



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.  
**RELEASED**  
NOV 17 2022

RECORDS SECTION

15 November 2022

DIVISION MEMORANDUM  
No. 399, s. 2022

**ENHANCEMENT TRAINING ON SCHOOL GOVERNANCE AND OPERATIONS**

To: Assistant Schools Division Superintendents  
Chiefs of Division, CID, and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All others concerned

1. Based on the *training needs analysis*, which used a 4-point Likert Scale using the PPSSH indicators conducted by the Human Resource Development unit (HRD) of the division, which were mapped out from the Professional Development Priorities of the Department of Education, the Schools Division Office of Nueva Ecija found a need to conduct an *Enhancement Training on School Governance and Operations* on the following dates

Batch	Schedule	Venue
<b>Batch 1</b> (Select School Heads, OICs, TICs and Senior Teachers whose service is below three years except for the senior teachers)	December 7-9, 2022	SDO Nueva Ecija Conference Hall, PAGCOR Building, Santa Rosa, Nueva Ecija
<b>Batch 2</b> (Select School Heads whose service is more than three years)	December 14-16, 2022	

2. This training aims to:
  - a. Identify the steps and processes in planning and implementing PPAs;
  - b. Determine the method for planning and implementing PPAs; and
  - c. Craft a schoolwork plan on PPA planning and implementation
3. Participants are advised to be at the venue on or before their scheduled time. Further, this memorandum shall serve as the participants' **Authority to travel**. The **Official List of Participants** and the **composition of the technical working group** is found in enclosure 1 of this memorandum, while the course design is found in enclosure 2.
4. All expenses to be incurred in the activity shall be charged against the downloaded program support fund, while the travel expenses of the participants shall be charged against their respective school MOOE subject to the usual auditing and accounting rules and regulations. Strict adherence to the prescribed health protocols shall be observed.



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101  
Telephone No.: (044) 940 3121  
Email: nueva.ecija@deped.gov.ph  
Facebook Page: DepEd SDO Nueva Ecija  
Webpage: <https://deped-ne.net/.ph>



5. Immediate dissemination of and strict compliance with this Memorandum is directed.

**JESSIE D. FERRER, CESO V**  
Schools Division Superintendent



Encl: As Stated

References: None

To be included in the Perpetual Index under the following subjects:

TRAINING

DM 2022 ENHANCEMENT TRAINING ON SCHOOL GOVERNANCE AND OPERATIONS

3-4/ITG 15-11-2022

Enclosure 1:

Chair: **Jessie D. Ferrer, CESO V**  
Schools Division Superintendent

Co-chairs: **Ronilo E. Hilario, CESE**  
Assistant Schools Division Superintendent

**Dr. Mina Gracia L. Acosta, CESO VI**  
Assistant Schools Division Superintendent

**Luis M. Calison**  
Chief, SGOD

**Members of the Technical Working Group**

Chair: **Mark Denisse A. De Jesus**  
EPS-II, HRD

Co-chair: **Irylaine T. Gapud**  
SEPS- HRD

Members:

**Jet Lee C. Ocampo**  
SEPS- M&E  
**Mark Anthony Calabano**  
EPS-II, M&E  
**John Darryl Caysido**  
School Head, Jaen South District  
**Jezzelie Joy S. Garcia**  
School Head, Jaen South District  
**Nerissa B. Lising**  
School Head, Talugtug District  
**Shaila Marie N. Flora**  
School Head, Talugtug District  
**Jamaica Blas**  
ADAS III  
**Mariden Beatriz Santuray**  
Clerk-HRD  
**Jeanneth Dimacale**  
ADAS II  
**Michael Mamaclay**  
ADA VI

Speakers:

**Erwin T. Donelo**  
Planning Officer III  
**Mauricio F. Angeles, EdD**  
PSDS- Nampicuan District  
**Abi De Guzman**  
ADAS III- Accounting Unit  
**Hermie Gabriel**  
ADAS III- Accounting Unit

