



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

27 September 2024

DIVISION MEMORANDUM
No. **412**, s. 2024

**3 - DAY INTERNATIONAL TRAINING / SEMINAR / WORKSHOP ON
INSTRUCTIONAL / EDUCATIONAL LEADERSHIP AND MANAGEMENT WITH THE
THEME: "MENTORING THE MENTEES"**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In the light of the premise of Senator and DepEd Secretary **Sonny M. Angara** in one of his articles entitled *"Uniting to solve the education crisis"*, in his column under Business Mirror magazine, where he penned that: *Some practical solutions to address the Philippine education system's fragmentation includes the strengthening of professional incentives for human resources by providing trainings/upskilling of school heads, teachers, trainers, among others. Further, collaboration, synergy, and partnerships - at all levels - between private and public agencies, are the clearest paths to solve the said crisis*, this Office initiates a learning and development (L&D) primarily for all its educational leaders and managers, in partnership with the Philproflink, Inc.
2. The theme of the aforesaid activity is grounded on one of the topmost results of the human resource development training needs analysis (TNA): *Self and People - Performance Management*.
3. Specific details of the activity are as follows:

Date	Venue	Target Participants	CPD Unit Equivalent	Reg. Fee	Charged to:
October 16-18, 2024	PLT Convention Center, Bascaran, Solano, NV	Public and private school leaders and managers (PSDS/DICs, School Heads, TIC/OIC, Head Teachers, Supervisors, Section/Unit heads	8	4,500 to cover expenses on speaker's fee, 3 meals, 5 snacks, venue lodging is not included	School MOOE/ local funds/ IGP funds/ School MOOE/ Local funds/



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Date	Venue	Target Participants	CPD Unit Equivalent	Reg. Fee	Charged to:
		all other interested individuals/ professionals from elementary, secondary, tertiary schools and other agencies			IGP funds/ Personal funds

4. This program fundamentally aims to equip administration leaders, managers and other human resources with skills, knowledge and attitudes in leading a team. Specifically, after the L&D, the participants shall have:
 - a. known the secrets, virtues, essence and roles of instructional leadership program.
 - b. understood how instructional supervision is done in classroom management cycle toward functional and transformative mentor and mentees.
 - c. identified the roles and importance of mentor and mentees.
 - d. discovered the psychological tactics and ethical mission of the mentor and the mentees in the field of educational service; and
 - e. strengthened the collaborative spirit cum team building activities toward better lifelong learning.
5. The 3-day face-to-face training-workshop will provide downloadable handouts to the participants.
6. All interested participants are requested to settle their registration fees **ON or BEFORE October 9, 2024** to be deposited to **Landbank Account No.: 0071 3743 00** under the name of **Remedios M. Esperon**, Philproflink Training Director or via GCASH **0915-300-8909** Once payment is completed, register and attach proof of payment via the link <https://bit.ly/Ldrshpvizcaya>
7. All districts and SDO-proper are allotted **thirty (30) slots each** to fill in. For purposes of monitoring, PSDS/DICs and SDO functional division chiefs / heads are expected to monitor compliance Re this by accomplishing the designated district/SDO sheet via <http://tiny.cc/ProfLinkLEADERS> **ON or BEFORE October 9, 2024**.
8. The Division's Best Performing Management Team (PMT) is in *Enclosure 1*. **Each committee is expected to plan, prepare and process all needed documents and/or procedures (i.e PR, communication letters, markers, etc.) then report status to the Top Management, as needed.** Also, attached are the program matrix and other pertinent communication from Proflink management, for perusal.
9. For information, guidance, and compliance.



ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

04-2024-225 *q d*



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Enclosure 1.

Division's Best Performing Management Team (PMT) re PhilProflink L&D

No.	Teams	In-charge	
1.	Consultants	Orlando E. Manuel PhD, CESO V	
2.		Adonis C. Ceperez EdD, CESE	
3.		Maricel S. Franco PhD, CESE	
4.		Romulo S. Ancheta PhD	
		Lead	Co-lead / Members
5.	Communication and Coordination	Marianne C. Eugenio PhD	Melany M. Asuncion PhD
6.	Program Flow	Edward M. Santiago	Edlyn Wakit
7.			Amherstine B. Bata
8.	Tech and Documentation Team	Ezekel C. Garing	Howard Jean Francois V. Doles II
9.			Darell John L. De Guzman
10.			Chester C. Cortez
11.			Clydinne A. Ballon
12.	Health and Wellness (including Safety and Welfare)	Ryan Christopher Buccat MD	Maria Theresa B. Iglesia
13.			SHS Team
14.	Food and Accommodation (including billeting, venue/conference hall)	Maritess E. Vidad	Maricar Valido
15.			Mona Lisa A. Cabato EdD
16.			Singasing G. Valdez
17.			Imelda S. Moreno
18.			Cesario C. Mariano EdD
19.	Finance	Jeassel J. Alayu	Emerson B. Balut CPA
20.			Rosula Balberan
21.			Maribel Sopongco
22.	Traffic Management	Orlando D. Vicente PhD	Osmundo R. Espejo
23.			Gabriel Ullani
24.			Alvin Culanag
25.	M&E	Noli Mar M. Navarro EdD	Maricris Talan
26.			Florence F. Esparrago
27.	Secretariat	Marilou Mendoza	Joshua W. Umli
28.			Arwin Sondag

