations.

6. This Memorandum shall serve as **Authority to Travel** of all identified participants, SDO speakers, and PMT members.

5. Immediate, wide dissemination and compliance of this Memorandum is desired.

sgd
CARMEL F. MERIS
OIC - Schools Division Superintendent

SGOD/LBA/hrd.nib

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"ANNEX A"

TRAINING MATRIX

TIME	*CONTENT*	*FACILITATOR/ RESOURCE SPEAKER*
DAY 1: FOUNDATIONS OF LEADERSHIP		
8:00 – 8:30	Registration	PMT
8:30 – 9:00	Opening Program	PMT
9:00 – 10:30	Strategic Planning for Future-Ready Schools	Lucio B. Alawas, CES-SGOD
10:30 – 10:45	*Health Break*	
10:45 – 12:00	(continuation of strategic planning)	
12:00 – 1:00	*Health Break*	
1:00 – 1:15	Afternoon exercises	Facilitator
1:15 – 3:00	Financial Management & MOOE Utilization	Florabel Buclay, AO V-Budget Office and Florinda Pagoy, Accountant
3:00 – 3:15	*Health Break*	
3:15 – 4:30	Building Collaborative Networks	Arvin Doman, SEPS, SOCMOB-SGOD
4:30 – 5:00	Synthesis and Daily Evaluation	Facilitators for the Day
DAY 2: CRISIS COMMUNICATION AND MEDIA ENGAGEMENT		
8:00 – 8:30	Attendance	PMT
8:30 – 9:00	Management of Learning	MOL Team
9:00 – 10:30	Crisis Management Framework	Nicolas T. Capulong, PhD, CESO III Director IV/Regional Director DepEd – CAR
10:30 – 10:45	*Health Break*	
10:45 – 12:00	Media Handling During Crises	Liza T. Agoot, Philippine News Agency
12:00 – 1:00	*Health Break*	
1:00 – 1:15	Afternoon exercises	Facilitator
1:15 – 3:00	Simulation: Mock Press Conference	Liza T. Agoot
3:00 – 3:15	*Health Break*	
3:15 – 4:30	Continuation of Simulation, Processing of Simulation	Cyrille Gaye Miranda AO V, Public Affairs Unit DepEd – CAR
4:30 – 5:00	Synthesis and Daily Evaluation	Facilitators for the Day
DAY 3: PERSONAL RESILIENCE AND INTEGRATION		
8:00 – 8:30	Attendance	PMT
8:30 – 9:00	MOL	MOL Team
9:00 – 10:30	Communicating School Needs to Stakeholders	Nover Keithley Mente, ASDS
10:30 – 10:45	*Health Break*	
10:45 – 12:00	Coping with Mental Stress and Psychological Challenges	Joven Agtani, EPS II, SMME
12:00 – 1:30	*Health Break*	
1:30 – 3:00	Yoga	c/o Health Unit
3:00 – 3:15	*Health Break*	
3:15 – 4:30	Integration, Commitment, Reflection Sharing	Facilitators
4:30 – 5:00	Closing Program	MOL Team

"ANNEX B"

