



MARCO REVIEW AND TRAINING CENTER

Zone 5, Sta. Mesirecordia, Sto. Domingo, Albay

The leader in professional training and development

DTI Regs. No. 05639867

Contact Nos. 09063552787/09472493040

DepEd Regional Office No. 02



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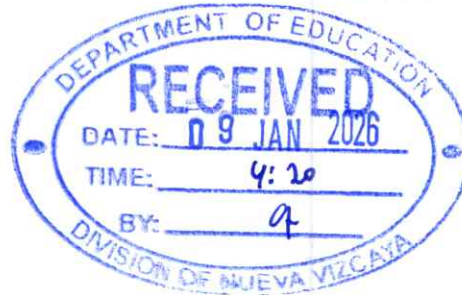
January 2, 2026

BENJAMIN D. PARAGAS

Regional Director

DepEd Regional Office II

Cang, Tuguegarao City, Cagayan



Sir,

GREETINGS!

The International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel with the theme, "Developing Ethical Leadership and Financial Stewardship among Teaching and Non-Teaching Personnel for Quality Education", organized by this office, will be held on May 20-24, 2026 at A and A Function Hall, Cabangan, Legazpi City, Albay and via google meet. The activity aims to: Strengthen leadership capabilities of teaching and non-teaching personnel in managing schools and educational institutions effectively, Enhance financial management competencies, including budgeting, fund utilization, auditing, and compliance with existing laws, rules, and regulations, Promote transparency, accountability, and ethical practices in the management of school resources, Develop instructional and curriculum leadership skills that support teacher performance and learner achievement, and Improve human resource management and conflict resolution skills to foster a collaborative and productive work environment. Encourage innovation and the use of technology in school management and data-driven decision-making. Enable participants to develop actionable plans that translate learning into improved leadership practices and financial management in their respective institutions.

The target participants are teachers, master teachers, head teachers, school principals, supervisors, and aspiring principals from both public and private schools. The registration fee is **THREE THOUSAND PESOS (P3,000.00)** to cover administrative cost, speakers' travel cost, honoraria and accommodation, lunch for the duration of the seminar, seminar kit and handouts.

May we request an ADVISORY announcing the activity to the field? We warmly thank you for your support to this program.

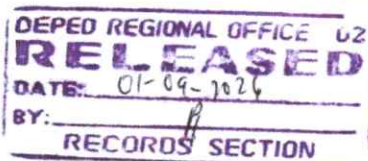
Sincerely,

RICKY L. MARCO

Founder and CEO

Seminar Director

CP Numbers 09472493040



PROJECT BRIEF

January 7, 2026

To: All Schools Division Superintendents

For information, dissemination, and appropriate action. For personal professional development of voluntary participants subject to the approval of the SDS. Attendees shall observe the no disruption of classes policy as stipulated in DepEd Order No. 9, s. 2005.

BENJAMIN D. PARAGAS PhD, CESO III

Director IV/ Regional Director

HRDD/RBC/cgu



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January 2, 2026

BENJAMIN D. PARAGAS

Regional Director

DepEd Regional Office II

Carig, Tuguegarao City, Cagayan

Sir,

GREETINGS!

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Sincerely,

RICKY L. MARCO

Founder and CEO

Seminar Director

CP Numbers 09472493040

PROJECT BRIEF

MEMORANDUM		Date: 01/12/2026	Released/Recorded: [Signature]
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input checked="" type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL Ph.D., CESO V			
Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> S/OOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty.	Signature: [Signature]



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Contact Nos. 09063552787/09472493040

Company Profile

Company Name:

Marco Review and Training Center
(formerly Marco Review Center)

Year Established:

2018

Business Address:

Zone 5, Sta. Misericordia,
Sto. Domingo, Albay, Philippines

Background

Marco Review and Training Center is a leading review and professional training institution in the Philippines, committed to delivering high-quality, relevant, and outcomes-based learning programs. Originally founded in 2018 as Marco Review Center at P-5, Anislag, Daraga, Albay, the institution began with a strong focus on academic reviews, professional development, and skills enhancement for educators, professionals, and aspiring individuals.

Through the years, the center has successfully conducted numerous trainings, seminars, workshops, and review programs across various locations including Albay, Camarines Sur, Lucena City, and through virtual seminars nationwide, making its services accessible to a wider audience.

In 2024, the institution underwent strategic rebranding and officially adopted the name Marco Review and Training Center, reflecting its expanded scope of services and strengthened commitment to excellence. Along with the rebranding, the center relocated to its new and improved office at Zone 5, Sta. Misericordia, Sto. Domingo, Albay, to better serve its growing clientele.

Services Offered

- Academic and Professional Review Programs
- Teachers and School Head Trainings and Seminars
- Leadership and Management Seminars
- Self Care and Mental Health Awareness Programs
- Online and Face-to-Face Training Programs

Coverage and Reach

Marco Review and Training Center serves clients across the country, with nationwide reach through online platforms. Its programs cater to teachers, school administrators, students, professionals, and institutions seeking quality training aligned with current educational and industry standards.

Commitment

The center is driven by its mission to empower learners and professionals through quality education, practical training, and innovative learning approaches, contributing to personal growth, institutional development, and national progress.

