



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

20 Mar 2026

DIVISION MEMORANDUM

No. 169, s. 2026

**FINAL VENUE AND LIST OF PARTICIPANTS IN THE FY 2026
REGIONAL PRIVATE SCHOOL EDUCATION SUMMIT**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisors
Owners/Administrators (Private Schools)
All Others Concerned

1. Attached is Regional Memorandum No. 137, s. 2026 (Final Venue and List of Participants in the FY 2026 Regional Private School Education Summit), for the information and guidance of all concerned.
2. Please refer to the enclosures for the indicative program of activities and list of participants.
3. For queries and clarifications, please contact Ivan Honorpette A. Mijares, Education Program Supervisor/Officer-in-Charge, School Governance and Operations Division (SGOD), at 09150870679.
4. For immediate and widest dissemination.

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

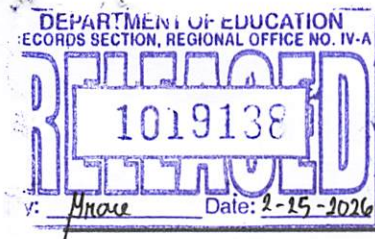
To be indicated in the Perpetual Index
under the following subject:

PRIVATE EDUCATION
sgod/iham/09-13-2026



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



26 February 2026

Regional Memorandum


No. 137, s. 2026

**FINAL VENUE AND LIST OF PARTICIPANTS IN
THE FY 2026 REGIONAL PRIVATE SCHOOL
EDUCATION SUMMIT**

To: **Schools Division Superintendents**
All others concerned

1. Relative to Regional Memorandum No. 86, s. 2026 entitled **FY 2026 Regional Private Schools Education Summit** which will be held on **March 24-25, 2026**, this office releases the **Final Venue** of the said activity, which is at **Tanza Oasis Hotel, Tanza, Cavite**. Please find attached hereto the **List of Participants** from the Regional Office (RO); Schools Division Offices (SDOs); Private School Organization Presidents and School Administrators in each SDOs.
2. Registration will start at exactly 8:00AM while the Opening program starts at exactly 9:30 A.M. on March 24, 2026. First meal to be served is breakfast of Day 1 and the last meal is PM snack of Day 2.
3. This memorandum serves as Travel Authority of the Regional Office Personnel involved in the activity. The QAD Program Management Team (PMT) are expected to be at the venue a day before the said activity.
4. Please refer to attached Enclosure for the Indicative Program of Activities. Participants are requested to wear business attire for this two-day activity and bring their registration Official Receipt (OR).
5. Expenses relative to this activity such as meals and accommodation of the Regional Office personnel and Schools Division Offices Personnel shall be charged to Regional Funds subject to the usual accounting and auditing rules and regulations. The travel and other incidental expenses of the Regional Office Personnel shall be charged against regional funds and for Schools Division Offices (SDOs) personnel shall be charged against division funds while the Division Private School Organization Presidents and School Administrators said expenses shall be charged to school funds/local funds.

6. For questions or queries, please contact, Luz E. Osmena, Quality Assurance Division Chief; Buenalyn M. Manuel and Reymund M. Ferry through email at qad.calabarzon@deped.gov.ph
7. Immediate dissemination of this Memorandum to all concerned is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

05/ROQ2

Enclosure 1 – Indicative Program of Activities

FY 2026 REGIONAL PRIVATE SCHOOLS EDUCATION SUMMIT
March 24-25, 2026

Theme: “Addressing diverse challenges: Strengthening complementarity and fundamental processes with Private Schools”

INDICATIVE PROGRAM OF ACTIVITIES

March 24, 2026 (Day 1)		
TIME	ACTIVITY	IN-CHARGE
8:00AM – 9:00AM	Registration	QAD Secretariat
9:00AM -9:30AM	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Bagong Pilipinas • CALABARZON March • Quality Policy Statement 	Audio Visual Presentation (AVP)
9:30AM -9:40AM	Welcome Remarks	LUZ E. OSMENA <i>Chief Education Supervisor Quality Assurance Division</i>
9:40AM -9:50AM	Inspirational Message	LOIDA N. NIDEA <i>Assistant Regional Director</i>
9:50AM -10:40AM	Keynote Address	ATTY. ALBERTO T. ESCOBARTE, CESO II <i>Regional Director</i>
10:40AM -10:50AM	Acknowledgement of the Participants	LOIDA G. TOMELDEN <i>Education Program Supervisor Quality Assurance Division</i>
10:50AM -11:00AM	Presentation of the Indicative Activities	BUENALYN M. MANUEL <i>Education Program Supervisor Quality Assurance Division</i>