Note: PMT members will be entitled to a Certificate of Participation and Recognition with equivalent CPD units (minimum of 8 units).



PHILIPPINE PROFESSIONAL LINKAGE FROM VARIOUS DISCIPLINES, INC.

Department of Education

National Educators Academy of the Philippines

NEAP Accreditation No. LSP-2021-0006-0727

PRC Accreditation No. PTR-2017-030

Internationally accredited by

ROYAL INSTITUTION SINGAPORE RIAEIO-201700032

CONNECTION POINT EDUCATIONAL CONSULTANTS ALABAMA U.S.A.

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Block 7, San Vicente, Tarlac City

Mobile Number: 0927-852-3837

philproflink@gmail.com / philproflinkcpdonline@gmail.com

www.philproflink.com

September 24, 2024

DR. ORLANDO E. MANUEL

Schools Division Superintendent

Division of Nueva Vizcaya

Sir:

The Philippine Professional Linkage from Various Disciplines, Inc., a non-government organization which was founded in June 8, 2011 and registered at SEC Baguio Branch has been in operation in 2011 up to present. This organization shall I say is created because the founding president, a retired professor at the Tarlac State University in 2015 knows the plight of teacher that they could hardly enroll in their post graduate studies due to the meager salary is not enough to finance their tuition and the family expenses. So, Philproflink has been born to help teachers update their knowledge in line with the changing needs of the educational system.

I, Remedios Molina-Esperon, the founding president has to get speakers that are of high caliber so that teachers who attend seminars / webinars will not regret but instead satisfied.

In line with this, I am happy to ask your discussion to allow Philproflink conduct seminars in your division by requesting your permission sir.

Philproflink is SEC registered, PRC accredited, NEAP approved and is also accredited by Royal Institution of Singapore and is also affiliated by Connection Point Educational Consultant with Dr. Rodney Paul Davis, a professor at Troy University, Dothan, Alabama, USA.

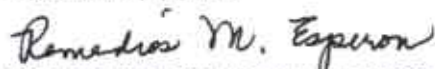
I am proud to present to you the pool of speakers Philproflink have.

1. **Dr. Diosdado M. San Antonio**, Former Undersecretary for Curriculum and Instruction, Department of Education.
2. **Dr. Lorna Dig-Dino**, Former Undersecretary for Curriculum and Instruction, Department of Education.
3. **Dr. Benjamin D. Paragas**, Regional Director, Region 2.
4. **Dr. Florante Vergara**, Assistant Regional Director, Region 2.
5. **Dr. Rachel Llana**, Schools Division Superintendent, Isabela Province.
6. **Dr. Gilbert T. Sadsad**, Regional Director, Region 5.
7. **Dr. Danilo E. Despi**, City Schools Division Superintendent, Legazpi City.
8. **Dr. Jose L. Doncillo**, City Schools Division Superintendent, Sorsogon City.
9. **Dr. William E. Gando**, Schools Division Superintendent, Sorsogon Province.
10. **Dr. Alfredo B. Gumar, Jr.**, City Schools Division Superintendent Batanes.
11. **Dr. Cherry S. Ramos**, City Schools Division Superintendent Cauayan City, Isabela.
12. **Dr. Madelyn I. Macalling**, Schools Division Superintendent, Quirino Province.
13. **Dr. Flordeliza Gecobe**, City Schools Division Superintendent Santiago City.
14. **Dr. Edwin R. Ferrer**, EdD, DPA, DBA, PhD, ThD, DSW, DRD, DCD, Former Dean Graduate School and Advance Studies, Urdaneta City University Public Schools District Supervisor DepEd SDO Dagupan City, Region 1.
15. **Sherween Jerry Paul V. Saquing**, Professor at St. Mary's University, Bayombong, Nueva Vizcaya.
16. **Dr. Roland Fronda**, Schools Division Superintendent, Balanga City.
17. **Dr. Rodney Paul Davis**, International Speaker, Professor at Troy University, Dothan, Alabama, U.S.A.
18. **Dr. David John Wallis**, International Speaker, Professor at Gentry International School, Angeles, Pampanga.
19. **Dr. Sonalke A. Leke**, International Speaker, Professor at Tai Solarin College of Education, Nigeria.

