



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

9 Feb 2026

DIVISION MEMORANDUM

No. 081, s. 2026

**CAPACITY BUILDING FOR TEACHERS AND NON-TEACHING
PERSONNEL: LEGAL SAFEGUARDS, ETHICAL STANDARDS,
ACCOUNTABILITY AND CHARACTER DEVELOPMENT CUM
TRAVEL ORDER**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
Section Heads
Cluster Heads
School Heads/OICs (Public Schools)
All Others Concerned

1. The Schools Division Office of Imus City, through its Legal Unit, is set to host a Capacity Building seminar focusing on Legal Safeguards, Ethical Standards, Accountability and Character Development. This event for teaching and non-teaching personnel will take place from February 23 to 27, 2026 at the 4th Floor, Function Hall of the New Imus City Hall.
2. This training aims to:
 - Deepen awareness of legal safeguards and ethical standards in public service
 - Reinforce accountability mechanisms for all teaching and non-teaching personnel
 - Foster holistic character development to ensure integrity and professionalism in the workplace
3. The participants in the capacity-building activity are all teaching, non-teaching, and teaching-related personnel.
4. All learning facilitators and members of the technical working group shall convene on February 20, 2026, at 3:00 PM via Virtual Conference using Teams for the final implementation plan.
5. School heads are reminded to strictly adhere to the no-disruption-of-classes policy under DepEd Order No. 9, s. 2005. All affected classes are required to transition to any possible learning delivery mode to ensure compliance.



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6. Attached herewith are the Cluster schedule, List of Participants from the Schools Division of Imus City, Program Management team, and the Training Matrix.
7. For queries and clarifications, kindly contact **Ms. Carla Elizia A. Timbang**, Administrative Aide VI, at 0919-8189638.
8. For immediate dissemination.



HOMER N. MENDOZA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: None
Reference: None

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

TRAINING

asds/ceat

CLUSTER SCHEDULE

CLUSTER	DATE	TOTAL
EAST CLUSTER and Gen. Licerio Topacio National High School	FEBRUARY 23, 2026	487
NORTH CLUSTER and Gen. Tomas Mascardo National High School	FEBRUARY 24, 2026	498
WEST CLUSTER and Hipolito Saquilayan National High School	FEBRUARY 25, 2026	462
SOUTH CLUSTER and SENIOR HIGH SCHOOL	FEBRUARY 26, 2026	576
Gen. Emilio Aguinaldo National High School and Imus National High School	FEBRUARY 27, 2026	591

**LIST OF PARTICIPANTS FOR THE CAPACITY BUILDING: Legal Safeguards,
Ethical Standards, Accountability and Character Development from the Schools
Division of Imus City**

Date	Name	Position/Designation
February 23, 2026	Marciano V. Valles	Education Program Supervisor/ OIC, CID
	Joseph R. Carreon	Education Program Supervisor – EPP/TLE/TVL
	Reden M. Cruzado	Librarian II/ OIC, LRMS
	Jenielyn A. Sadang	SEPS - PRS
	Ronnie B. Yohan	Administrative Officer V
February 24, 2026	Ivan Honorpette A. Mijares	OIC-SGOD Chief
	Jona B. Ramos	Administrative Office IV - Budget
	Precila E. Custodio	Accountant III
	Rosa Irma B. Geda	Administrative Officer IV - Records
	June Bence L. Adelan	Education Program Supervisor – Private School
February 25, 2026	Josephus Perseus B. Banaag	Administrative Office IV - Procurement
	Florence V. Descallar	Administrative Officer IV - Cash
	Marilyn O. Anglo	Administrative Officer IV - HR
	Rochelle S. Balete	Education Program Supervisor - Science
	Ricardo R. David III	Education Program Supervisor - English
	Cristina S. Advincula	Education Program Supervisor II - ALS

