Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

14 DECEMBER 2022

UNNUMBERED MEMORANDUM
s. 2022

PARTICIPATION TO THE PRE-WORK ACTIVITY FOR PROJECT: CELLS (COURSE FO EXECUTIVE LEARNING AND LEADERSHIP IN SCHOOLS)

To: **GLADYS S. BANAC,** Education Program Supervisor
EMAN A. LACHICA, Education Program Specialist II-HRD
MARIFE D. BALABA, Public Schools District Supervisor
MERLINDA T. ILAGO, Principal II
JOEMAR R. SINATAO, Principal I
RECHIE LAZALITA, Principal I
This Division

1. In reference to the attached Regional Memorandum Number 758, s. 2022 dated December 5, 2022 this Office, through the Human Resource Training and Development hereby informs the participants of the **Participation to the Pre-Work Activity for Project: CELLS (Course Fo Executive Learning and Leadership in Schools)** on **December 26-28, 2022**, at **NEAP-R10, Lapasan, Cagayan de Oro City.**

2. Other details of the activity are found in the enclosure.

3. Travel and incidental expenses of the participant shall be charged to the local funds/Division MOOE, subject to the usual accounting rules and regulations.

4. Attached in this Memorandum are the **Regional Memorandum and the Division Authority to Travel** for your perusal.

5. Wide dissemination of this Memorandum is hereby desired.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: As stated
To be indicated in the Perpetual Index
under the following subjects:
Project CELLSS
JSD/sgod/mma-HRD Monte-Lachica

Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

Annex A

AUTHORITY TO TRAVEL

Control No. 016

Region: X-Northern Mindanao
Bureau/Division/School: SDO Misamis Oriental

Date of Filing	12/14/2022
Name Position/Designation	GLADYS S. BANAC — *EPS English* EMAN A. LACHICA — *EPS II-HRD* MARIFE D. BALABA — *PSDS* MERLINDA T. ILAGO — *Principal II* *JOEMAR SINATAO* — *Principal I* RECHIE LAZALITA — *Principal I*
Permanent Station	Division Office, Claveria, Lagonglong, Tagoloan, and Kinoguitan, DepEd Misamis Oriental
Purpose of Travel	**TO JOIN THE FOURTH INSTABRIGHT INTERNATIONAL RESEARCH CONFERENCE**
Activity Organized/ Sponsored by	NEAP R-10
Period Covered (Inclusive of Travel Time)	**DECEMBER 26-28, 2022**
Please Check	☑ *Official Business* ☐ *Official Time*
Venue/ Destination	NEAP R-10, Lapasan, Cagayan de Oro City
Expenses Covered	Travel and incidental expenses only. (subject to the usual budgeting, accounting, auditing rules and regulations)
Fund Source (Pap Code/...)	NEAP R-10 Fund

Recomending Approval:	Approved:
ERLINDA G. DAEL, PhD, CESE Asst. Schools Division Superintendent *Date: DECEMBER 14, 2022*	**JONATHAN S. DELA PEÑA, Ph.D., CESO V** Schools Division Superintendent *Date: DECEMBER 14, 2022*

Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

Annex A

AUTHORITY TO TRAVEL

Control No. 616

Region: X-Northern Mindanao
Bureau/Division/School: SDO Misamis Oriental

Date of Filing	12/14/2022
Name Position/Designation	GLADYS S. BANAC — *EPS English* EMAN A. LACHICA — *EPS II-HRD* MARIFE D. BALABA — *PSDS* MERLINDA T. ILAGO — *Principal II* *JOEMAR SINATAO* — *Principal I* RECHIE LAZALITA — *Principal I*
Permanent Station	Division Office, Claveria, Lagonglong, Tagoloan, and Kinoguitan, DepEd Misamis Oriental
Purpose of Travel	**TO JOIN THE FOURTH INSTABRIGHT INTERNATIONAL RESEARCH CONFERENCE**
Activity Organized/ Sponsored by	NEAP R-10
Period Covered (Inclusive of Travel Time)	**DECEMBER 26-28, 2022**
Please Check	☑ *Official Business* ☐ *Official Time*
Venue/ Destination	NEAP R-10, Lapasan, Cagayan de Oro City
Expenses Covered	Travel and incidental expenses only. (subject to the usual budgeting, accounting, auditing rules and regulations)
Fund Source (Pap Code/...)	NEAP R-10 Fund

Recomending Approval:

ERLINDA G. DAEL, PhD, CESE
Asst. Schools Division Superintendent

Date: DECEMBER 14, 2022

Approved:

