



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

NOV 22 2024

MEMORANDUM

No. 332, s. 2024

**CONDUCT OF ONBOARDING TRAINING- WORKSHOP  
FOR PROSPECTIVE SCHOOL HEADS**

To: OIC-Assistant Schools Division Superintendent/  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Concerned School Principals/OICs  
2023 NQESH Passers  
Others Concerned

1. The field is hereby informed of the conduct of the above-captioned activity on November 27-29, 2024, at Horts Hotels and Resorts, Tagaytay City.

2. The said training workshop is part of Project S.H.A.P.E. (*School Head Apprenticeship toward Priming and Empowerment*) designed to assist the 2023 National Qualifying Examination for School Heads (NQESH) passers of SDO Muntinlupa in transitioning to a school head role. Specifically, S.H.A.P.E. aims to:

- a. allow the passers to walk through the PPSH to deepen their understanding of the principal's Authority, Accountability, and Responsibility (ARA);
- b. assist them in reflecting on and assessing current practices to build their understanding of exemplary school leadership and management; and
- c. obtain objective bases for assigning aspiring school heads as officers-in-charge of schools.

3. Please refer to the enclosures for the matrix of activities and list of participants.

4. The participants' travel expenses shall be charged to local funds subject to the usual budgeting and accounting rules and regulations.

NUM-2024-332



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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5. Moreover, the Technical Working Group (TWG) and the current principals of the passers are informed of a finalization meeting on Monday, November 25, 2025, at 10:00 AM in the SDO Conference Room.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Schools Division Superintendent

Encl: As stated

To be indicated in the **Perpetual Index**  
Under the following subjects

**ACTIVITIES**

**PROGRAMS AND PROJECTS**

**JBE/Memo — Conduct of Onboarding Training-Workshop for Prospective School Heads**

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Enclosure 1

**TRAINING-WORKSHOP MATRIX**

| Date and Time             | Activity                                                                                                                    | In-Charge                                                                    |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Day 1 (November 27, 2024) |                                                                                                                             |                                                                              |
| 7:00am-7:30am             | Arrival and Registration                                                                                                    |                                                                              |
| 7:30am-8:00am             | Breakfast                                                                                                                   |                                                                              |
| 8:00am-9:00am             | Opening Program                                                                                                             | Secretariat                                                                  |
| 9:00am-12:00nm            | Lecture 1: Setting School Directions                                                                                        | Dr. Florante C. Marmeto<br>Principal IV<br>Muntinlupa National High School   |
|                           | Workshop 1: School Improvement Planning                                                                                     |                                                                              |
| 12:00 nn-1:00pm           | Lunch Break                                                                                                                 |                                                                              |
| 1:00 pm-3:00pm            | Lecture 2: Human Resource Systems<br>(Competency-Based Performance Management, Learning and Development)                    | Dr. Shella C. Navarro<br>Principal IV<br>Muntinlupa Elementary School        |
| 3:00pm-3:15pm             |                                                                                                                             |                                                                              |
| 3:15pm-5:00pm             | Workshop 2: Provision of Instructional TA                                                                                   |                                                                              |
| Day 2 (November 28, 2024) |                                                                                                                             |                                                                              |
| 7:00am-8:00am             | Breakfast                                                                                                                   |                                                                              |
| 8:00am-8:30am             | Management of Learning                                                                                                      | Secretariat                                                                  |
| 8:30am-10:00am            | Lecture 3: Management of Financial Resources                                                                                | Mrs. Virma U. Amistoso<br>Administrative Officer V<br>Budget Officer         |
| 10:00am-10:15am           | Break                                                                                                                       |                                                                              |
| 10:15am-12:00nn           | Workshop 3: Fund Liquidation                                                                                                |                                                                              |
| 12:00nn-1:00pm            | Lunch                                                                                                                       |                                                                              |
| 1:00pm-3:00pm             | Lecture 4: Child Protection Policy, Procedures for Administrative Cases, Grievance Machineries and other Related Mechanisms | Atty. Erness Faith J. Regacho-Espanto<br>Legal Officer III<br>SDO-Muntinlupa |



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|                                  |                                                               |                                                                             |
|----------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------|
| 3:00pm-3:15pm                    | Break                                                         |                                                                             |
| 3:15pm-5:00pm                    | <b>Workshop 4:</b> Case Handling Process                      |                                                                             |
| <b>Day 3 (November 29, 2024)</b> |                                                               |                                                                             |
| 7:00am-8:00am                    | Breakfast                                                     |                                                                             |
| 8:00am-8:30am                    | Management of Learning                                        | Secretariat                                                                 |
| 8:30am-10:00am                   | <b>Lecture 5: Engaging Internal and External Stakeholders</b> | <b>Dr. Ador B. Querubin</b><br>Principal IV<br>Tunasan National High School |
| 10:00am-10:15am                  |                                                               |                                                                             |
| 10:15am-12:00nn                  | <b>Lecture 6:</b> DepEd Correspondences                       | <b>Mr. Hilario G. Canasa</b><br>Principal II<br>Putatan ES                  |
| 12:00nn-1:00pm                   | <b>Lunch</b>                                                  |                                                                             |
| 1:00pm-3:00pm                    | <b>Workshop 5:</b> Correspondence Writing                     |                                                                             |
| 3:00pm-3:15pm                    | <b>Break</b>                                                  |                                                                             |
| 3:15pm-5:00pm                    | <b>Closing Program</b>                                        |                                                                             |



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Enclosure 2

**PARTICIPANTS**

| No. | NQESH Passer           |
|-----|------------------------|
| 1   | Abejar, Nelia          |
| 2   | Jason B. Albaro        |
| 3   | Barredo, Kristine Joan |
| 4   | Dalugdug, Mary Jean    |
| 5   | Espeleta, Reynante     |
| 6   | Gucor, Hayde           |
| 7   | Guevarra, Gemini       |
| 8   | Lumio, Maricel         |
| 9   | Medenilla, Arsenio     |
| 10  | Montejo, Edward        |
| 11  | Morales, Jocelyn       |
| 12  | Timidal, Zyra          |
| 13  | Valdez, Louie          |

**TECHNICAL WORKING GROUP**

| No. | Member                                    |
|-----|-------------------------------------------|
| 1   | Dr. Violeta M. Gonzales, OIC-SDS          |
| 2   | Mrs. Madeline Ann L. Diaz, CID Chife      |
| 3   | Mrs. Ma. Regele A. Olarte, OIC-SGOD Chief |
| 4   | Atty. Erness Faith J. Regacho-Espanto     |
| 5   | Dr. Jay Boy E. Evano, PSDS                |
| 6   | Dr. Florante C. Marmeto, Principal IV     |
| 7   | Dr. Ador B. Querubin, Principal IV        |
| 8   | Dr. Shella C. Navarro, Principal IV       |
| 9   | Mr. Hilario C. Canasa, Principal II       |
| 10  | Mrs. Virma U. Amistoso, AO V              |
| 11  | Mrs. Ivy M. Romano, SEPS-HRD              |
| 12  | Mr. Andres Sicam-EPS-HRD                  |

**SECRETARIAT**

| No. | Member                      |
|-----|-----------------------------|
| 1   | Dr. Ma. Myra E. Namit, PSDS |
| 2   | Dr. Eric F. Fungo, PSDS     |