PROGRAM MANAGEMENT TEAM

Management Staff	Members
Program Manager	HOMER N. MENDOZA <i>Assistant School Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent</i>
Assistant Program Manager	Glenda DS. Catadman <i>Chief Education Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent</i>
Program Owner	Glenda DS. Catadman <i>Chief Education Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent</i>
	Atty. Mario T. Tamondong Jr. Attorney III
Resource Speakers	Atty. Alexis Victor G. Balicas Attorney III – SDO Dasmariñas
	Atty. Mario T. Tamondong Jr. Attorney III
Process Observer	Day 1 - Riza C. Garcia EPS-SNED and Kindergarten
	Day 2 - Marilou P. Bronzi EPS – Filipino
	Day 3 - Leah J. Guillang EPS- AP and MADRASAH
	Day 4 - Marai Luisa F. Candelaria EPS - Math
	Day 5 - Ruby B. Heramia Education Program Supervisor – Values
Logistics Officers	Carla Elizia A. Timbang Administrative Aide VI Leomil Ballena Clerk
Invitation, Program, and Tarpaulin	Carla Elizia A. Timbang Administrative Aide VI Leomil Ballena Clerk
Food and Refreshments	The AO II of the concerned cluster scheduled for the specified day
Attendance/Registration	The AO II of the concerned cluster scheduled for the specified day

Welfare Officer	Dr. Gian Paul G. Creencia Medical Officer III
M & E Coordinator	Medel Carlos C. Zarsuelo Jr. Education Program Specialits II
Technical/Sounds/ Technology /Google Drives for SPA Outputs	Day 1 - Naamah C. Mambalos Planning Officer III OIC-ITO/ICT
	Day 2 & 3 – Mark Joseph V. Salem LSB Programmer
	Day 4 & 5 – Raymond M. Hernandez LSB Programmer
Certificates	Day 1 – Divina A. Narvaez, Albert D. Roderos and AO II
	Day 2 – Jocelyn A. Limosinero, Lailani N. Torres and AO II
	Day 3 – Gina U. Reyes, Kristin Love J. Layague and AO II
	Day 4 – Wilma J. Chiquillo, Leonida D. Baarde and AO II
	Day 5 – Petronia N. Tarun and AO II
Documenters and Activity Completion Report	Day 1 – Divina A. Narvaez, Albert D. Roderos and AO II
	Day 2 – Jocelyn A. Limosinero, Lailani N. Torres and AO II
	Day 3 – Gina U. Reyes, Kristin Love J. Layague and AO II
	Day 4 – Wilma J. Chiquillo, Leonida D. Baarde and AO II
	Day 5 – Petronia N. Tarun and AO II

TRAINING MATRIX**DAY 1 – EAST CLUSTER AND GLTNHS**

DATE	TIME	DURATION	SESSION	OUTPUT	FACILITATOR/RE SOURCE PERSON
February 23, 2026	7:45- 8:30	15 mins	Arrival and Registration	None	TWG
	8:30- 9:00	30 mins	Opening Program	None	TWG
	9:00- 10:00	60 mins	Session 1: DepEd Child Protection Policy	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	10:00 – 10:10	10 mins	HEALTH BREAK	-	-
	10:10- 12:00	110 mins	Continuation Session 1.1: DepEd Grievance Machinery	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	12:00 NN- 1:00 PM	60 mins	LUNCH	-	-
	1:00- 2:30	90 mins	Session 2: Code of Ethics	List of Proposed Topics on Ethical Standards	Atty. Mario T. Tamondong Jr.
	2:30- 2:40	10 mins	HEALTH BREAK	-	-
	2:40- 4:30	110 mins	Continuation Session 2.1: Capacity Building: Empowerment through Awareness	List of Proposed Topics on Accountability and Character Development	Atty. Mario T. Tamondong Jr.

	4:30-5:00	30 mins	CLOSING PROGRAM		TWG
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DAY 2 – NORTH CLUSTER AND GTMNHS

DATE	TIME	DURATION	SESSION	OUTPUT	FACILITATOR/RE SOURCE PERSON
February 24, 2026	7:45-8:30	15 mins	Arrival and Registration	None	TWG
	8:30-9:00	30 mins	Opening Program	None	TWG
	9:00-10:00	60 mins	Session 1: DepEd Child Protection Policy	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	10:00 – 10:10	10 mins	HEALTH BREAK	-	-
	10:10-12:00	110 mins	Continuation Session 1.1: DepEd Grievance Machinery	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	12:00 NN-1:00 PM	60 mins	LUNCH	-	-
	1:00-2:30	90 mins	Session 2: Code of Ethics	List of Proposed Topics on Ethical Standards	Atty. Mario T. Tamondong Jr.
	2:30-2:40	10 mins	HEALTH BREAK	-	-
	2:40-4:30	110 mins	Continuation Session 2.1: Capacity Building: Empowerment	List of Proposed Topics on Accountability and Character Development	Atty. Mario T. Tamondong Jr.

