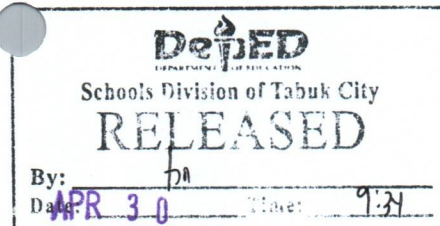




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

29 April 2026

DIVISION MEMORANDUM
No. 190 s. 2026

**CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
FOUNDATION COURSE (MODULES 1)**

TO : Asst. Schools Division Superintendent
SGOD Chief and CID Chief
All Public District Supervisors and Education Program Supervisors
All Identified School Leaders
All Others Concerned

1. This Memorandum announces the conduct of the **School Heads Development Program (SHDP) Foundation Course (Modules 1)** for school leaders and department heads in the Schools Division of Tabuk City. In line with Republic Act No. 9155, Republic Act No. 10533, DepEd Order No. 24, s. 2020, and DepEd Order No. 11, s. 2019.

2. The activity shall be conducted on **May 19-22, 2026**, at **Kagitingan Hall, SDO Tabuk City**.

3. This activity aims to:

- Develop leadership competencies aligned with the Philippine Professional Standards for School Heads (PPSSH);
- Enhance knowledge and skills in school-based management and instructional leadership;
- Strengthen understanding of governance, accountability, and professional ethics; and
- Prepare participants for higher leadership roles within the Department.

3. Please refer to **Enclosure 1** for the list of identified participants and members of the Program Management Team (PMT) for Module 1.

4. Immediate dissemination of and strict compliance with this Memorandum is direct.

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

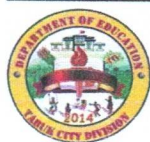
FOR THE SCHOOLS DIVISION SUPERINTENDENT

SALLY P. FEKEN
CES - SGOD/Officer-in-Charge



Enclosure 1 of DM No. 190 s., 2026. List of Participants and PMT (Module 1)

Participants			Participants		
No.	Name	School	No.	Name	Designation
1	Lewis Johnson W. Balunggay	Cudal NHS	35	Ma Medea Vallejo	PSDS
2	Annabelle C. Pasingan	New Balbalan ES	36	Rober Binha-on	PSDS
3	Elizalde S. Blaza	Toppan IS	37	Joan Ranjo	PSDS
4	Annabelle D. Salida	Agbannawag NHS	38	Corazon Bravo	PSDS
5	Sirikit B. Odan	Dilag IS	39	Emily Langkit	PSDS
6	Jayson B. Aduca	Bulo West ES	40	Karen Tabanganay	PSDS
7	Jodylyn L. Dangatag	Calaccad ES	41	Ferdinand Malagyab	PSDS
8	Petronila G. Buslig	Laya IS	42	Mildred S. Cabay	PSDS
9	Grace B. Assayco	Ipil IS	PMT		
10	Rey Abannag	Cataw ES	43	Atty. Sandy L. Basungit	Resource Speaker
11	Ernesto Cabanes Jr	Magabbangon ES	44	Menchie P. Gamongan	Resource Speaker
12	Lenneth A. Basingan	Tannubong ES	45	Paul N. Palliso	Resource Speaker
13	Bobby S. Licudine	TCNHS	46	Sixto D. Lang-ay Jr	Resource Speaker
14	Raymar M. Galinggan	TCNHS	47	Rommel Alcanzarine	Resource Speaker
15	Charlie B. Marallag	TCNHS	48	Doddie Marie L. Duclan	Resource Speaker
16	Beverly M. Baniaga	TCNHS	49	Doc. Rodolfo Niones	Resource Speaker
17	Dominic T. Payyac	TCNHS	50	Doc. Jeth Renz Oggang	Resource Speaker
18	Raymunda C. Bayubay	TCNHS	51	Daisy May Bucao	Resource Speaker
19	Elizabeth Ferrer	Mallong ES	52	Romeo B. Agagon	Resource Speaker
20	Loraine Anne Marcos	Guilayon IS	53	Deewaii B. Bagayao	Resource Speaker
21	Zaldy V. Sarmiento	KNHS	54	Federico C. Flores Jr	Resource Speaker
22	Evangeline M. Lambayong	KNHS	55	Christopher C. Benigno PhD, EdD, CESO VI	OIC-SDS
23	Marieta P. Bas-ilen	KNHS	56	Ginadine L. Balagso	ASDS
24	Edwin P. Latawan	KNHS	57	Sally P. Feken	CES-SGOD
25	Edgar E. Valdez	KNHS	58	Ramonchito A. Soriano	CES-CID
26	Danilo D. Daluping	KNHS	59	Vincent Martinez	Monitoring and Evaluation
27	Rober Balneg	Camp Conrado ES	60	Kenneth Atiwag	Monitoring and Evaluation/Resource Speaker
28	Linda Kissob	Hilltop ES	61	Violeta Corong	Facilitator
29	Melba Adop	Naneng ES	62	Shamgar Louie N. Candelario	Proponent/Facilitator/Resource Speaker
30	Edgar F. Delgado	Bantay NHS	63	Allan R. Galanza	Facilitator
31	Alexis Luban	Bulo NHS	64	Shirley Sarmiento	Nurse II
32	Everlyn Gunaban	Pa-o ES	65	Janice Mangaoang	Nurse II
33	Sylvia Gollingoy	Banneng ES			
34	Henry Alunday	PSDS			