## Enclosure 1

<b>Batch 1 (December 7-9, 2022)</b>		
	<b>Name</b>	<b>District</b>
1	Roderick A. Malubag	Aliaga
2	Maricor M. Paltao	Aliaga
3	Joselito S. Malamanig	Bongabon
4	Cynthia A. Castillo	Bongabon
5	Laarni R. Saguiguit	Bongabon
6	Ariel P. Navarro	Bongabon
7	Maura S. Usita	Cabiao
8	Ma. Merlissa V. Manuel	Cabiao
9	Mary Ann M. Rodriguez	Cabiao
10	Estrelita A. Geronimo	Cabiao
11	Maricel Quetua	Carranglan
12	Richelle F. Sarenas	Carranglan
13	Mary Dianne B.Santos	Cuyapo East
14	Teresita J.Primo	Cuyapo East
15	Froilan A. Cuevas	Cuyapo East
16	Criscel S. Cachuela	Cuyapo East
17	Noel B. De Guzman	Cuyapo West
18	Jun Ison	Cuyapo West
19	Reyan T. Domingo	Cuyapo West
20	Lydia M. Santiago	Cuyapo West
21	Elizalde C. Torres	Gen. Natividad
22	Arvie T. Bulanadi	Gen. Natividad
23	Teresita P. Gutierrez	Gen. Natividad
24	Romnick J. Sua	Gen. Natividad
25	Mary Ann D. Barlis	General Tinio
26	Wishly D. Baliosan, Jr.	General Tinio
27	Mauricio Rivera	General Tinio
28	Rogelio L. Domingo, Jr	General Tinio
29	Jennifer F. Marquez	Guimba East
30	Daisy F. Cipriano	Guimba East
31	Froilan M. Silao	Guimba East
32	Jessamine Dela Cruz - Valdez	Guimba West
33	Lorna P. Galicia	Guimba West
34	Jimmy P. Melchor	Guimba West
35	Miguel T. Santos	Guimba West
36	Gemma A. Jimenez	Jaen South
37	John Darryl R. Caysido	Jaen South
38	Onofre G. Lopez	Jaen South
39	Jezzelie Joy S. Garcia	Jaen South
40	Josephine A. Ignacio	Laur
41	Maribel V. Fajardo	Laur
42	Ken Mark DR. Bautista	Laur
43	Conchita L. Rillon	Laur
44	Doreza T. Tumacder	Licab
45	Mark A. Candelaria	Llanera
46	Manny P. Valderama	Llanera
47	Joahanna M. Medina	Llanera
48	Melody A. Calosa	Lupao

49	Margie B. Bernardo	Lupao
50	Cristine G. Valdez	Lupao
51	Ronald A. Valdez	Lupao
52	Jeffrey R. Aquino	Nampicuan
53	Jeffrey Bautista	Nampicuan
54	Charlie Cayanga	Nampicuan
55	Lanie V. Leoncio	Palayan
56	Mary Grace T. Guinto	Palayan
57	Marife M. Lagran	Palayan
58	Santiago Oliveras	Palayan
59	John Camil Magno	Pantabangan
60	Fermin M. Estil, Jr.	Pantabangan
61	Judith S. Uraga	Pantabangan
62	Marita G. Vistro	Pantabangan
63	Louie G. Villaflor, PhD	Penaranda
64	Richel B. Josen	Penaranda
65	Leah J. Bolisay	Penaranda
66	Jose M. Bundalian, III	Penaranda
67	Noli B. Villahermosa	Quezon
68	Mark Anthony D. Mangiduyos	Quezon
69	Joyce G. Calompang	Rizal
70	Jamie Rose M. Valdez	Rizal
71	Maritess A. Cabanatan	Rizal
72	Yvitta T. Idaba	Rizal
73	Lenie Y. Lacsina	San Antonio
74	Argie B. Pamintuan	San Antonio
75	Myrene C. Macapagal	San Antonio
76	Lilibeth V. Reyes	San Antonio
77	Madel S. Lumabas	San Antonio
78	Lalaine M. Francisco	San Antonio
79	Marineth M. Angelo	San Isidro
80	Ruby P. Empania	San Isidro
81	Criselda N. Necodino	San Leonardo
82	Ericson G. Razon	San Leonardo
83	Teodoro P. Santos Jr.	Santa Rosa North
84	Michael G. Lopez	Santa Rosa North
85	Christopher O. Maddagan	Santa Rosa South
86	Edgardo G. Bugarin, Jr.	Santa Rosa South
87	Ruel Sablay	Sto. Domingo
88	Mery Grace Castro	Sto. Domingo
89	Filipina C. Aquino	Talavera North
90	Gandhi A. Cardenas	Talavera North
91	Leah S. Domingo	Talavera South
92	Joemary C. Dela Merced	Talavera South
93	May Ann B. Cargamento	Talugtug
94	Maria Gingle G. Dumo	Talugtug
95	Melanie Cabanada	Zaragoza
96	Imelda dela Cruz	Zaragoza
97	Getald Santos	Zaragoza
98	Jeffrey Lopez	Zaragoza