LIST OF PARTICIPANTS, PMT AND SPEAKERS

A. PARTICIPANTS

NO.	NAME	POSITION	SCHOOL	DISTRICT
1	Graciella W. Polking	SP I	Bonglo ES	Atok
2	Eric E. Baguingey	SP I	Camp 30 NHS	Atok
3	Brinda B. Amado	SP I	Pasdong ES	Atok
4	Jona B. Kiwas	SP I	Franklin Guy Haight NHS	Atok
5	Felicitas O. Pangdew	SP I	Naguey ES	Atok
6	Jordan O. Niwane	SP I	Celo Haight ES	Atok
7	Dave B. Nardo	SP I	Boneng IS	Atok
8	Gordencio A. Dino	SP I	Balansi Arenos ES	Atok
9	Sisa D. Ngade	SP I	Calasipan ES	Atok
10	Avilardo B. Leon	MTI-TIC	Mauro P. Laruan ES	Atok
11	Jaime L. Tomas	HT I	Bosleng ES	Atok
12	Sebio P. Badival	TVI-TIC	Bilis ES	Atok
13	Clara B. Teofilo	HTI	Ja'pa ES	Atok
14	Ronillon A. Pinmiliw	SP I	Labinio-Mariano ES	Bakun
15	Ruth Ann S. Labinio	SP I	Mateo Balsaoen ES	Bakun
16	Ronald C. Sacyat	SP I	Tanas ES	Bakun
17	Juliet S. Alboc	SP I	Tingbaoen-Galisen ES	Bakun
18	Nerissa T. Pecdasen	SP I	Bakun NHS	Bakun
19	Agnes B. Guisdan	SP I	Alicay-Segundo ES	Bakun
20	Carene K. Agayam	SP I	Sinacbat NHS	Bakun
21	Oliver P. Ngiwas	MTI-TIC	Bagu IS	Bakun
22	Michael M. Bistid	SP I	Daklan NHS	Bokod
23	Marcial M. Selmo	SP I	Bantas-Suanding ES	Bokod
24	Joanna M. Pontino	SP I	Ekip ES	Bokod
25	Daniel B. Cangsan	SP I	Bangen ES	Bokod
26	Valentine C. Pontino Jr.	SP I	Camangaan ES	Bokod
27	Shiaiane T. Cabuten	SP I	Ambuklao NHS	Bokod
28	Lynden E. Olas	SP I	Alfredo P. Chanao ES	Bokod
29	Migara L. Palaoag	HTI	Kawal ES	Bokod
30	Aileen D. Sabino	HT I	Bangao ES	Bokod
31	Janice C. Bagiw	TVI-TIC	Ambangeg NHS	Bokod
32	Maring S. Ano	TIII-TIC	Akbot Alicnas ES	Bokod
33	Leni Lou C. Willie	TIII-TIC	Alberto Cuilan MS	Bokod
34	Jonathan I. Gayaso	SP I	Naytokyab ES	Buguias
35	Antony C. Cayat	SP I	Cayapes ES	Buguias
36	Geneveth M. Guisdan	SP I	Pan-ayaoan ES	Buguias
37	Mauro M. Telio	SP I	Bacasen-Wakit ES	Buguias
38	Christina F. Fongafong	SP I	Labinio-Aquisio ES	Buguias
39	Emmaclaire P. Lad-ey	SP I	Cotcot Talabis ES	Buguias
40	Raquel D. Gayaso	SP I	Guioeng ES	Buguias
41	Rosita F. Bosantog	SP I	Amlimay IS	Buguias
42	Claire M. Balasin	SP I	Sagandoy IS	Buguias

NO.	NAME	POSITION	SCHOOL	DISTRICT
43	Melenia C. Cabatan	SP I	Catlubong NHS	Buguias
44	Rolando B. Rosal	SP I	Lam-ayan IS	Buguias
45	Cerilo M. Telio	SP I	Gatawa C. Dontogan IS	Buguias
46	Rosalie S. Anhibey	SP I	Natubleng NHS	Buguias
47	Janicel L. Lapas	SP I	Calamagan ES	Buguias
48	Giovanni P. Cayat	HT I	Sinipsip ES	Buguias
49	Lourdes S. Telio	TVI-TIC	Matso-Tokiyas ES	Buguias
50	Myrna P. Butag	TVI-TIC	Paing ES	Buguias
51	Eliseo P. Bagingao	HT I	Taba-ao Marcos ES	Buguias
52	Maryann C. Galao-ey	TVI-TIC	Bayoyo ES	Buguias
53	Marcia P. Igualdo	HTI	Buyacaoan ES	Buguias
54	Jacqueline A. Yaos	TVI-TIC	Pasbol-Belino ES	Buguias
55	Mercy T. Bonoy	TVI-TIC	Saclalan-Sagandoy ES	Buguias
56	Ellen A. Bosania	TIII-TIC	Tindo-Bosania ES	Buguias
57	Agusta T. Batonan	HTIII	Antopac-Lusong PS	Buguias
58	Marciana L. Catao-an	TVI-TIC	Amgaleyguey ES	Buguias
59	Cynthia V. Calavera	HT III	Bangao NHS	Buguias
60	Ruth S. Quirimit	SP I	Domolpos CS	Itogon I
61	Marissa A. Martin	SP I	Maximino F. Lopez ES	Itogon I
62	Jeselle D. Hamadon	SP I	Botic ES	Itogon I
63	Marlyn D. Lucas	SP I	Loacan NHS	Itogon I
64	Edna B. Manginga	SP I	Saybuan ES	Itogon I
65	Maribel C. Ambros	TVI-TIC	Lab-ang Comty. School	Itogon II
66	Ruth W. Eslao	SP I	Solomon Solano ES	Itogon II
67	Janice S. Bilalay	SP I	Banget ES	Itogon II
68	John B. Bauzon	SP I	Oling ES	Itogon II
69	Jones A. Tudlong	SP I	Laurencio Fianza NHS	Itogon II
70	Joan D. Samson	TVI-TIC	Lawiguen ES	Itogon II
71	Christine L. Caliag	HTIII	Damaso Comiles IS	Itogon II
72	Shanalyn W. Ganado	SP I	Mongoto ES	Kabayan
73	Teddy A. Garcia	SP I	Lusod ES	Kabayan
74	Ryan D. Aladog	SP I	Kabayan Barrio ES	Kabayan
75	Melin W. Abad	SP I	Ballay IS	Kabayan
76	Assandra Grace M. Nginsayan	SP I	Tawangan ES	Kabayan
77	Brigitte O. Bintudan	SP I	Lebeng ES	Kabayan
78	Cherry Ann S. Laranang	HTIII	James Calabias ES	Kabayan
79	Marlene M. Colte	TVI-TIC	Eddet ES	Kabayan
80	Dominic P. Clabson	TVI-TIC	Abucot IS	Kabayan
81	Cariño C. Tamas	TVI-TIC	Chapides ES	Kabayan
82	Jessica Lamsis-Fawayan	HTI	Tamang ES	Kabayan
83	Felisa S. Batiw-an	SP I	Pongayan ES	Kapangan
84	Amil D. Baguilat	SP I	Balakbak ES	Kapangan
85	Maria Catherine C. Ladao	SP I	Kapangan NHS	Kapangan
86	Manuel Jr. C. Martin	TIII-TIC	Baguionas ES	Kapangan
87	Jessie S. Balagsa	TIII-TIC	Kaliwaga ES	Kapangan
88	Suela A. Vencio	SP I	Ewa-Bokes ES	Kibungan
89	Nicodemus B. Gam-ad	SP I	Sagpat IS	Kibungan