Enclosure 2: Module 1 Program Matrix (May 19-22, 2026)

Date / Time	Activity / Topic	Key Personnel
Day 1: May 19, 2026		
7:30 – 8:00	Registration	Secretariat
Opening Program		
8:00 – 8:15	Preliminaries National Anthem Prayer Bagong Pilipinas DepEd QMS	Secretariat
8:15 – 8:30	Statement of Purpose and Message	Ginadine L. Balagso Assistant Schools Division Superintendent
8:30 – 9:00	Pre-Test	Shamgar Louie N. Candelario EPS II–HRDS
9:00 – 10:00	Domain 2: School Sites Acquisition	Atty. Sandy L. Basungit Attorney III, Legal Office
10:00 -10:15	Health Break	
10:15 -12:00	Domain 2: School Sites Acquisition	Atty. Sandy L. Basungit Attorney III, Legal Office
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Domain 2: School Safety for Disaster Preparedness, Mitigation, and Resiliency	Menchie P. Gamongan PDO II, DRRM
3:00 – 3:15	Health Break	
3:15 – 4:15	Domain 2: School Development Plan	Engr. Paul N. Palliso Engineer III, Facilities
4:15 – 5:45	Domain 2: School Financial Management	Sixto D. Lang-ay Jr Accountant III, Accounting Office
5:30 – 6:00	Evaluation and Debriefing	Secretariat
Assignment	Journal Writing/Action Plan	Participants
Day 2: May 20, 2026		
7:30 – 8:00	Management of Learning	Secretariat
8:00 – 9:30	Domain 3: Gender Responsive Basic Education Policy	Atty. Sandy L. Basungit Attorney III, Legal Office
9:30 – 9:45	Health Break	
9:45 – 12:00	Domain 3: Gender and Development and Child Rights	Atty. Sandy L. Basungit Attorney III, Legal Office

12:00 – 1:00	Lunch Break	
1:00 – 2:30	Domain 3: Improving Learners Performance through Hybrid Learning	Romel A. Alcanzarine Education Program Supervisor
2:30 – 3:15	Nursing Services	Doc. Rodolfo Niones Medical Officer III
3:15 – 3:30	Health Break	
3:30 -4:15	WINS	Doc. Jeth Renz Oggang Dentist II
4:15 – 5:00	Child Protection Committee Reporting	Daisy May Bucao Project Development Officer I
5:00 – 5:30	Evaluation and Debriefing	Secretariat
Assignment	Action Plan Preparation	Participants
Day 3: May 21, 2026		
7:30 – 8:00	Management of Learning	Secretariat
8:00 – 8:45	Research	Deewai B. Bagayao SEPS – P&R
8:45 – 9:30	Sports	Federico C. Flores Jr EPS - SGOD
9:30 – 10:15	Inset/LAC	Shamgar Louie N. Candelario EPS II - HRDS
10:15 – 10:30	Health Break	
10:30 – 11:15	Monitoring and Evaluation	Kenneth A. Atiwag SEPS - SMME
11:15 – 12:15	Concept Note Development	Doddie Marie L. Duclan Education Program Supervisor
12:15 – 1:15	Lunch Break	
1:15 – 3:00	Concept Note Development	Doddie Marie L. Duclan Education Program Supervisor
3:00 – 3:15	Health Break	
3:15 – 4:00	Concept Note Development	Doddie Marie L. Duclan Education Program Supervisor
4:00 - 5:00	Concept Note Presentation and Critiquing	Doddie Marie L. Duclan Education Program Supervisor
5:30 – 6:00	Debriefing and Evaluation	Secretariat
Assignment	Journal Writing/Action Planning	Participants
Day 4: May 22, 2026		
7:30 – 8:00	Management of Learning	Secretariat
8:00 – 10:00	Concept Note Presentation and Critiquing	Doddie Marie L. Duclan Education Program Supervisor
10:00 – 10:15	Health Break	
10:15 – 11:00	Concept Note Presentation and Critiquing	Doddie Marie L. Duclan Education Program Supervisor
11:00 – 12:00	Closing Program	
12:00 – 1:00	Lunch Break	