In view of the foregoing information, I believe that our request will merit your treasured positive response.

Thank you and God bless us all.

Respectfully yours,



PROF. REMEDIOS MOLINA-ESPERON

Founding President / Training Seminar Director



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- I. **Proposed Title:** INTERNATIONAL TRAINING / SEMINAR / WORKSHOP ON INSTRUCTIONAL / EDUCATIONAL LEADERSHIP AND MANAGEMENT WITH THE THEME: "MENTORING THE MENTEES"

Program Accreditation Number: PTR-2017-030-4324 8 CPD UNITS

- II. **Date:** OCTOBER 16 – 18, 2024

- III. **Venue:** NUEVA VIZCAYA (To Be Announce Later)

- IV. **Proponents:** PUBLIC AND PRIVATE TEACHING AND NON-TEACHING FROM ELEMENTARY, SECONDARY AND TERTIARY OR ANY INTERESTED INDIVIDUAL

- V. **Project Objectives:**

The 3-day seminar training will have 4 topics. The 3-day training will provide downloadable handouts (Powerpoint). Each objectives has a learning objective to accomplish stated below:

OBJECTIVES	MODE OF LEARNING	TIME FRAME
1. Know the secrets, virtues, essence and roles of instructional leadership in the K – 12 program	A. Lecture B. Powerpoint Presentation B. Question & Answer	October 16, 2024
2. Know how instructional supervision is done in classroom management cycle toward functional and transformative mentor and mentees.	A. Lecture B. Powerpoint Presentation B. Question & Answer	October 17, 2024
3. Know the partnership of mentor and mentees.	A. Lecture B. Powerpoint Presentation B. Question & Answer	October 17, 2024
4. Discover the psychological tactics and ethical mission of the mentor and the mentees in the field of educational service	A. Lecture B. Powerpoint Presentation B. Question & Answer	October 18, 2024
5. Discover the collaborative spirit cum team building activities toward better lifelong learning.	A. Lecture B. Powerpoint Presentation B. Question & Answer	October 18, 2024

The following is the process on how to join the 3-Day International Training / Seminar for professionals:

1. Professionals pay the registration fee of **Four Thousand Five Hundred Pesos (P 4,500.00)** at **Landbank Account No. 0071-3743-00, under the name of Remedios M. Esperon** the training seminar director or via **Gcash 0915-300-8909**, to cover up the expenses speaker's fee, 3 meals, 5 snacks, venue, lodging is not included. Once payment is completed, registered in the online registration link at provided by ICT Team of Philproflink and attach the deposit slip of the payment <https://bit.ly/Ldrshpvizcaya>.
2. After the participants have completed the 3-day international training, they will be provided with a copy of their CPD certificate of completion with dry seal and serial number.

V. LEARNING OBJECTIVES OF THE PROJECT:

1. Know the secrets, virtues, essence and roles of instructional leadership program.
2. Know how instructional supervision is done in classroom management cycle toward functional and transformative mentor and mentees.
3. Know the partnership of mentor and mentees.
4. Discover the psychological tactics and ethical mission of the mentor and the mentees in the field of educational service.
5. Discover the collaborative spirit cum team building activities toward better lifelong learning.

VI. TOPICS:

1. THE SECRETS, VIRTUES, ESSENCE AND ROLES OF INSTRUCTIONAL LEADERSHIP.
2. HOW INSTRUCTIONAL SUPERVISION IS DONE IN CLASSROOM MANAGEMENT CYCLE TOWARD FUNCTIONAL AND TRANSFORMATIVE MENTOR AND MENTEES.
3. THE PARTNERSHIP OF MENTOR AND MENTEES.
4. THE PSYCHOLOGICAL TACTICS AND ETHICAL MISSION OF THE MENTOR AND THE MENTEES IN THE FIELD OF EDUCATIONAL SERVICE.
5. THE COLLABORATIVE SPIRIT CUM TEAM BUILDING ACTIVITIES TOWARD BETTER LIFELONG LEARNING.
6. SEMINAR THEME: MENTORING THE MENTEES.

VII: WORKSHOP:

1. PREPARATION OF EDUCATION APPLICATION.
2. PREPARATION OF LEARNING AND DEVELOPMENT APPLICATION.
3. PREPARATION RESEARCH UTILIZATION AND ADAPTATION AND ACCOMPLISHMENT REPORT.
4. PREPARATION OF ACTION PLAN FOR RESEARCH, LEARNING AND DEVELOPMENT AND EDUCATION APPLICATION.
5. HOW TO CONDUCT RESEARCH (CLASSROOM BASED, ACTION AND BASIC).

