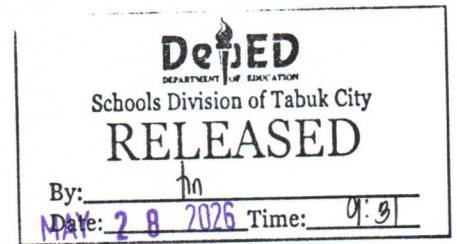




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Tabuk City



Office of the Schools Division Superintendent

26 May 2026

DIVISION MEMORANDUM  
No. **241** s. 2026

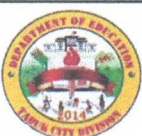
**CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)  
FOUNDATION COURSE (MODULE 2)**

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

- In line with DepEd Order No. 24, s. 2020 and DepEd Order No. 11, s. 2019, and as a continuation of the recently conducted School Heads Development Program (SHDP) Foundation Course Module 1, this Office, through the Human Resource Development Section (HRDS), announces the conduct of the SHDP Foundation Course Module 2 for school heads, aspiring school heads, and department heads in the Schools Division Office of Tabuk City via Microsoft Teams on May 28–30, 2026.
- All participants are required to join the online training using the details provided below on or before 8:00 AM each day of the training:
  - Join Link:  
<https://teams.microsoft.com/meet/49604919756401?p=D8PwfJ13iMH7jGxVdr>
  - Meeting ID: 496 049 197 564 01
  - Passcode: oB39mC6m
- The list of participants is attached as Enclosure 1 of this Memorandum, while the training matrix for the three-day activity is attached as Enclosure 2.
- Compensatory Time Off (CTO) shall be granted to all qualified participants for the third day of the training, which falls on a Saturday, subject to existing rules and regulations.
- Furthermore, the presentation and critiquing of the Workplace Application Plans (WAPs) and Concept Notes shall be conducted on June 4, 2026 in the respective districts, to be facilitated by the concerned Public Schools District Supervisors (PSDSs).
- Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

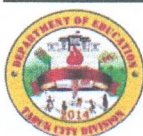
Digitally signed by CHRISTOPHER C. BENIGNO  
DN: CN=CHRISTOPHER C. BENIGNO, O=DEPARTMENT OF EDUCATION, OU=SDO TABUK CITY, E=christopher.benigno@depd.gov.ph  
Date: 2026.05.28 09:22:27+08'00'

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



**Enclosure 1 of DM No. **241** 2026: List of Participants**

Participants			Participants		
No.	Name	School	No.	Name	Designation
1	Lewis Johnson W. Balunggay	Cudal NHS	31	Isabel Odan	NAINHS
2	Annabelle C. Pasingan	New Balbalan ES	32	Joan Ranjo	PSDS
3	Elizalde S. Blaza	Toppan IS	33	Ferdinand Malagyab	PSDS
4	Annabelle D. Salida	Agbannawag NHS	34	Mildred S. Cabay	PSDS
5	Sirikit B. Odan	Dilag IS	35	Ma. Medea C. Vallejo	PSDS
6	Jayson B. Aduca	Bulo West ES	36	Henry M. Alunday	PSDS
7	Jodylyn L. Dangatag	Calaccad ES	37	Gemmaline Bumanglag	PSDS
8	Petronila G. Buslig	Laya IS	38	Corazon Bravo	PSDS/ Speaker
9	Rey Abannag	Cataw ES	39	Emily B. Langkit	PSDS
10	Ernesto Cabanes Jr	Magabbangon ES	40	Karen W. Tabanganay	PSDS/ Speaker
11	Lenneth A. Basingan	Tannubong ES	42	Robert Binha-on	PSDS
12	Bobby S. Licudine	TCNHS	43	Marionette S. Dooma	Resource Speaker
13	Raymar M. Galinggan	TCNHS	44	Nicasio Sumarita Jr	Resource Speaker
14	Charlie B. Marallag	TCNHS	45	Maribel M. Bravo	Resource Speaker
15	Dominic T. Payyac	TCNHS	46	Emmanuel C. Ubuan	Resource Speaker
16	Raymunda C. Bayubay	TCNHS	47	Christopher C. Benigno PhD, EdD, CESO VI	OIC-SDS
17	Elizabeth Ferrer	Mallong ES	48	Ginadine L. Balagso	ASDS
18	Lorraine Anne Marcos	Guilayon IS	49	Sally P. Feken	CES-SGOD
19	Zaldy V. Sarmiento	KNHS	50	Ramonchito A. Soriano	CES-CID/ Speaker
20	Evangeline M. Lambayong	KNHS	51	Shamgar Louie N. Candelario	EPS II – HRDS/ Speaker
21	Edwin P. Latawan	KNHS	52	Vincent B. Martinez	SMME
22	Edgar E. Valdez	KNHS			
23	Danilo D. Daluping	KNHS			
24	Rober Balneg	Camp Conrado ES			
25	Linda Kissob	Hilltop ES			
26	Melba Adop	Naneng ES			
27	Edgar F. Delgado	Bantay NHS			
28	Alexis Luban	Bulo NHS			
29	Everlyn Gunaban	Pa-o ES			
30	Sylvia Gollingoy	Banneng ES			