11:00AM -12:00PM	<p>Session 1</p> <p>Strengthening Private Education in CALABARZON: Trends, Challenges and Strategic Directions</p>	<p>LUZ E. OSMENA <i>Chief Education Supervisor Quality Assurance Division</i></p>
12:00PM -1:00PM	LUNCH BREAK	
1:00PM- 2:15PM	<p>Session 2</p> <p>Current issues and Concerns on DO 40 s. 2022 (Amendment to DO 47 s. 2016) and DO 41 s. 2022 (Amendment to DO 88 s. 2010)</p>	<p>ATTY. KELVIN MATIB Supervising Administrative Officer OIC-Regional Legal Officer</p>
2:15PM - 3:15PM	<p>Session 3</p> <p>Learner's Information System (LIS) Updates</p>	<p>ELINO S. GARCIA <i>Chief Education Supervisor Policy, Planning Research Division</i></p>
3:15PM - 4:15PM	<p>Session 4</p> <p>Private Education Assistance Committee (PEAC) Updates</p>	<p>DR. LERMA Y. CALINGASAN <i>PEAC, Regional Program Coordinator</i></p>
4:15PM- 4:45PM	<p>Educational Exchange (Open Forum)</p>	<p>LUZ E. OSMENA Chief, Quality Assurance Division</p> <p>ATTY. KELVIN MATIB Supervising Administrative Officer OIC-Regional Legal Officer</p> <p>ELINO S. GARCIA <i>Chief, Policy, Planning Research Division</i></p> <p>DR. LERMA Y. CALINGASAN <i>PEAC, Regional Program Coordinator</i></p>
4:45PM- 5:00PM	<p>Wrap-up/Synthesis of Day 1 Sessions/ Announcements and Other Reminders</p>	<p>JEFFRIE F. DITABLAN EPS, Quality Assurance Division</p>

March 25, 2026 (Day 2)		
TIME	ACTIVITY	IN-CHARGE
8:00AM – 8:30AM	Management of Learning (MOL)	Audio Visual Presentation (AVP)
8:30AM – 9:30AM	Session 5 Strengthening Complementarity Among Private Schools	LOIDA N. NIDEA <i>Assistant Regional Director</i>
9:30AM – 10:45AM	Session 6 Uncovering Patterns: Post- Billing Audit Findings in Senior High School (SHS) Voucher Schools	LOUIE C. DUTERTE <i>Project Development Officer V</i> <i>Operations and Data Management Division</i> <i>(GASS-ODMD)</i>
10:45AM – 12:00PM	Session 7 Strengthened Senior High School Program Implementation	DIR. MA. GUIA M. DEL VALLE-RAMOSO <i>Director III</i> <i>Bureau of Curriculum Development</i>
12:00PM -1:00PM	LUNCH BREAK	
1:00PM – 2:15PM	Session 8 Proposed Three-Term School Calendar	ASEC. JEROME T. BUENVIAJE <i>Assistant Secretary for Learning Systems</i> <i>Strands</i>
2:15PM – 3:00PM	Educational Exchange (Open Forum)	LOUIE C. DUTERTE <i>Project Development Officer V</i> <i>Operations and Data Management Division</i> <i>(GASS-ODMD)</i> DIR. MA. GUIA M. DEL VALLE-RAMOSO <i>Director III</i> <i>Bureau of Curriculum Development</i> ASEC. JEROME T. BUENVIAJE <i>Assistant Secretary for Learning Systems</i> <i>Strands</i>
3:00PM – 4:15PM	Session 9 Role of DepEd in the Senior High School, DO 20, s. 2023 (Guidelines on the Implementation of the Senior High School Voucher Program - SHSVP)	ROMMEL S. BAUTISTA <i>Schools Division Superintendent</i> <i>SDO Quezon Province</i>

4:15PM – 4:25PM	Ways Forward	LUZ E. OSMENA <i>Chief Education Supervisor</i> <i>Quality Assurance Division</i>
4:25PM – 4:35PM	Wrap-Up/Synthesis	ALMER D. MAYO <i>Education Program Supervisor</i> <i>Quality Assurance Division</i>
4:35PM – 5:00PM	Closing Program	QAD, Program Management Team (PMT)

Enclosure 2 – List of Participants and Program Management Team (PMT)