## Enclosure 1

<b>Batch 2 (December 14-16, 2022)</b>		
	<b>Name</b>	<b>District</b>
1	Loreta M. Martinez	Aliaga
2	Merly L. Aquino	Aliaga
3	Erfe Donna A. Aspiras	Aliaga
4	Maricor M. Paltao	Aliaga
5	May R. Guillermo	Bongabon
6	Cecilia S. Santiago	Bongabon
7	Rhia F. Ramos	Bongabon
8	Lowell V. Fuentebella	Bongabon
9	Eduardo M. Lores	Cabiao
10	Loida P. Cruz	Cabiao
11	Marvin A. Batoy	Cabiao
12	Lea Joy R. Cuenco	Cabiao
13	Darwin Tanguilig	Carranglan
14	Sinky Aguinaldo	Carranglan
15	Mario N. Bascos	Cuyapo East
16	Mila C. Balbas	Cuyapo East
17	Gil S. Darang	Cuyapo East
18	Moises Cadalso	Cuyapo East
19	Marine Fernando	Cuyapo West
20	Freddilin L Verueco	Cuyapo West
21	Allan C. Domingo	Cuyapo West
22	Girly C. Ignacio	Cuyapo West
23	Roderick M. Diaz	Gabaldon
24	Ayelyn M. Cruz	Gabaldon
25	Liezl G. Elvena	Gabaldon
26	Irish D. Francisco	Gabaldon
27	Precyvel M. Mercado	Gen. Natividad
28	Racquel C. Diaz	Gen. Natividad
29	Rommel T. Narciso	Gen. Natividad
30	Rosalia M. Lanorio	Gen. Natividad
31	Mark Joseph B. Aparejado	General Tinio
32	Darle R. De Guzman	General Tinio
33	Ronald Bundoc	General Tinio
34	Carlos Corpuz	General Tinio
35	Annabel L. Alcantara	Guimba East
36	Gerry B. Rapisora	Guimba East
37	Evelyn S. Reyes	Guimba East
38	Cecille M. Pacol	Guimba East
39	Elsa Aurea L. Ambrocio	Guimba West
40	Eric Villanueva	Guimba West
41	Dulce B. Sabado	Guimba West
42	Alex S. Calambacan	Guimba West
43	Danilo Bondoc	Jaen North
44	Angelina Gabriel	Jaen North
45	Noelito Noe	Jaen North
46	Lorma Datuin	Jaen North
47	Oliver C. Saydoken	Jaen South
48	Ethel Czarine P. Dizon	Jaen South
49	Emilinda R. Magtalas	Jaen South

50	Nina SG. Nabus	Jaen South
51	Analeah P. Edubane	Laur
52	Evelyn DR. Reyes	Laur
53	ALFRED C. AGBAYANI	Laur
54	JAY ROBERT M. ESTEBAN	Laur
55	Maria Fe G. Manuzon	Licab
56	Sarah Jane F. Antonino	Licab
57	Cecile A Avila	Llanera
58	Rizaldy T. Caritativo	Llanera
59	Ronaldo C. Angeles	Lupao
60	Sherryl D. Gomez	Lupao
61	William M. Dacoco	Lupao
62	Gardy D. Senagosi	Lupao
63	Prudencio D. Isidro Jr.	Nampicuan
64	Melody Mandagan	Nampicuan
65	Raquel D. Sangalang, PhD	Nampicuan
66	Ely O. Abella, Jr.	Nampicuan
67	Jojie M. Tecson	Palayan
68	Myla P. Angeles	Palayan
69	Johnny Bacani	Palayan
70	Mary Finela M. Bayan	Palayan
71	Robert S. Gumangan	Pantabangan
72	Arlene B. Largo	Pantabangan
73	Wilfredo M. Orenca, Jr.	Pantabangan
74	Augusto Fajardo	Pantabangan
75	Maria Teresa V. Del Rosario	Penaranda
76	Vivian P. Maducdoc	Penaranda
77	Nancy A. Ramos	Penaranda
78	Monette B. Paderes	Penaranda
79	Gamayel R. Tadique	Quezon
80	Suzette R. Mendoza	Quezon
81	Eduardo M Alcantara	Rizal
82	Emily A Rivera	Rizal
83	Laarni L Villarosa	Rizal
84	Maria Soledad Dadez	Rizal
85	Louie W. Cruz	San Antonio
86	Renato V. Alinio	San Antonio
87	Dennis Sanchez	San Antonio
88	Manuel Paladin	San Antonio
89	Kimberly A. Valentino	San Antonio
90	Melani B. Pronto	San Antonio
91	LEONIDA G. UCOL	San Antonio
92	Celia DG. Esguerra	San Isidro
93	Raul O. Sta. Ines	San Isidro
94	Cathleen Ann De Guzman	San Leonardo
95	Camille S. Ostares	San Leonardo
96	Joseph Bulaclac	Santa Rosa North
97	Rosanna Mauricio	Santa Rosa North
98	Rhoda M. Escaño	Santa Rosa North
99	Maria Lourdes DL. Ramirez	Santa Rosa North
100	Elisa N. Lozada	Santa Rosa South
101	Melody M. Talampas	Santa Rosa South