NO.	NAME	POSITION	SCHOOL	DISTRICT
90	Velasco T. Metwa	SP I	Lubo IS	Kibungan
91	Elizabeth A. Dip-asen	SP I	Tacadang IS	Kibungan
92	Julie D. Dayao	SP I	Mocgao IS	Kibungan
93	Leah K. Sab-It	SP I	Palina IS	Kibungan
94	Fausto L. Sab-It Sr.	SP I	Madaymen NHS	Kibungan
95	Brenda P. Contada	SP I	Camilo Lucaben ES	Kibungan
96	Gemma P. Diclas	TVI-TIC	Legleg Barrio School	Kibungan
97	Cristina A. Gapit	TVI-TIC	Napsong Barrio School	Kibungan
98	Ike B. Danio	TVI-TIC	Sapdaan PS	Kibungan
99	Martina P. Poket	TVI-TIC	Es-esa S. Alodos ES	Kibungan
100	Concepcion O. Dayagan	TVII-TIC	Saddle ES	Kibungan
101	Benson C. Labad-Dan	SP I	Tawang IS	La Trinidad
102	Xylene Grail D. Kinomis	SP I	Wangal IS	La Trinidad
103	Lorna M. Yaco	SP I	Bineng NHS	La Trinidad
104	Constancia Jane D. Abodiles	SP I	Ambiong NHS	La Trinidad
105	Nelia L. Depaynos	SP I	Bodiweng ES	La Trinidad
106	Jemory T. Cambato	TVI-TIC	Talinguroy ES	La Trinidad
107	Oscar B. Lacaden	MTI-TIC	Pico ES	La Trinidad
108	Rommell B. Lipas	SP I	Mogao IS	Mankayan
109	Jennifer D. Antonio	SP I	Cabacab NHS	Mankayan
110	Frechette C. Seset	SP I	Bulalacao NHS	Mankayan
111	Heintjie P. Dominguez	SP I	Bedbed NHS	Mankayan
112	Jovelyn C. Cayapa	SP I	Am-am ES	Mankayan
113	Loradel B. Lumido	SP I	Suyoc ES	Mankayan
114	Dolores S. Paplonot	SP I	Paco ES	Mankayan
115	Vivian K. Guzman	SP I	Lap-angan ES	Mankayan
116	Arlene N. Tanacio	SP I	Ampuntoc PS	Mankayan
117	Lyline A. Flores	SP I	Cabitin ES	Mankayan
118	Alicia A. Anasan	SP I	Ca-ew ES	Mankayan
119	Johnny M. Anno	SP I	Cabacab ES	Mankayan
120	Noreen T. Espenocilla	SP I	Colalo IS	Mankayan
121	Domondon B. Paydo-en	TVI-TIC	Pacda ES	Mankayan
122	Agosia L. Gumpa-ic	TVI-TIC	Dagadag PS	Mankayan
123	Juna P. Concepcion	TIII-TIC	Payeo PS	Mankayan
124	Florante S. Pedro	TVI-TIC	Mantiyeng PS	Mankayan
125	Janice S. Dionisio	SP I	Sablan NHS	Sablan
126	Resty D. Soltero	SP I	Jose Gonzales ES	Sablan
127	Gina D. Panagan	SP I	Michael G. Angel ES	Sablan
128	Clair L. Toctocan	SP I	Talete MG School	Sablan
129	Henry D. Tinaza	SP I	Poyopoy ES	Tuba
130	Florence B. Pawig	SP I	Taloy Sur NHS	Tuba
131	Agustin S. Padya-Os	SP I	Sioco Carino ES	Tuba
132	Marlon B. Losnong	SP I	Camp 4 ES	Tuba
133	Cherryl S. Madume	SP I	Taloy Norte ES	Tuba
134	Catherine B. Willy	SP I	Kabuyao ES	Tuba
135	Teresita S. Dolo	SP I	Paran Laruan ES	Tuba
136	Erlinda T. Cosil	SP I	Camp 3 ES	Tuba