LIST OF PARTICIPANTS

SDOs	SGOD Chiefs	Private School Coordinators	Private School Organization Presidents	Private Schools Administrators
Antipolo City	Dr. Jonathan P. Domingo	Myra B. Villareal	Glenda D. Galo	1. Dr. Marlu B. Cundangan
				2. Dr. Archie M. Dizon
				3. Dr. Jake P. Arinal
				4. Engr. Norberto L. Mendoza
Bacoor City	Cesar M. Mojica	Levin R. Pabriaga	Ruther E. Esconde	1. Roselle Guinto
				2. Arsenio Guinto
				3. Maricel Techo
				4. Gian Cantillas
Batangas City	Angelisa A. Amoto	Conie M. Balse	Dr. Lolita F. Tegon	1. Dr. Augusto C. Africa
				2. Dr. Jamie Lee F. Mendoza
				3. Ira Elsevier P. Sumatra
Batangas Province	Mario B. Maramot	Marian L. Arias	Dr. Catherine R. Banta	1. Dr. Ver P. Pangasian
				2. Primo A. Coz
				3. Dr. Jocelyn F. Macaspac
				4. Fyanne Manalo-Mojado
				5. Engr. Rica Joy M. Uboda
				6. Dr. Roselie B. Alday
				7. Dexter V. Alvis
				8. Emerald A. Gatus
				9. Mary Ann G. Melanio
				10. Sheila B. Mauhay
Biñan City	Dr. Bayani V. Enriquez	Isidra L. Galman	Dr. Merlene M. Alon	1. Dr. Elmer M. Apistar
				2. Dr. Veronica C. Samson
				3. Dr. Emily A. Almendral
				4. Dr. Annabelle V. Molina
				5. Dr. Agustin Owen V. Peña
Cabuyao City	Jose Charlie S. Aloquin	Reyarr L. Cruz	Dr. Glenda P. Lizardo	1. Olivia Cabrales
				2. Arlene Vergara
				3. Jeannie Batayon
				4. Marietta Sampang
Calamba City	Dexter M. Palanas	Imee P. Aldea	Elna L. Fonacier	1. Cedrick N. Salom
				2. Dr. Angelo C. Penaredonda
				3. Larra Marie A. Bernardo
				4. Dr. Richard John Brian D. Manzano
Calaca City	Aprilito C. De Guzman	Emelia M. Aytona	Rhandy B. Concepcion	1. Mejia Regina D. Navarro
				2. Sr. Maria Victoria N. Perido, POIC

Carmona City	Elsa O. De Leon	Gina C. Bernales	Bituin A. Ilagan	1. Evangelina S. Sumabat
Cavite City	Romeo S. Rosales	Annaliza T. Fernandez	Carisa C. Caringal	1. Joan S. Pangilinan 2. Rodrigo A. Dimalanta Jr. 3. Bishop Arnold D Arellano 4. Janette T. Mamac 5. Dandi Joy T. Austria
Cavite Province	Diana P. Topacio	Gregoria S. Atas	Teodora Fojas Nazareno	1. Bryan V. Esguerra 2. Mark Charle Mana 3. Corazon A. Torres 4. Jonathan Son Aceron 5. Darniell C. Balbuena 6. Jeofrey D. Capili 7. Cecilia P. Arbulante 8. Maria Bernadette D. Alberto 9. Maria Felisima C. Quiñones 10. Michelle C. Subay 11. Vanesa Joyce L. Viaña
Dasmariñas City	Melanie S. Pamienta	Karen Lynn G. Macawile	Claribel S. Verdadero	1. Celia S. Rasing 2. Teodoro G. Fernando, Jr. 3. Nancy Dela Rosa-Cruz 4. Olivia M. Diana
Imus City	Ivan Honorpette A. Mijares		Dr. Marietta L. Opulencia	1. Lorina G. Advincula 2. Dr. Teresa Cielo Fe. J. Valenzuela 3. Ma. Kathleen A. Fernando 4. Cristina P. Salayog 5. Jean U. Villanueva
General Trias City	Ines L. Inocencio	Riza Mae S. Sanchez	Imelda L. Encarnacion	1. Sheryll F. Abuid 2. Mary Cristine Perdiz
Laguna Province	Darwin S. Talambayan	Nazareth V. Advento	Engr. Guillermo Rodante C. Estrellado	1. Mariano L. Macaleng, Jr. 2. Aleli Teresa L. San Agustin 3. Melinda P. Suyosa 4. Ma. Mimie M Castillo 5. Ma. Filipina P. Ramos 6. Victoria F. Fule 7. Heidie A. Bacones 8. Engr. Emelita Sasa 9. Celedonia D. Amante 10. Milagros H. Tetangco
Lipa City	Minerva C. Caraos	Elvie M Malaluan	Vilma G Asinas	1. Rowena Salazar 2. Jefferson Litan 3. Eric Masupil 4. Liezl Caguimbal
Lucena City	Epifania F. Carandang	Karina R. Bautista	Erikka Barcelona	1. Dr. Maria Evelyn Lilia S. Redor 2. Ma. Lalaine B. Sarmiento 3. Robinson B. Segarra
San Pablo City	Anna Liza D. Banayo	Ryan L. Race	Dr. Albina G. Gutierrez	1. Arlene E. Fontanilla 2. Abegail Joy A. Gala 3. Criselda L. Luis

