



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 245 , s. 2025

April 22, 2025

**DRY RUN SESSIONS, FINALIZATION OF PLANS, AND BRIEFING OF THE PROGRAM
MANAGEMENT TEAM (PMT) FOR THE REGIONAL TRAINING OF TEACHERS
(RTOT)/SCHOOL-BASED TRAINING OF CAREER (SBTCA)**

To: OIC, Assistant Schools Division Superintendent
Chief, CID and SGOD
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD), announces the participation of the identified guidance counselors in the activity titled ***“Dry Run Sessions, Finalization of Plans, and Briefing of the Program Management Team (PMT) for the Regional Training of Teachers (RTOT)/School-Based Training of Career Advocates (SBTCA).”*** The activity is scheduled to take place on **May 6–7, 2025**, at the **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.

Name	School
Dr. Fiel Angelie Bagolor	Tagbilaran City Science High School
Dr. Krisa Ybanez	DCPNHS-SHS
Dr. Marichell Wilson	Cogon National High School

2. The activity aims to:
- conduct a dry run for the planned regional training;
 - finalize the plans and training mechanics;
 - clarify the roles, responsibilities, and expectations of the PMT; and
 - address issues and concerns related to the said activity.
3. The participants are requested to bring the following:
- laptop
 - extension wire
4. The first meal is PM snacks on May 6, 2025. The last meal is PM snacks on May 7, 2025.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

5. The expenses for board and lodging and other expenses incurred relative to the aforementioned activity are chargeable against the **Regional Office (RO) 2025 Training Program for Guidance Designates Funds with SARO No. OSEC-7-24-6317** while travel and other incidental expenses of the participants shall be charged to the **Division 2025 HGPA Funds or School/Division Local MOOE Funds**, subject to the usual accounting and auditing rules and regulations.
6. For further details, please refer to the attached communication.
7. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent 



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. 0341, s. 2025

27 APR 2025

DRY RUN SESSIONS, FINALIZATION OF PLANS, AND BRIEFING OF THE PROGRAM MANAGEMENT TEAM (PMT) FOR THE REGIONAL TRAINING OF TEACHERS (RTOT)/ SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD) will conduct the **Dry Run Sessions, Finalization of Plans, and Briefing of the Program Management Team (PMT) for the Regional Training of Teachers (RTOT)/School-Based Training of Career Advocates (SBTCA)** on May 6-7, 2025 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The activity aims to:
 - a. conduct a dry run for the planned regional training;
 - b. finalize the plans and training mechanics;
 - c. clarify the roles, responsibilities, and expectations of the PMT; and
 - d. address issues and concerns related to the said activity.
3. The participants are requested to bring the following:
 - a. laptop
 - b. extension wire
4. For guidance and reference, enclosed are as follows:
 - a. Enclosure No. 1 - List of Participants
 - b. Enclosure No. 2 - Indicative Program of Activities
5. The first meal is PM snacks on May 6, 2025. The last meal is PM snacks on May 7, 2025.
6. The expenses for board and lodging and other expenses incurred relative to the aforementioned activity are chargeable against the Regional Office (RO) 2025 Training Program for Guidance Designates Funds with SARO No. **OSEC-7-24-6317** while travel and other incidental expenses of the participants from the Schools and Schools Division Offices (SDOs) shall be charged to the **Division 2025 HGPA Funds or School/Division Local MOOE Funds**, subject to the usual accounting and auditing rules and regulations.
7. For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.
8. For immediate dissemination and compliance of all concerned.