102	Janice Ria G. Taruc	Sto. Domingo
103	Myralene S Balingcongan	Sto. Domingo
104	Joselito P. Bernardo	Talavera North
105	Edgar A. Lopez	Talavera North
106	Donald J. Bernabe	Talavera North
107	Jasmin M. Rabanera	Talavera South
108	Mildred Lozano	Talavera South
109	Nerissa B. Lising	Talugtug
110	Shierelyn S. Sibayan	Talugtug
111	Crispino Gutierrez	Zaragoza
112	Aimee M. Esteban	Zaragoza
113	Edellene S. Billedo	Zaragoza
114	Edgardo Ramiscal, Jr.	Zaragoza



**COURSE DESIGN**

Provide a detailed description of each of the course by breaking it into discrete sessions. You may create a copy of this page if you have two or more courses.

<sup>4</sup> Course Title		<b>MAKING SENSE OF BASIC EDUCATION DATA</b>					
<sup>15</sup> Course Description		This provides opportunity for the school head to reflect the importance of the alignment of the plans of the school heads in the school. This also highlights Key Performance Indicators (KPIs) and its implications to the decision making to provide evidence-based decisions in the school. This course also provides opportunity for school heads to efficiently align school's fiscal resources with the found needs which are based on their data.					
	<sup>16</sup> Duration	<sup>17</sup> Topic	<sup>18</sup> Intended Learning Outcomes	<sup>19</sup> Methodology	<sup>20</sup> Assessment Strategies	<sup>21</sup> Outputs	<sup>22</sup> Resource Person/ Learning Facilitator
1	60 Minutes	DepED Vission, Mission and Core Values	At the end of the session it is expected that the participants shall realize the importance of alignment of the plans and activities in the school level in the vision, mission, and core values of the department.	The school heads' active participation in the session is expected. Utilizing the following learning resources: slide decks, worksheet, and reflection sheet. To facilitate engagement in the session, group activity will be carried out. This will provide opportunity for the participants to share the alignment on the vision, mission and core values and its importance in implementing school-based activities for the improvement basic education services. Participants will be given guide questions that will lead to their reflection as to the importance of the vision, mission, and core values.	The use of reflection paper with guide questions will be utilized. This will deepen their understanding on the vision, mission, and core values. Each participant will submit their reflection paper at the end of the session.	Filled-out reflection paper.	Mauricio F. Angeles, SEPS Planning and Research, SDO-Nueva Ecija
2	120 Minutes	The Planning and M&E Framework	Identify the different processes involved in	Participants will be engaged in face to face discussion through the use of slide deck by the session facilitator. There will be	There will be Pretest and Posttest.	Results of the Pretest and post test	Erwin T. Donelo, Planning Officer

			planning and monitoring and evaluation of the school-based activities.	participative discussion on the processes involved in planning and monitoring and evaluation of the school-based activities. Synthesis will be done after each discussion.			III SDO-Nueva Ecija
3	180 Minutes	The Basic Education Data	Compute the key performance indicators (KPIs) of school.	Participants will actively participate in the discussion and hands-on activities as to the computation and analysis of KPIs of the school. To enhance the needed skills, the session facilitator will guide the participants on the actual computation of KPIs.	Activity Sheet on School KPIs	Detailed Computation of School KPIs based on School Data	Erwin T. Donelo, Planning Officer III SDO-Nueva Ecija
4	120 Minutes	Make Sense of what we have: Do you think in Critical Way?	Analyze the basic education data.	Participants will be actively involved in the face to face discussion, hands-on activity to analyze basic education data. They will be engaged in the discussion of the following: information for decision making and finding and showing the message in numbers. There will also be exchanging of ideas based on the analysis. Synthesis will be carried out at the end of the session.	Pretest and posttest	Results of the pretest and posttest	Mauricio F. Angeles, SEPS Planning and Research, SDO-Nueva Ecija