				4. Erwin V. Bustamante 5. Mario C. Velasco
San Pedro City	Frederick G. Byrd Jr.	Laurence E. Parto	Miriam S. Berroya	1. Dr. Danilo V. Ayap 2. Jomar G. Viconia 3. Carina Z. Dela Cruz 4. Gerry R. Moreno 5. Dr. Teresa A. Yema
Sta. Rosa City	Jessie James E. Kingat	Gemma Bel C. Ojeda	Dr. Bernardina G. Geluz	1. Dave Mathew V. Tatlonghari 2. John Rey O. Depone 3. Myla Pauline B. Pecson 4. Lana Marie B. Rodriguez 5. Maricel J. Osillo
Sto. Tomas City	Guillerma L. Bilog	Florentino A. Lara	Graecille M. Malaki	1. Bienvenido B. Sebial 2. Maria Carina A. Lanorio 3. Lester M. Andes 4. Randy M. Baja CESE 5. Dena Lyn M. Mandocdoc
Tanauan City	Gerlie C. Lopez	Xander B. Castillo	Arnold I. Catapang	1. Marilyn B. Gumapac 2. Isidro D. Enriquez 3. Jocelyn M. Javier 4. Ruth P. Sumague 5. Ingrid Joy Q. Miranda
Tayabas City	Imelda C. Raymundo	Joan Kathleen Talabong - Brizuela	Dr. Angelina B. Bagabaldo	

PROGRAM MANAGEMENT TEAM and RESOURCE PERSONS

NAME	Designation
ATTY. ALBERTO T. ESCOBARTE, CESO II	Regional Director
LOIDA N. NIDEA	Assistant Regional Director

NAME	Designation
LUZ E. OSMEÑA	Chief Education Supervisor
BUENALYN M. MANUEL	Education Program Supervisor
REYMUND M. FERRY	Education Program Supervisor
LOIDA G. TOMELDEN	Education Program Supervisor
JEFFRIE F. DITABLAN	Education Program Supervisor
MA. LOURDES O. MANIMTIM	Education Program Supervisor
ALMER D. MAYO	Education Program Supervisor
FLORENCE M. SANTOS	Administrative Assistant I
MARY MAE L. HORNIDO	Clerk
ARTURO P. ROSAROSO JR.	Principal IV
ELINO S. GARCIA	Chief Education Supervisor
ATTY. KELVIN MATIB	Supervising Administrative Officer OIC-Regional Legal Unit
MELVIN D. PUNZALAN	Computer Programmer I



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



03 February 2026

Regional Memorandum
No. 86, s. 2026

FY 2026 REGIONAL PRIVATE SCHOOLS EDUCATION SUMMIT

To **Schools Division Superintendents**
Division Private School Organization Presidents
All others concerned

1. In consonance with the mandate of the Quality Assurance Division (QAD) on Regulatory and Development Services to Schools, this Office announces the conduct of FY 2026 Regional Private Schools Education Summit with the theme **“Addressing diverse challenges: Strengthening complementarity and fundamental processes with Private Schools”** on **March 24-25, 2026** at the venue to be determined.
2. Specifically, at the end of the activity, participants are expected to:
 - a. gain updated understanding of the current regional landscape and data on private schools to better inform school-level planning and decision-making;
 - b. strengthen their knowledge of the salient provisions of existing DepEd Orders, issuances, and other legal bases relevant to the governance and operations of private schools;
 - c. review and align their practices with regional policies, standards, and procedures covering private school-related processes; and
 - d. engage in meaningful discussion of emerging concerns, operational challenges, and best practices affecting the management and operations of private schools.
3. The participants in this activity are the twenty-five (25) Division Private School Organization Presidents; ten (10) select Private School Administrators from the Province Division; five (5) select Private School Administrators from the City Division; twenty-five (25) SDO Schools Governance and Operations Division (SGOD) Chiefs; twenty-five (25) SDO Private School Coordinators; ten (10) Quality Assurance Division (QAD) Personnel, select PPRD Personnel, Legal Officer and Information Communication Technology (ICT) personnel to assist in technical concern.
4. Please refer to attached Enclosure for the Indicative Program of Activities; Composition of the Program Management Team (PMT) and their Terms of Reference (ToR).