Registration fee may be charged to local funds if available or you can solicit from civic spirited organization or individual. You can reach the organizers thru these cellphone numbers: **0927-852-3837 / 0915-300-8909** or email us at philproflink@gmail.com.

Prepared by:

Remedios M. Esperon

PROF. REMEDIOS MOLINA – ESPERON
Founding President / Training Director



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INTERNATIONAL TRAINING / SEMINAR / WORKSHOP ON INSTRUCTIONAL/ EDUCATIONAL
LEADERSHIP AND MANAGEMENT WITH THE THEME: "MENTORING THE MENTEES"
AT NUEVA VIZCAYA (TBAL) FROM OCTOBER 16 – 18, 2024

DAY 1: OCTOBER 16, 2024 (WEDNESDAY)

TIME	ACTIVITY
08:00 AM to 08:10 AM	DOXOLOGY / NATIONAL ANTHEM
08:10 AM to 08:20 AM	OPENING REMARKS By: PROF. REMEDIOS MOLINA ESPERON , (PPLFVDI Training Director)
08:20 AM to 08:30 AM	INSPIRATIONAL MESSAGE By: DR. ORLANDO E. MANUEL , Schools Division Superintendent, Division of Nueva Vizcaya
08:30 AM to 10:30 AM	TOPIC 1: THE SECRETS, VIRTUES, ESSENCE AND ROLES OF INSTRUCTIONAL LEADERSHIP. By: DR. ORLANDO E. MANUEL , Schools Division Superintendent, Division of Nueva Vizcaya
10:30 AM to 12:00 NN	WORKSHOP NO. 1: PREPARATION OF EDUCATION APPLICATION
01:00 PM to 3:30 PM	TOPIC 2: HOW INSTRUCTIONAL SUPERVISION IS DONE IN CLASSROOM MANAGEMENT CYCLE TOWARD FUNCTIONAL AND TRANSFORMATIVE MENTOR AND MENTEES By: DR. DIOSDADO M. SAN ANTONIO , Former Undersecretary for Curriculum and Instruction, Department of Education
03:30 PM TO 05:00 PM	WORKSHOP NO. 2: PREPARATION OF LEARNING AND DEVELOPMENT APPLICATION

DAY 2: OCTOBER 17, 2024 (THURSDAY)

TIME	ACTIVITY
08:00 AM to 08:15 AM	DOXOLOGY & NATIONAL ANTHEM
08:15 AM to 10:30 AM	TOPIC 3: THE PARTNERSHIP OF MENTOR AND MENTEES By: DR. EDWIN R. FERRER , Education Program Supervisor, Division of Pangasinan
10:30 AM to 12:00 NN	WORKSHOP NO. 3: PREPARATION RESEARCH UTILIZATION AND ADAPTATION AND ACCOMPLISHMENT REPORT
01:00 PM to 03:30 PM	TOPIC 5: THE COLLABORATIVE SPIRIT CUM TEAM BUILDING ACTIVITIES TOWARD BETTER LIFELONG LEARNING By: DR. ADONIS C CEPEREZ , OIC - Asst. Schools Division Superintendent, Division of Nueva Vizcaya
03:30 PM TO 05:00 PM	WORKSHOP NO. 4: PREPARATION OF ACTION PLAN FOR RESEARCH, LEARNING AND DEVELOPMENT AND EDUCATION APPLICATION

DAY 3: OCTOBER 18, 2024 (FRIDAY)

TIME	ACTIVITY
08:00 AM to 08:15 AM	DOXOLOGY & NATIONAL ANTHEM
08:15 AM to 10:30 AM	TOPIC 4: THE PSYCHOLOGICAL TACTICS AND ETHICAL MISSION OF THE MENTOR AND THE MENTEES IN THE FIELD OF EDUCATIONAL SERVICE By: DR. LORNA DIG-DINO , Former Undersecretary for Curriculum and Instruction, Department of Education
10:30 AM to 12:00 NN	CONTINUATION OF WORKSHOP NO. 5: HOW TO CONDUCT RESEARCH (CLASSROOM BASED, ACTION AND BASIC)
01:00 PM to 03:30 PM	SEMINAR THEME: MENTORING THE MENTEES By: PROF. RODNEY PAUL DAVIS , Professor at Troy University, Dothan, Alabama, U.S.A.
03:30 PM to 05:00 PM	CONTINUATION OF THE DISCUSSION by: PROF. RODNEY PAUL DAVIS , Professor at Troy University Dothan, Alabama U.S.A.