	<sup>16</sup> Duration	<sup>17</sup> Topic	<sup>18</sup> Intended Learning Outcomes	<sup>19</sup> Methodology	<sup>20</sup> Assessment Strategies	<sup>21</sup> Outputs	<sup>22</sup> Resource Person/ Learning Facilitator
1	180 minutes	Legal Bases in Fiscal Management	The participants are expected to distinguish the legal bases in fiscal management.	<p>165 minutes' lecture on the following sub-topics:</p> <ul style="list-style-type: none"> <li>- COA/DBM/DepEd Joint Circular 2019-1 Series of 2019</li> <li>- Republic Act No. 9184</li> <li>- Republic Act No. 9155</li> <li>- Republic Act No. 44 Series of 2015</li> </ul> <p>15 minutes Open Discussion for questions and clarifications</p>	Pretest and posttest	Results of pretest and posttest	Hermie Gabriel Administrative Assistant III, Accounting Office
2	60 minutes	Process Flow of MOOE Downloading	At the end of this session, the participants are expected to identify the guidelines, procedures and timetable of downloading.	<p>45 minutes' lecture on the following sub-topics:</p> <ul style="list-style-type: none"> <li>- Importance of Fidelity Bond</li> <li>- Requirements to be Eligible for downloading.</li> <li>- Downloading Process (to establish an estimated timetable)</li> </ul> <p>15 minutes Open Discussion for questions and clarifications</p>	Pretest and posttest	Results of pretest and posttest	Hermie Gabriel Administrative Assistant III, Accounting Office

	<sup>16</sup> Duration	<sup>17</sup> Topic	<sup>18</sup> Intended Learning Outcomes	<sup>19</sup> Methodology	<sup>20</sup> Assessment Strategies	<sup>21</sup> Outputs	<sup>22</sup> Resource Person/ Learning Facilitator
3	60 minutes	Audit Findings Encountered during MOOE Liquidation	Identify common problems that school heads are possibly committing in accomplishing their respective liquidation reports.	<p>45 minutes' lecture on the following sub-topics:</p> <ul style="list-style-type: none"> <li>- Most common audit findings and problems of liquidation reports as per feedback of SDO – Accounting Unit</li> <li>- Ways on how to correct and improve on said audit findings/problems.</li> </ul> <p>15 minutes Open Discussion for questions and clarifications</p>	Pretest and posttest	Results of pretest and posttest	Hermie Gabriel Administrative Assistant III, Accounting Office
4	60 minutes	Bank Reconciliation	Identify the management strategies in check issuance and disbursement relative to bank reconciliation.	<p>45 minutes' lecture on the following sub-topics:</p> <ul style="list-style-type: none"> <li>- Most common causes of incurring bank charges (e.g., charges due to below maintaining, charges due to returned checks, etc.)</li> <li>- Ways on how to avoid incurring bank charges.</li> </ul> <p>15 minutes Open Discussion for questions and clarifications</p>	Pretest and posttest	Results of pretest and posttest	Abi De Guzman Administrative Assistant III, Accounting Office

	<sup>16</sup> Duration	<sup>17</sup> Topic	<sup>18</sup> Intended Learning Outcomes	<sup>19</sup> Methodology	<sup>20</sup> Assessment Strategies	<sup>21</sup> Outputs	<sup>22</sup> Resource Person/ Learning Facilitator
5	60 minutes	Ways on How to Efficiently Prepare MOOE Liquidation Report	Distinguish the ways on how to efficiently prepare MOOE liquidation report.	45 minutes' lecture on the following sub-topics: - Tips/suggestions from SDO - Accounting Unit  15 minutes Open Discussion for questions and clarifications	Pretest and posttest	Results of pretest and posttest	Abi De Guzman Administrative Assistant III, Accounting Office
6	360 Minutes	Integrating Fiscal Management in School Planning	Participants are expected to craft their School Plans (AIP, SIP, etc.) for FY 2022-2023 through aligning their fiscal plans to their school needs based on their gathered data.	45 minutes discussion on fiscal planning using School Improvement Plan (SIP) and Annual Implementation Plan (AIP).  105 minutes of writeshop	Crafting of SIP and AIP for FY 2022-2023	SIP and AIP	Abi De Guzman Administrative Assistant III, Accounting Office, Erwin T. Donelo, Planning Officer III and Mauricio F. Angeles, Senior Education Program Specialist

**PROGRAM IMPLEMENTATION PLAN**

<sup>23</sup> Funding Source	INSET Fund or HRD Fund	<sup>24</sup> Budget Requirements	AM and PM snacks and lunch for the participants and members of the Project Management Team (P700.00 per pax). Training kits containing copies of the learning materials, notebook, pen and a copy of the session guide (P150.00 per pax).
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