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

5. Expenses relative to this activity such as meals, accommodation, and other incidental expenses including travel expenses of the Regional Office personnel shall be charged to Regional Funds subject to the usual accounting and auditing rules and regulations. The travel expenses of the Schools Division Offices (SDOs) personnel shall be charged to Division Funds while the Division Private School Organization Presidents and School Administrators expenses such as meals and accommodation shall be charged to school funds and their payment will be paid at the Regional Cashier's Office amounting to Two Thousand Pesos **(Php 2000.00)** per day until **March 20, 2026**.
6. For more information and details, you may contact Quality Assurance Division (QAD) at 02-8682-2114 Local 450 or at qad.calabarzon@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

Enclosure 1 – Indicative Program of Activities

FY 2026 REGIONAL PRIVATE SCHOOLS EDUCATION SUMMIT

March 24-25, 2026

Theme: “Addressing diverse challenges: Strengthening complementarity and fundamental processes with Private Schools”

INDICATIVE ACTIVITIES

March 24, 2026 (Day 1)		
TIME	ACTIVITY	IN-CHARGE
8:00AM – 9:00AM	Registration	QAD Secretariat
9:30AM -10:00AM	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Bagong Pilipinas • CALABARZON March • Quality Policy Statement 	Audio Visual Presentation (AVP)
10:00AM -10:15AM	Welcome Remarks	LUZ E. OSMENA <i>Chief Education Supervisor</i>
10:15AM -10:30AM	Inspirational Message	LOIDA N. NIDEA <i>Assistant Regional Director</i>
10:30AM -11:00AM	Keynote Address	ATTY. ALBERTO T. ESCOBARTE, CESO II <i>Regional Director</i>
11:00AM -11:10AM	Acknowledgement of the Participants	LOIDA G. TOMELDEN <i>Education Program Supervisor</i>
11:10AM -11:20AM	Presentation of the Indicative Activities	BUENALYN M. MANUEL <i>Education Program Supervisor</i>
11:20AM -12:00PM	Session 1 Private Schools Landscape Data and Updates on Relevant Concerns (Government Permit and Recognition Application, Closure, Home school program and Issuance of Special Order)	LUZ E. OSMENA <i>Chief Education Supervisor</i>
12:00PM - 1:00PM	LUNCH BREAK	

1:00PM- 2:00PM	Session 2 Current issues and Concerns on DO 40 s. 2022 (Amendment to DO 47 s. 2016) and DO 41 s. 2022 (Amendment to DO 88 s. 2010)	ATTY. KELVIN MATIB Supervising Administrative Officer OIC-Regional Legal Officer
2:00PM - 3:00PM	Session 3 Learner's Information System (LIS) Updates	ELINO S. GARCIA <i>Chief Education Supervisor Policy, Planning Research Division</i>
3:00PM - 3:50PM	Session 4 Monitoring Results of ESC/TSS/SHSVP and Recommendations	JEFFRIE F. DITABLAN <i>Education Program Supervisor</i>
3:50PM- 4:45PM	Educational Exchange (Open Forum)	LUZ E. OSMENA <i>Chief Education Supervisor</i> ATTY. KELVIN MATIB Supervising Administrative Officer OIC-Regional Legal Officer ELINO S. GARCIA <i>Chief Education Supervisor Policy, Planning Research Division</i> JEFFRIE F. DITABLAN <i>Education Program Supervisor</i>
4:45PM- 5:00PM	Wrap-up/Synthesis of Day 1 Sessions/ Announcements and Other Reminders	REYMUND M. FERRY <i>Education Program Supervisor</i>
March 25, 2026 (Day 2)		
TIME	ACTIVITY	IN-CHARGE
8:00AM – 8:15AM	Management of Learning (MOL)	Audio Visual Presentation (AVP)
8:15AM – 9:10AM	Session 5 Strengthening Complementarity Among Private Schools	LOIDA N. NIDEA <i>Assistant Regional Director</i>
9:10AM – 10:10AM	Session 6 Recognition Process of Senior High School Program	MS. VERNIS QUINTANA <i>Director III DepEd Private Education Office</i>