			through Awareness		
	4:30-5:00	30 mins	CLOSING PROGRAM		TWG

DAY 3 – WEST CLUSTER AND HSNHS

DATE	TIME	DURATION	SESSION	OUTPUT	FACILITATOR/RE SOURCE PERSON
February 25, 2026	7:45-8:30	15 mins	Arrival and Registration	None	TWG
	8:30-9:00	30 mins	Opening Program	None	TWG
	9:00-10:00	60 mins	Session 1: DepEd Child Protection Policy	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	10:00 – 10:10	10 mins	HEALTH BREAK	-	-
	10:10-12:00	110 mins	Continuation Session 1.1: DepEd Grievance Machinery	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	12:00 NN-1:00 PM	60 mins	LUNCH	-	-
	1:00-2:30	90 mins	Session 2: Code of Ethics	List of Proposed Topics on Ethical Standards	Atty. Mario T. Tamondong Jr.
	2:30-2:40	10 mins	HEALTH BREAK	-	-
	2:40-4:30	110 mins	Continuation Session 2.1: Capacity Building:	List of Proposed Topics on Accountability	Atty. Mario T. Tamondong Jr.

			Empowerment through Awareness	and Character Development	
	4:30-5:00	30 mins	CLOSING PROGRAM		TWG

DAY 4 – SOUTH CLUSTER AND SENIOR HIGH SCHOOL

DATE	TIME	DURATION	SESSION	OUTPUT	FACILITATOR/RE SOURCE PERSON
February 26, 2026	7:45-8:30	15 mins	Arrival and Registration	None	TWG
	8:30-9:00	30 mins	Opening Program	None	TWG
	9:00-10:00	60 mins	Session 1: DepEd Child Protection Policy	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	10:00 – 10:10	10 mins	HEALTH BREAK	-	-
	10:10-12:00	110 mins	Continuation Session 1.1: DepEd Grievance Machinery	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	12:00 NN-1:00 PM	60 mins	LUNCH	-	-
	1:00-2:30	90 mins	Session 2: Code of Ethics	List of Proposed Topics on Ethical Standards	Atty. Mario T. Tamondong Jr.
	2:30-2:40	10 mins	HEALTH BREAK	-	-
	2:40-4:30	110 mins	Continuation Session 2.1: Capacity	List of Proposed Topics on	Atty. Mario T. Tamondong Jr.

			Building: Empowerment through Awareness	Accountability and Character Development	
	4:30- 5:00	30 mins	CLOSING PROGRAM		TWG

DAY 5 – GEANHS AND INHS

DATE	TIME	DURATION	SESSION	OUTPUT	FACILITATOR/RE SOURCE PERSON
February 27, 2026	7:45- 8:30	15 mins	Arrival and Registration	None	TWG
	8:30- 9:00	30 mins	Opening Program	None	TWG
	9:00- 10:00	60 mins	Session 1: DepEd Child Protection Policy	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	10:00 – 10:10	10 mins	HEALTH BREAK	-	-
	10:10- 12:00	110 mins	Continuation Session 1.1: DepEd Grievance Machinery	List of Proposed Topics on LS	Atty. Alexis Victor G. Balicas
	12:00 NN- 1:00 PM	60 mins	LUNCH	-	-
	1:00- 2:30	90 mins	Session 2: Code of Ethics	List of Proposed Topics on Ethical Standards	Atty. Mario T. Tamondong Jr.
	2:30- 2:40	10 mins	HEALTH BREAK	-	-

	2:40-4:30	110 mins	Continuation Session 2.1: Capacity Building: Empowerment through Awareness	List of Proposed Topics on Accountability and Character Development	Atty. Mario T. Tamondong Jr.
	4:30-5:00	30 mins	CLOSING PROGRAM		TWG