



Republic of the Philippines  
Department of Education  
The Negros Island Region  
SCHOOLS DIVISION OF SAGAY CITY

MAY 09 2025


**DIVISION MEMORANDUM**

No. 295, s. 2025

**SCHOOL HEADS INDUCTION PROGRAM (SHIP) PHASE 1 2025**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors of CID and SGOD  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

1. **The Schools Division of Sagay City** through the **Human Resource and Development Section** shall conduct **School Heads Induction Program (SHIP) Phase 1** on May 14-16, 2025 at Northland Resort, Municipality of Manapla.
2. This activity aims to:
  - a. demonstrate effective school leadership and management skills;
  - b. implement instructional leadership strategies to improve teaching and learning; and
  - c. effectively manage school operations, curriculum development, teacher supervision, and student performance improvement and schools' resources.
3. Participants and to this training are Public Elementary and Secondary School Heads of SDO Sagay City and the HRD TWG/PMT. Attached are the list of the participants, the Program Management Team and the Training Matrix for your reference.
4. Board and lodging of the participants shall be charged against HRD Funds while travel expenses shall be charged against School MOOE or local funds subject to the usual government accounting and auditing rules and regulations.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
6. Immediate dissemination and compliance of this Memorandum is desired.

  
**DANNIE CLARK M, UGUIL, CESE**  
OIC-Schools Division Superintendent



Enclosure : Guidelines, Mechanics and Committees  
Reference : None  
Allotment : None  
No. of Pages : 2  
To be indicate in the **Perpetual Index** under the following subjects:  
**SHIP Training**  
FN: /Junmarl Alconga/ SocMob /SGOD





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**SCHOOLS DIVISION OF SAGAY CITY**

(Enclosure No. 1 to Division Memorandum No. 295, s. 2025)

**SCHOOL HEADS INDUCTION PROGRAM (SHIP) PHASE 1 2025**  
**List of Participants**  
**May 14-16, 2025**

	District 1		District 2		District 3		District 4
1	Elizabeth A. Adraneda	6	Lilibeth A. Ardo	11	London L. Minor	19	Glenn E. Pedelo
2	Lolybeth L. Lamason	7	Flordeliza V. Saratobias	12	Ramelo D. Lopez	20	Rey S. Martorillas
3	Lodie L. Yap	8	Marites J. Iglesia	13	Cheryl B. Minor	21	Ruel E. Magno
4	Genelyn R. Fuentesfina	9	Julius G. Juanico	14	Dinah T. Tablan	22	Renato P. Bauden
5	Joseph P. Baja	10	Heide D. Lumayno	15	Tisa L. Villaceran	23	Dennis L. Solivio
			Isidora D. Jumayao	16	Reggie A. Batiller	24	Christine S. Modelo
				17	Mansueto D. Aguipo, Jr.		
				18	Joe Arvy S. Natan		

	District 5		District 6		District 7		District 8
25	Ma. Fe H. Cabillon	31	Renante P. Sanchez	39	Andrea D. Jonota	44	Rosalie D. Delenia
26	Jaypee E. Santillan	32	Regielee C. Flores	40	Ryan C. Alvarez	45	Ruby B. Jonota
27	Haide O. Rublico	33	Nenita A. Logatiman	41	Nova B. Zamora	46	Lito P. Opena
28	Mariane P. Lacuesta	34	Juliet M. Gansan	42	Araceli A. Craus	47	Loramie E. Banyola
29	Roberto C. Flores, Jr.	35	Alquiver T. Tapia	43	Rosena B. Parcon	48	Menalyn G. Borce
30	Eleazar M. Arellano	36	Leonora P. Belacas				
		37	Brian B. Villaceran				
		38	Noemi G. Osal				

	District 9		District 10		Learning Facilitators/ Resource Person
49	Rene M. Encabo	58	Freddie B. Digno	67	SDS Dannie Clark M. Uguil
50	Jerry C. Zaragoza	59	Jerson F. Donasco	68	ASDS Mark Anthony J. Tan
51	Roberto A. Basas, Jr.	60	Decelyn C. Doletin	69	CID Chief Alma M. Mirasol
52	Willyn D. Montaño	61	Amie Rose P. Villar	70	PSDS Marilyn B. Gamboa
53	Ronnie Boy M. Sanipa	62	Rene Boy L. Lagoyo	71	EPS Josette Balandra
54	Jocelyn P. Ortega	63	Jessa V. Lobaton	72	P&R Unit- Araceli A. Craus & Enginner Brenda Dina Labangco
55	Bernie N. Florendo	64	Joegie D. Sumugat	73	YFD- Jerald S. Maglantay and Princess Harney Basa
56	Alexander B. Lamason	65	Erlinda T. Pabuaya	74	M&E-Nova B. Zamora
57	Al Tayoba	66	Jona A. Esmalla		
		67	Ronel Malundo		

**PMT**

1. Jecen Despi - HRD
2. Junmarl Alconga – SocMob/HRD Alternate
3. Jason Rublico – Technical Committee
4. Irish Theresa Ubamos- Medics
5. Jerald Maglantay- Documenter





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(Enclosure No. 2 to Division Memorandum No. 295, s. 2025)

**SCHOOL HEADS INDUCTION PROGRAM (SHIP) PHASE 1 2025**

**Activity Schedule:**

Time	Day 1 (May 14, 2025)	Day 2 (May 15, 2025)	Day 3 (May 16, 2025)
7:30 – 8:00 AM	Registration	Registration	
8:00 – 9:00 AM	Opening Program		Breakout Sessions/ Room 1 and 2
9:00 – 10:00 AM	<b>SDS TALK</b> (Speaker: OIC SDS Dannie Clark M. Uguil)	Breakout Sessions/ Room 1 and 2  <b>Topic 1: School Planning and Implementation</b>  Facilitators: Rm 1- Araceli Craus Rm. 2 Brenda Labangco	<b>Topic 5: Policy Implementation and Review</b> <b>Facilitators:</b> Rm 1- Josette P. Balandra  Rm. 2 Mark Anthony J. Tan
10:00 – 11:00 AM		<b>Topic 2: Vision, Mission and Core Values</b> Facilitators:  Rm. 1- OIC ASDS Mark Anthony J. Tan Rm. 2- Ma. Theresa Q. Bingcang	<b>Topic 6: Work Application Plan</b>  Facilitators:  Marlon Solivio
11:00 – 12:00 PM	Walkthrough of PPSH for SHs		
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	Workshop	Breakout Sessions/ Room 1 and 2 <b>Topic 3: Learners' Voice</b> Facilitators: Rm 1- Jerald Maglantay Rm. 2 Princess Harney Basa	<b>Topic 7: Monitoring and Evaluation Processes and Tools</b>  Facilitator: Nova B. Zamora
2:30 – 5:00 PM	Presentation of Outputs	Breakout Sessions/ Room 1 and 2  <b>Topic 4: Program Design and Implementation</b> Facilitators: Rm 1- Marilyn B. Gamboa Rm. 2 Ma. Theresa Q. Bingcang	Closing Program