**Address:** BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga

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Enclosure 1 of DM No. **241** s., 2026: Program Matrix

Date / Time	Activity / Topic	Key Personnel
<b>Day 1: May 28, 2026 - Online</b>		
8:00 – 8:15	Opening Program Preliminary Activities	Secretariat
8:00 – 8:15	Checking of Attendance & House Rules	<b>Shamgar Louie N. Candelario</b> EPS II - HRDS
8:15 – 8:20	Statement of Purpose	<b>Sally P. Feken</b> CES-SGOD
8:20 – 8:30	Welcome Remarks & Message	<b>Sally P. Feken</b> CES-SGOD
8:30 – 9:00	Pre-Test	<b>Shamgar Louie N. Candelario</b> EPS II - HRDS
9:00 – 10:00	Domain 4: Performance Management	<b>Marionette S. Dooma</b> Education Program Supervisor
9:15 -10:00	Domain 4: Coaching and Mentoring	<b>Ramonchito A. Soriano</b> Education Program Supervisor
10:00–10:15	Health Break	
10:15 – 11:00	Domain 4: Coaching and Mentoring	<b>Ramonchito A. Soriano</b> Education Program Supervisor
11:00 – 12:00	Domain 4: Collaborative Expertise	<b>Karen W. Tabanganay</b> Public Schools District Supervisor
12:00 – 1:00	Lunch Break	
1:00 – 2:40	Domain 4: Collaborative Expertise	<b>Karen W. Tabanganay</b> Public Schools District Supervisor
2:40 – 3:00	Health Break	
3:00 – 5:20	PD Development: Session Guide and Slide Decks	<b>Nicasio C. Sumarita Jr.</b> Education Program Supervisor
5:20 – 5:50	Evaluation and Debriefing	Secretariat
Assignment	Preparation of Coaching and Mentoring Plan	Participants



<b>Day 2: May 29, 2026 – Online</b>		
7:30 – 8:00	Management of Learning	Secretariat
8:00 – 9:30	Domain 4: PD Development WAP	<b>Shamgar Louie N. Candelario</b> EPS II – HRDS
9:30 – 10:30	Domain 4: School Rewards and Recognition and Scholarships	<b>Shamgar Louie N. Candelario</b> EPS II - HRDS
10:30 – 11:00	Health Break	
11:00 – 12:00	Domain 4: School Rewards and Recognition and Scholarships	<b>Shamgar Louie N. Candelario</b> EPS II - HRDS
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Domain 4: Socio-Emotional Learning	<b>Maribel M. Bravo</b> Education Program Supervisor
3:00 – 3:30	Health Break	
3:30 – 5:00	Domain 5: Gender Equality, Disability and Social Inclusion	<b>Nicasio C. Sumarita Jr.</b> Education Program Supervisor
5:00 – 5:30	Evaluation and Briefing	Secretariat
<b>Day 3: May 30, 2026 – Online</b>		
7:30 – 8:00	Management of Learning	Secretariat
8:00 – 10:00	Domain 5: Management of Diverse Relationships	<b>Corazon G. Bravo</b> Education Program Supervisor
10:00 – 10:30	Health Break	
10:30 – 12:00	Application Project Development	<b>Emmanuel C. Ubuán</b> Education Program Supervisor
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Application Project Development	<b>Emmanuel C. Ubuán</b> Education Program Supervisor
3:00 – 3:15	Health Break	
3:00 – 5:00	Drafting of Application Project Development	Participants
5:00 – 5:30	Evaluation and Debriefing	Secretariat
Assignment	Journal Writing	Participants



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<b>Day 4: June 4, 2026 - Face to Face</b>		
7:30 – 8:00	Registration and Preliminaries	c/o HRDS
8:00 – 10:00	Presentation and Critiquing of AP Proposal	Participants
10:00 – 10:15	Health Break	
10:15 – 12:00	Presentation and Critiquing of AP Proposal	Participants
1:00 – 2:30	Presentation and Critiquing of AP Proposal	Participants
2:30 – 3:00	Health Break	
3:00 – 3:30	Post Test	c/o HRDS
3:30 – 4:00	Insights	Participants
3:30 – 4:00	Ways Forward	PSDS
	Distribution of Certificates and Remarks	c/o HRDS
	Closing Prayer	Participants
4:00 – 4:30	Evaluation and Debriefing	SMME



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