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

Date: DECEMBER 14, 2022

Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

Annex A

AUTHORITY TO TRAVEL

Control No. 06

Region: X-Northern Mindanao
Bureau/Division/School: SDO Misamis Oriental

Date of Filing	12/14/2022
Name Position/Designation	GLADYS S. BANAC — *EPS English* EMAN A. LACHICA — *EPS II-HRD* MARIFE D. BALABA — *PSDS* MERLINDA T. ILAGO — *Principal II* *JOEMAR SINATAO* — *Principal I* RECHIE LAZALITA — *Principal I*
Permanent Station	Division Office, Claveria, Lagonglong, Tagoloan, and Kinoguitan, DepEd Misamis Oriental
Purpose of Travel	**TO JOIN THE FOURTH INSTABRIGHT INTERNATIONAL RESEARCH CONFERENCE**
Activity Organized/ Sponsored by	NEAP R-10
Period Covered (Inclusive of Travel Time)	**DECEMBER 26-28, 2022**
Please Check	☑ *Official Business* ☐ *Official Time*
Venue/ Destination	NEAP R-10, Lapasan, Cagayan de Oro City
Expenses Covered	Travel and incidental expenses only. (subject to the usual budgeting, accounting, auditing rules and regulations)
Fund Source (Pap Code/...)	NEAP R-10 Fund

Recomending Approval:	Approved:
ERLINDA G. DAEL, PhD, CESE Asst. Schools Division Superintendent	**JONATHAN S. DELA PEÑA, Ph.D., CESO V** Schools Division Superintendent
Date: DECEMBER 14, 2022	*Date: DECEMBER 14, 2022*

22-88544

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. X
RECEIVED
7390
By: Date: 12/7/22

December 5, 2022

REGIONAL MEMORANDUM
No. 758, s. 2022

FINAL DATES AND PARTICIPANTS OF THE PRE-WORK ACTIVITY FOR PROJECT: CELLS (COURSE FOR EXECUTIVE LEARNING AND LEADERSHIP IN SCHOOLS)

To: Schools Division Superintendents
Functional Division Chiefs
Others Concerned

1. Regarding the **Regional Memorandum No. 671, s. 2022** titled **New Schedules of the Project: CELLS's Writeshop 4: Finalization of the Learning Resource Package and Other Related Activities**, the following are the **Final Dates and Participants of the Pre-Work Activity for Project: CELLS**.

Final Dates	Venue	Participants
Dec.26-29	NEAP-R10	Please refer to attachment

2. All other provisions stipulated in the previous Memorandum remain in effect.

3. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

HRDD/becky

Attachment to the Regional Memorandum no. 168, s. 2022

PARTICIPANTS
Project: CELLS PRE-WORK ACTIVITY

	Name	Position/ Designation	Role	Division
1	Charish Alumbro	P-1/ NEAP LF	writer	Bukidnon
2	Glorybeth B. Pateño	P-I / NEAP LF	writer	Bukidnon
3	Jimelyn T. Lansaderas	P-1/ NEAP LF	writer	Bukidnon
4	Loniel D. Barro	Principal	Evaluator/writer	Bukidnon
5	Prescilla Rebaya	HR-SEPS/ NEAP LF	writer	Bukidnon
6	Rolisa Benedicto	P-II/NEAP LF	writer	Bukidnon
7	Roselle A. Ferber	P-1	writer	Bukidnon
8	Said M. Macabago	P-I/ District in-Charge/NEAP LF	writer	Bukidnon
9	Margie Valmoria	EPS /NEAP LF	writer	El Salvador
10	Melanie M. Ligutom	Principal	Evaluator/writer	El Salvador
11	Reuben Sual	P-1/ NEAP LF	writer	Gingoog
12	Lina R. Abellana	Principal	Evaluator/writer	Gingoog
13	Mary Ann Allera	ASDS/ NEAP LF	writer	Gingoog
14	Mitchel Rodriguez	EPS/ NEAP LF	writer	Gingoog
15	Myra Ambalong	EPS/NEAP LF	writer	Iligan
16	Susan P. Pirante	Principal	Evaluator/writer	Iligan
17	Omar Hussien	EPS/ NEAP LF	writer	Iligan City
18	Riza Nicor	EPS/ NEAP LF	writer	Iligan City
19	Shambaeh A. Usman	ASDS/NEAP LF	writer	Iligan City
20	Marilyn Cajeta	Principal	evaluator/writer	Iligan City
21	Vilma V. Mangubat	Principal	evaluator/writer	Lanao
22	Maria Eva S. Edon	Chief EPS/ NEAP LF	writer	Lanao del Norte
23	Wilma Obatay	P-1/ NEAP LF	writer	Lanao del Norte
24	Dindo Gabales	EPS	evaluator/writer	Malaybalay
25	Gladys Banac	EPS -English	writer	Mis Or
26	Joanette Clarpondel M. Caparaz	EPS	evaluator/writer	Mis. Occ
27	Mary Jane S. Ramo	P-1	writer	Mis. Occ.
28	Joemar R. Sinatao	P-1/ NEAP LF	writer	Mis. Or.
29	Marife D. Balaba	PSDS/NEAP LF	writer	Mis. Or.
30	Merlinda T. Ilago	P-II/NEAP LF	writer	Mis. Or.
31	Rechie Lazalita	P-1/NEAP LF	writer	Mis. Or.
32	Jocelyn Udal	EPS/ NEAP LF	writer	Oroquieta
33	Ricky Boy E. Junio	Principal	evaluator/writer	Oroquieta
34	Roberto Napere Jr	ASDS/ NEAP LF	writer	Oroquieta
35	Maria Fritzie Amigable	P-1/ NEAP LF	writer	Ozamis
36	Myra Mebato	ASDS/ NEAP LF	writer	Ozamis

