



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

23 July 2025

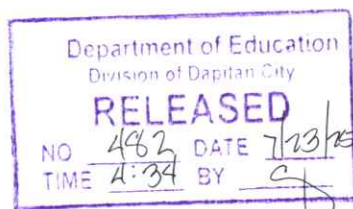
**DIVISION MEMORANDUM**

No. 482, s. 2025

**LEADERSHIP READINESS: CAPACITY BUILDING AND EMPOWERMENT  
FOR CATEGORY B 2021 NQESH CANDIDATES**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Education Program Supervisors  
Public Schools District Supervisors/PICDs  
All Elementary and Secondary School Heads  
Administrative Officer V  
This Division

1. Pursuant to the Department of Education's commitment to strengthen the pool of school leadership candidates, the Schools Division of Dapitan City shall conduct a division-initiated training entitled "**Leadership Readiness: Capacity Building and Empowerment for Category B 2021 NQESH Candidates**" on **July 28, 2025 to August 1, 2025**, at **DepEd Dapitan City Conference Hall**.
2. This activity aims to:
  - o Equip Category B NQESH aspirants with the competencies aligned with the Philippine Professional Standards for School Heads (PPSSH);
  - o Deepen their understanding of school leadership roles and responsibilities;
  - o Strengthen their readiness and confidence for the National Qualifying Examination for School Heads (NQESH); and
  - o Foster a community of emerging leaders committed to transformative school leadership.
3. Participants in this training are all qualified Category B 2021 NQESH Candidates based on the list from Human Resource Management Officer (HRMO). Attached is the list of official participants (Annex A).
4. Participants are advised to bring a laptop, personal development plan (if available), and relevant documents related to instructional leadership, school management, and stakeholder engagement.
5. Immediate and wide dissemination of this memorandum is desired.



**JAY S. MONTEALTO, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent



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Annex A

**CATEGORY B 2021 NQESH CANDIDATES**

#	NAME	POSITION	SCHOOL
1	Felix G. Solatorio	Head Teacher III	Dapitan City CS
2	Maria Roneza T. Hamoy	Head Teacher III	Dapitan City NHS
3	Isagani Recamara	Head Teacher IV	Sicayab ES
4	Caroline D. Osoro	Head Teacher III	Owaon ES
5	Vina Baes	Head Teacher III	Dapitan City NHS
6	Mary Jean Lacay	Head Teacher VI	Masidlakon ES
7	Menvilou A. Tinnæ	Head Teacher IV	Banbanan ES
8	Joel Q. Ruiz	Head Teacher VI	Lawaan ES

Prepared by:

Noted by:

  
**AMYTHYST FAITH O. DIAO**  
AO-IV, HRMO

  
**GEORDITO T. OLARIO**  
AO V, Admin Office





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 REGION IX, ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DAPITAN CITY

**LEADERSHIP READINESS: CAPACITY BUILDING AND EMPOWERMENT FOR CATEGORY B**  
**2021 NQESH CANDIDATES**

DepEd Dapitan Conference Hall, July 28, 2025 to August 1, 2025

**TRAINING MATRIX**

This training is designed to deepen your understanding of the five PPSSH domains, with each day dedicated to a specific domain.

**Day 1 – Leading Strategically**

Time	Session Title / Topic	Session Objectives	Learning Activities	Resource Person / Facilitator
8:00 – 8:30 AM	Registration and Opening	Set the tone for the program	Registration, Welcome, Orientation	Amthyst Faith O. Dia, AO-IV, HRMO
8:30 – 10:00 AM	Overview of PPSSH	Understand the structure and purpose of PPSSH	Interactive Lecture	Michelle V. Torres, SEPS, HRDs
10:00 – 12:00 NN	Strategic Leadership and Vision Setting	Learn to lead with vision and strategy	Visioning Workshop	Aurelio A. Santisas, ASDS
1:00 – 3:00 PM	Leading Change and Innovation	Explore strategic thinking and adaptive leadership	Case Study, Sharing	Lyra L. Balladares School Principal
3:00 – 5:00 PM	Reflection and Day 1 Synthesis	Internalize key learnings	Journal Writing, Group Sharing	Facilitators