Project Title:

International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel

Project Proponent

Marco Review and Training Center

Date:

May 20–24, 2026

Venue:

A & A Function Hall, Cabangan, Legazpi City
and via Google Meet

Project Description

The International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel with the theme: "Developing Ethical Leadership and Financial Stewardship among Teaching and Non-Teaching Personnel for Quality Education." is a five-day professional development program designed to enhance leadership competencies and financial management skills of school heads, teachers, and non-teaching personnel. The seminar integrates leadership development, school governance, financial accountability, instructional leadership, human resource management, and innovation in school management.

Delivered through a blended modality (face-to-face and online), the seminar features expert-led lectures, interactive workshops, panel discussions, and practical application sessions. It aims to strengthen participants' capacity to lead effectively, manage school resources responsibly, and contribute to efficient, transparent, and learner-centered school operations.

Rationale

Effective leadership and sound financial management are essential to the successful operation of schools and educational institutions. Teaching and non-teaching personnel are increasingly expected to assume leadership roles, participate in financial planning, and support governance and accountability mechanisms. This seminar responds to the need for continuous professional development by equipping participants with updated knowledge, practical skills, and best practices aligned with current educational reforms and organizational standards.

The target participants are School Heads, Principals and Administrators, Teachers and Master Teachers, Non-Teaching Personnel, School Finance and Property Custodians, Bookkeepers and Administrative Officers, Education Practitioners (Local and International)

The mode of delivery is Face-to-Face and Online (Google Meet) with lectures, workshops, discussions, and action planning.

Title: International Webinar-Workshop/Training on Leadership and Financial Management for Teaching and Non-Teaching Personnel

Theme: "Developing Ethical Leadership and Financial Stewardship among Teaching and Non-Teaching Personnel for Quality Education."

Date: MAY 20-24, 2026

Venue:

A & A Function Hall, Cabangan, Legazpi City and via Google Meet

DAY 1 – Leadership and School Governance

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Registration and Opening Program	Ricky L. Marco, CEO
8:00 – 10:00 AM	Leadership in the 21st Century Schools	Erwin B. Barrios, EPS, SDO Tabaco City
10:00 – 10:15 AM	Health Break	—
10:15 – 12:00 NN	Strategic School Governance	Dr. Cherry L. Garcia, P3, SDO Albay
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	Effective Decision-Making for Principals	Dr. Cherry L. Garcia
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Open Forum and Reflection	Panel of Speakers
4:30 – 5:00 PM	Synthesis of the Day	Moderator

DAY 2 – Financial Management for School Heads

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Recap and Pre-Activity	Facilitator
8:00 – 9:30 AM	Budget Planning and Resource Allocation	MARY THERESE C. CASTRO EPS, SDO Palawan Resource Speaker
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	Fund Utilization and Compliance	MARY THERESE C. CASTRO EPS, SDO Palawan
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	Financial Auditing and Accountability	MICHAEL JOHN S. RAÑADA PSDS, SDO Albay
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Workshop: Preparing Financial Reports	MICHAEL JOHN S. RAÑADA PSDS, SDO Albay
4:30 – 5:00 PM	Reflection and Synthesis	Moderator

DAY 3 – Curriculum and Instructional Leadership

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Recap and Energizer	Facilitator
8:00 – 9:30 AM	Trends in Curriculum Development	JEREMY A. CRUZ, EdD.
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	Instructional Supervision Strategies	CHERRY L. GARCIA, EdD.
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	Enhancing Teacher Performance	CHERRY L. GARCIA, EdD.
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	Roundtable Discussion and Reflection	Panel of Experts
4:30 – 5:00 PM	Synthesis of Learning	Moderator

DAY 4 – Human Resource and Conflict Management

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	Recap and Motivation Activity	Facilitator
8:00 – 9:30 AM	Managing School Personnel Effectively	Michael John S. Rañada

Time	Activity	Speaker / Trainer
		<i>PSDS, SDO Albay</i>
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	<i>Conflict Resolution Strategies</i>	<i>Atty. Amie A. Magdaong</i>
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	<i>Legal Issues in School Management</i>	<i>Atty. Amie A. Magdaong</i>
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	<i>Team-Building Workshop</i>	<i>Trainer</i>
4:30 – 5:00 PM	<i>Reflection and Synthesis</i>	<i>Moderator</i>

DAY 5 – Innovation and Technology in School Management

Time	Activity	Speaker / Trainer
7:00 – 8:00 AM	<i>Recap and Overview</i>	<i>Facilitator</i>
8:00 – 9:30 AM	<i>Digital Tools for School Administrators</i>	<i>Vincent M. Morano IT Specialist</i>
9:30 – 9:45 AM	Health Break	—
9:45 – 12:00 NN	<i>Data-Driven Decision Making</i>	<i>Vincent M. Morano</i>
12:00 – 1:00 PM	LUNCH BREAK	—
1:00 – 3:00 PM	<i>Action Planning and Commitment Setting</i>	<i>Facilitator</i>
3:00 – 3:15 PM	Health Break	—
3:15 – 4:30 PM	<i>Presentation of Action Plans</i>	<i>Participants</i>
4:30 – 5:00 PM	<i>Closing Program and Awarding of Certificates</i>	<i>Organizers</i>