



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. *0400*, s. 2024

5/9/2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 390, S. 2024
PARTICIPANTS TO THE ONE-DAY LECTURE ON ADMINISTRATIVE LEADERSHIP**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
All Others Concerned

1. In view of Division Memorandum No. 0390 s. 2024 titled, **“Participants to the One-Day Lecture on Administrative Leadership”**, on **May 5, 2024** at DepEd Regional Sub-Office, Batinguel, Dumaguete City, Negros Oriental.
2. This office announces the additional provisions to the previously issued memorandum:
 - a. This serves as **AUTHORITY TO TRAVEL**.
 - b. Breakfast, lunch, dinner and 2 snacks will be served during the activity.
3. All other provisions in Division Memorandum No. 0390, s. 2024 remain in effect.
4. For the information and compliance of all concerned.

By the Authority of the Schools Division Superintendent:

Lani B. Yurong
LANI B. YURONG
Administrative Officer V
Office In-Charge
5/9/2024

NCO/EQA-RVAV/SGOD/RBP/imam
May 6, 2024



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental
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DepEd Tayo SDO Negros Oriental

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DIVISION MEMORANDUM
No. 0390, s. 2024

PARTICIPANTS TO THE ONE-DAY LECTURE ON ADMINISTRATIVE LEADERSHIP

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum ASD-2024-125 Re: **“One-Day Lecture on Administrative Leadership”**, contents of which are self-explanatory.
2. Participants (see attached list) must be in the venue before 8:00 in the morning.
3. Lunch and snacks will be served during the activity, while travelling and other incidental expenses shall be charged to School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
4. Participants who will be reporting on Sunday (May 5, 2024) shall be entitled to a service credit (for Teaching personnel) and Compensatory Overtime Credit (for Non-Teaching personnel), in accordance with the provisions of CSC and DBM Joint Circular No. 2, series 2004.
5. For the information, guidance, and compliance of all concerned.


NERY C. OJASTRO EdD, CESO V
Schools Division Superintendent

NCO/EQA-RVAV/SGOD/RM/imem
April 30, 2024



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PARTICIPANTS TO THE ONE-DAY LECTURE ON ADMINISTRATIVE LEADERSHIP

May 5, 2024
DepEd Regional Sub-Office, Brgy. Batinguel, Dumaguete City

Training Staff:

Ms. Iryll Mae S. Macahig- Division Office
Ms. Glenda G. Cadelina - Mabinay 3 District
Vincent Anthony A. Zosa- Sibulan 1 District
Maria Jezreela R. Kinkito- Siaton 2 District
Roy M. Cadinan- Division Office

Participants:

Dr. Macrina K. Villaluz- Sibulan 1 District
Elvira C. Diones- Sibulan 1 District
Joelou Aguirre- Dauin District
Dr. Marilou T. Sarte- Zamboanguita 2 District
Mr. Danilo Montecino- Amlan Central School
Agnes M. Almagro- Maloh CES, Siaton 3
Elcode B. Macajelos- Caranoche ES, Santa Catalina 4
Jose Roy S. Acabo- La Libertad CES, La Libertad 1
Flordeluna Bendijo- Manjuyod 2 District
Jerry V. Diamante- FTMS, Siaton 2 District



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Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2024- 125

22 APR 2024

To: Schools Division Superintendents of :
Bais City Dumaguete Siquijor
Bayawan Guihulngan Tanjay City
Canlaon Negros Oriental

ONE-DAY LECTURE ON ADMINISTRATIVE LEADERSHIP

1. The Department of Education (DepEd) Region VII through the Quality Assurance Division (QAD) will conduct a One-Day Lecture on Administrative Leadership on May 5, 2024 at the new DepEd Regional Sub-Office, Brgy. Batinguel, Dumaguete City.
2. This activity aims to teach the participant the practice of leadership through setting a positive example for others to follow by demonstrating integrity, hard ~~work~~, and ethical decision-making;
3. In view of this, the Schools Division Superintendents are hereby advised to send School Heads/Principals to participate to the said activity with the following number of participants:

SDO	Number of Pax
Bais City	5 pax
Bayawan City	5 pax
Canlaon City	5 pax
Dumaguete City	10 pax
Guihulngan City	5 pax
Negros Oriental	10 pax
Siquijor	5 pax
Tanjay	5 pax
TOTAL	50 PAX



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
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4. The Schools Division of Negros Oriental is requested to assist the said activity of which expenses that may be incurred shall be charged against Division/Local Funds, subject to the usual accounting and auditing rules and regulations.
5. Travelling and other incidental expenses of participants shall be charged against local funds while expenses for the conduct of the activity shall be charged against Regional funds, all subject to the usual accounting and auditing rules and regulations.
6. For clarifications, you may contact with Chief Ida F. Cabantan, Regional Office.
7. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, JD., Ed.D., CESO V
Director IV, Regional Director

ST./EYA/ASD/DC



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ONE-DAY LECTURE ON ADMINISTRATIVE LEADERSHIP
May 5, 2024
DepEd Regional Sub-Office, Brgy. Batinguel, Dumaguete City

PROGRAM MATRIX

7:00 AM - 7:30 AM	Registration	Division of Negros Oriental
7:30 AM - 8:00 AM	Preliminaries * National Anthem * Invocation * Acknowledgement of Participants * Rationale	
8:00 AM - 8:05 AM	Introduction of Resource Speaker	
8:00 AM - 12:00 NN	Lecture and Workshop : Leadership By example	Dr. Emiliano B. Elnar Chief Quality Assurance Division (QAD)
12:00 NN - 1:00 PM	Lunch	
1:00 PM - 1:05 PM	Introduction of Resource Person	Dr. Salustiano T. Jimenez, Regional Director, DepEd Region VII
1:00 PM - 2:00 PM	Administrative Leadership in the Philippines	Professor Leonor Magtolis Briones Director, SEAMEO INNOTECH
2:00 PM - 4:00 PM	Kinds of Leadership	Dr. Emiliano B. Elnar Chief Quality Assurance Division (QAD)
4:00 PM - 5:00 PM	Closing Program	Division of Negros Oriental
	END	



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