## Day 2 – Managing School Operations and Resources

Time	Session Title / Topic	Session Objectives	Learning Activities	Resource Person / Facilitator
7:30 – 8:00 AM	MOL			
8:00 – 10:00 AM	School Resource Management	Optimize school resources and operations	Workshop, Simulation	Sherlito E. Sagapsapan, CES, SGOD
10:00 – 12:00 NN	Financial and Physical Resource Management	Understand budgeting and MOOE management	Budget Planning Activity	Olga P. Miranda, Accountant III
1:00 – 3:00 PM	Records and Risk Management	Ensure safety, DRRM, and records compliance	Simulation, Analysis	Jonathan Reluya, PDO III, DRRM Coordinator
3:00 – 5:00 PM	Legal Mandates in School Leadership	Review key laws and DepEd Orders	Document Study	Sherlito E. Sagapsapan, CES, SGOD

## Day 3 – Leading Learning

Time	Session Title / Topic	Session Objectives	Learning Activities	Resource Person / Facilitator
7:30 – 8:00 AM	MOL			
8:00 – 10:00 AM	Instructional Leadership Essentials	Support quality teaching and learning	Demo Teaching Observation	Vicente Jose V. Suarez II, CID Chief
10:00 – 12:00 NN	Assessment Practices and Use of Data	Analyze learning outcomes and assessments	Assessment Workshop	Marilou Monding, EPS – English
1:00 – 3:00 PM	LACs and Continuous Professional Development	Plan and implement LAC sessions	LAC Planning Activity	Rizza A. Daboda, SP-IV, PICD

3:00 – 5:00 PM	Creating Inclusive Learning Environments	Support diverse learners and inclusive policies	Workshop and Sharing	Elsa Q. Aranas, PSDS SPED Coordinator
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#### Day 4 – Developing Self and Others

Time	Session Title / Topic	Session Objectives	Learning Activities	Resource Person / Facilitator
7:30 – 8:00 AM	MOL			
8:00 – 10:00 AM	Leadership Self-Assessment and Development	Reflect on leadership growth	Leadership Reflection Tools	Joy I. Cagbabanua, PSDS
10:00 – 12:00 NN	Coaching and Mentoring for Teachers	Support teacher improvement	Role Playing, Peer Coaching	Helen T. Calaguian, EPS
1:00 – 3:00 PM	RPMs-PPSSH Integration	Use RPMs tools aligned with PPSSH	Tool Analysis	Vicente ramon V. Suarez II, EPS-II, HRDS
3:00 – 5:00 PM	Promoting Well-being and Ethics	Model ethical practice and self-care	Wellness Session	Marlyn Esmade, EPS, Values

#### Day 5 – Engaging the Community

Time	Session Title / Topic	Session Objectives	Learning Activities	Resource Person / Facilitator
7:30 – 8:00 AM	MOL			
8:00 – 10:00 AM	Community Engagement Principles	Foster school-community partnerships	Panel Discussion	Noel Mangubat, SGOD EPS
10:00 – 12:00 NN	Stakeholder Involvement in SIP	Plan inclusive stakeholder participation	SIP Workshop	Anthon John S. Soriano, Planning Officer

1:00 – 3:00 PM	Building Collaborative Culture	Enhance team spirit and shared responsibility	Team Building	Jofrey B. Malana-SP-IV, Allan Bendano-SP-I,
3:00 – 4:00 PM	Leadership Vision Sharing	Craft and present leadership vision	Presentation	Facilitators
4:00 – 5:00 PM	Closing Program and Awarding	Celebrate learning journey	Awarding, Closing Message	SDS / ASDS

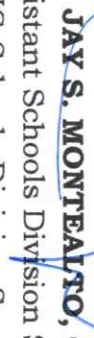
Prepared by:

  
**MICHELLE V. TORRES, EDD.**  
 SEPS, HRDS

Noted by:

  
**NOEL P. MANGUBAT**  
 EPS, SGOD

Approved:

  
**JAY S. MONTEALTO, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Schools Division Superintendent