NO.	NAME	POSITION	SCHOOL	DISTRICT
137	Clifford B. Abance	SP I	Gilbert Semon ES	Tuba
138	Fema E. Acosta	TVI-TIC	Torre ES	Tuba
139	Johnson B. Abance	TIII-TIC	San Pascual ES	Tuba
140	Loida K. Kilip	TVI-TIC	Asin ES	Tuba
141	Rodel A. Tomilas	HTIII	Andolor ES	Tuba
142	Ben G. Aromin	HTIII	Nangalisan ES	Tuba
143	Fredie S. Laruan	HTIII	Salpang ES	Tuba
144	Gabriel L. Balangay	HTI	Evelio Javier MNHS	Tuba
145	Wilma I. Dinoc	TVI-TIC	Lubas ES	Tuba
146	Edgar W. Sapigao	SP I	Tublay National Trade HS	Tublay
147	Delyne B. Acdang	SP I	Sto. Nino ES	Tublay
148	Romeo B. Bano-oy	SP I	Luisa Becka ES	Tublay
149	Maria Luisa W. Nabus	TVI-TIC	Balangabang ES	Tublay
150	Samel S. Dales	TVI-TIC	Langbis PS	Tublay
151	Ursula D. Compala	TVI-TIC	Tublay Central ES	Tublay
152	Ana T. Pakias	HTIII	Dorencio ES	Tublay
153	Mary Grace S. Bantulo	TVI-TIC	Mamuyod ES	Tublay
154	Ellaine E. Besitan	TVI-TIC	Moran ES	Tublay

B. Program Management Team/Facilitators/Speakers

	Name	Position	Role/Responsibility
155	Carmel F. Meris	OIC - SDS	Program Manager
156	Nicolas T. Capulong, PhD, CESO III	Director IV/Regional Director, DepEd-CAR	Speaker
157	Nover Keithley S. Mente	OIC – ASDS	Speaker/Facilitator
158	Lucio B. Alawas	Chief ES - SGOD	Speaker/Facilitator
159	Cyrille Gaye Miranda	PAU, DepEd-CAR	Speaker/Facilitator
160	Liza T. Agoot	Phil. News Agency	Speaker/Facilitator
161	Arvin M. Doman	SEPS - SocMob	Speaker/Facilitator
162	Joven B. Agtani	EPS II - SMME	Speaker, PMT, Inspectorate
163	Beverly Marzo	ADAS III – Accounting	Speaker, PMT, Inspectorate
164	Reina Gaea Duyao	Nurse II	PMT-Welfare Officer
165	Karren S. Gaqui	Nurse II	PMT-Welfare Officer
166	Nerissa I. Barbosa	EPS II - HRD	PMT, Inspectorate
167	Florabel C. Balanon	AO IV-Supply Officer	Logistics, Inspectorate