10:10AM – 11:00AM	Session 7 Role of DepEd in the Senior High School, DO 20, s. 2023 (Guidelines on the Implementation of the Senior High School Voucher Program - SHSVP)	ROMMEL S. BAUTISTA <i>Schools Division Superintendent SDO Quezon Province</i>
11:00AM – 12:00PM	Session 8 Private Education Assistance Committee (PEAC) Updates	LERMA CALINGASAN <i>PEAC, Regional Coordinator</i>
12:00PM - 1:00PM	LUNCH BREAK	
1:00PM – 2:00PM	Educational Exchange (Open Forum)	MS. VERN S. QUINTANA <i>Director III DepEd Private Education Office</i> ROMMEL S. BAUTISTA <i>Schools Division Superintendent SDO Quezon Province</i> LERMA CALINGASAN <i>PEAC, Regional Coordinator</i>
2:00PM – 3:00PM	Session 9 Reiteration on the following policies: 1. Accredited Schools 2. Homeschooling Program (HEP) 3. Special Order (SO) Application	LUZ E. OSMENA <i>Chief Education Supervisor</i>
3:00PM – 4:00PM	Session 10 Reiteration on the Processing of Renewal of Government Permit and Recognition	BUENALYN M. MANUEL <i>Education Program Supervisor</i>
4:00PM – 4:30PM	Wrap-Up/Synthesis	ALMER D. MAYO <i>Education Program Supervisor</i>
4:30PM – 5:00PM	Closing Program	QAD, Program Management Team (PMT)

Enclosure 2 - Technical Working Committee and Program Management Team (PMT)

FY 2026 REGIONAL PRIVATE SCHOOLS EDUCATION SUMMIT
March 24-25, 2026

Theme: *“Addressing diverse challenges: Strengthening complementarity and fundamental processes with Private Schools”*

TECHNICAL WORKING COMMITTEE

Chairman: Atty. Alberto T. Escobarte, CESO II
Regional Director

Co-Chairman: Loida N. Nidea
Assistant Regional Director

PROGRAM MANAGEMENT TEAM

Program Management Team Lead: Luz E. Osmena
Quality Assurance Division
Chief Education Supervisor

Focal Person/Coordinator: Buenalyn M. Manuel
EPS, Quality Assurance Division

Members: Reymund L. Ferry
Jeffrie F. Ditalan
Loida G. Tomelden
Ma. Lourdes O. Manimtim
Almer D. Mayo

Secretariat: Florence M. Santos
Mary Mae L. Hornido

Resource Persons: Atty. Kelvin Matib
Supervising administrative Officer
OIC-Regional Legal Officer

Elino S. Garcia
Policy, Planning and Research Division
Chief Education Supervisor

Other External Experts & DepEd Personnel

Enclosure 3 – Terms of Reference (ToR)

The Quality Assurance Division (QAD) shall be responsible for the entire conduct of the activity from venue to the logistics needed:

Program Management Team (PMT) Lead shall:

- Check the crafted Activity Proposal, Regional Memorandum, and Request Budget Approval (RBA)
- Provide technical assistance, feedback and recommendations for enhancement and improvement of the activity
- Oversee the conduct of the activity
- Conduct meetings with the Program Management team (PMT)

Focal Person/Coordinator shall:

- Craft the Activity Proposal, Regional Memorandum, and Request Budget Approval (RBA)
- Coordinate with the workshop venue management and prepare the contract for the event
- Lead the team for the conduct of debriefing sessions
- Ensure maximum participation of the participants
- Prepare the completion report
- Monitor the presence of the resource persons

PMT Members shall:

- Facilitate the opening and closing program
- Introduce the guests and resource speakers
- Document all the summit proceedings and give the synthesis
- Provide instructions and inputs during the workshop
- Provide instructions and inputs during the workshop
- Be responsible in the dissemination of the management concerns to all the participants

Secretariat shall:

- Request and prepare supplies needed and the summit kits for the participants
- Prepare and facilitate the signing of Meal and Attendance Sheet
- Prepare the room listing
- Prepare and print certificates of recognition, participation, and appearance
- Provide assistance in the conduct of all presentations of all the resource persons

Resource Persons shall:

- Discuss and provide inputs about the topic
- Provide instructions and inputs during the workshops
- Address all concerns about the topics

Participants shall:

- Observe punctuality at all times
- Participate actively in the discussion
- Comply and submit the intended outputs in each session