37	Rowell C. Villarubia	P-1	writer	Ozamis
38	Charyljoy C. Navarez	Principal	evaluator/writer	Ozamiz
39	Herlyn Q. Sencerillos	Principal	evaluator/writer	Tangub
40	Ester Tabanag	SGOD Chief	evaluator/writer	Valencia
41	Marivic D. Labitad	EPS/ NEAP LF	writer	Regional Office
42	Annalyn Salcedo	EPS/ NEAP LF	writer	Regional Office
43	Jesus Muring	EPS/ NEAP LF	writer	Regional Office
44	Marie Emeral A. Cabigas	EPS/ NEAP LF	writer	Regional Office
45	Anna Belen S. Muring	EPS	Learning Facilitator	Regional Office
46	Arnel Genita	EPSII (Secreatriat)	Mgt Team	Regional Office
47	Enerio E. Ebisa	Chief EPS- HRDD	Mgt Team	Regional Office
48	Laurencia O. Llagas	EPS/QAME In-Charge	Mgt Team	Regional Office
49	Monella C. Galos	ADAS-III (Secretariat)	Mgt Team	Regional Office
50	Rebecca P. Postrano	EPS/ NEAP LF/Project Focal	Mgt Team	Regional Office
51	Shirley Ampo	ADA VI (Secretariat)	Mgt Team	Regional Office
57	Junel Lopez	Job Order	Mgt Team	Regional Office
58	Marnie R. Aguilar	EPSII	Mgt Team	Regional Office
59	Aisah Badana	HR-EPSII	Class Adviser	Cagayan de Oro
60	Carmila J. Lauzon	HR-SEPS	Class Adviser	Gingoog City
61	Eman Lachica	HR-EPSII	Class Adviser	Mis. Or.
62	Jessie James O. Yapao	HR-SEPS	Class Adviser	Bukidnon
63	Ruth C. Sabac	HR-SEPS	Class Adviser	Iligan City

MATRIX

Pre-Work Activity for the Regional Training of Trainers (RTOT)
Project: COURSE for EXECUTIVE LEARNING and LEADERSHIP in SCHOOLS (CELLS)
NEAP Region 10 – Lapasan, Cagayan de Oro City

TIME	Day 1	Day 2	Day 3	Day 4
08:00 – 08:30		Registration	Management of Learning (MOL)	Management of Learning (MOL)
08:30 – 09:30	Arrival of Participants/ Registration	**Plenary (Brainstorming):** • RTOT Process (Chief Enerio E. Ebisa) • Creation of Committees/ Assignments (Facilitator: ASDS Roberte Napere)	**Walkthrough of Domain 2** (6 topics) (Facilitator: ASDS Shambaeh A. Usman)	Listing and Consolidation of Materials/ Supplies Needed Workshop 1: by Domain Workshop 2: Whole group
09:30 -10:30		**Walkthrough of Domain 4** (8 topics) (Facilitator: ASDS Myra Mebato)		
10:30 -12:00			**Walkthrough of Domain 5** (5 Topics) (Facilitator: ASDS Mary Ann A. Allera)	**Collaborative Task:** Making of Project: CELLS LOGO **Brainstorming of Ideas with key persons:** Project CELLS LOGO finalization with literature
12:00 – 01:00	**LUNCH**	**LUNCH**		
01:00 – 02:30	**Preliminary Activities** • National Anthem • Prayer • Unfreezing Activity • Attendance Check • Statement of Purpose - (Enerio E. Ebisa,PhD)	**Walkthrough of Domain 3** (8 topics) (Facilitator: Said Macabago)	**Walkthrough of Domain 1** (7 topics) (Facilitator: ASDS Roberto Napere)	Ways Forward

02:30 – 05:00	**Team work:** Checking/Reviewing of the Learning Resources Packages: • Completeness a. Slide decks b. Session Guides) • Validating the No. of Minutes/hours/days per session • Submission of consolidated no. of minutes/hours/days per domain			Closing ceremony Home Sweet Home 3:30 pm
Facilitator of the Day	Rebecca P. Postrano	**Arnel Genita** NEAP-R10 EPSII	**Shambaeh A. Usman** Team Leader, Domain 2	**Mary Ann Allera** Team Leader, Domain 5