(Signature)

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

**DRY RUN SESSIONS, FINALIZATION OF PLANS, AND BRIEFING OF THE PROGRAM
MANAGEMENT TEAM (PMT) FOR THE REGIONAL TRAINING OF TEACHERS
(RToT)/SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

May 6-7, 2025

DepEd Ecotech Center, Sudlon, Lahug, Cebu City

LIST OF PARTICIPANTS

NAME	OFFICE
1. Mr. Misael G. Borgonia	HRDD
2. Dr. Helen D. Sabino	HRDD
3. Dr. Rosa H. Cabotaje	HRDD
4. Dr. Reynaldo D. Anto	HRDD
5. Dr. Judith B. Abellaneda	CLMD
6. Ms. Johnnyline P. Jagdon	ESSD
7. Dr. Sofronio D. Paragoso	QAD
8. Ms. Cynthia S. Miro	QAD
9. Dr. Ricky S. Yabo	NEAP-RO
10. Ms. Johnelyn Marie D. Valleser	NEAP-RO
11. Mr. John F. Andrada	HRDD
12. Dr. Mervin T. Arcillo	HRDD
13. Dr. Sheena Mae B. Comighud	PPRD
14. Dr. Bernard Tagoy	FD
15. Ms. Roselle S. Aguilar	HRDD
16. Mr. Ferdinand R. Alba	NEAP-RO
17. Ms. Angelica G. Villanueva	HRDD
Learning Facilitators (F1)	
18. Dr. Maria Christine Ramirez	Cebu City
19. Dr. Niña Erica U. Omayao	Talisay City
20. Dr. Junides Aro	Lapu - lapu City
21. Dr. Charles Matthew Japitan	Cebu Province
22. Dr. Emilyn H. Perez	Mandaue City
23. Dr. Jia Grace D. De Arce	Dumaguete City
24. Dr. John Paul T. Salindo	Canlaon City
25. Dr. Loviemer Casipong	Toledo City
26. Dr. Marianne R. Tajantajan	Bohol
27. Dr. Nena F. Bardoquillo	Cebu Province
28. Dr. NicaH Maan C. Acojido	Tanjay City
29. Dr. Ricardo V. Abendan	Bogo City
30. Dr. Sharon S. Rebecca	Cebu City
Learning Facilitators (F2)	
31. Dr. Flordeliza A. Vallecera	Bohol
32. Dr. Kathleen Omoso	Negros Oriental
33. Dr. Mae Famulagan	Cebu City
34. Dr. Maria Ellen Cabal	Carcar City
35. Dr. Nerizza Conie Camacho	Cebu City
36. Dr. Renelda B. Lacaba	Cebu City
37. Dr. Ringgo Geopano	Guihulngan City
38. Dr. Sueden Lanje	Bohol
39. Dr. Irene Goborno	Cebu City
40. Dr. Fiel Angelie Bagolor	Tagbilaran City
41. Dr. Darwin Bravante	Toledo City
42. Dr. Dulce Maria Rosari de Guzman	Dumaguete City

43. Dr. Eden Joy P. Olandria		Bohol
44. Dr. Genevieve Lavadia		Cebu City
45. Dr. Krisa Ybanez	<i>DepEd</i> ✓	Tagbilaran City
46. Dr. Marichell Wilson	<i>Cogn</i> ✓	Tagbilaran City
47. Dr. Maricille Espina		Cebu City
48. Dr. Pete Cabacog		Bohol
49. Dr. Rosyl Geraldine Partosa		Negros Oriental
50. Dr. Summer Alquez		Toledo City
51. Dr. Vina Rose Daquipil Ay-ad		Bohol
52. Dr. Chrisanty Nova Menchavez		Cebu Province
53. Dr. Mellele P. Gierran		Cebu Province
54. Dr. Jasmin Cabuenas		Talisay City
55. Dr. Aida Karen Ponce		Talisay City
56. Dr. Emelda Espaňol		Mandaue City

**DRY RUN SESSIONS, FINALIZATION OF PLANS, AND BRIEFING OF THE
PROGRAM MANAGEMENT TEAM (PMT) FOR THE REGIONAL TRAINING OF TEACHERS (RTOT)/SCHOOL-
BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

May 6-7, 2025

DepEd Ecotech Center, Sudlon, Lahug, Cebu City

INDICATIVE PROGRAM OF ACTIVITIES

Time	Day 1 May 6, 2025	Day 2 May 7, 2025
7:30 AM - 8:00 AM	Arrival and Registration	Preliminaries MOL
8:01 AM - 8:30 AM		Dry Run Mechanics Mr. Misael G. Borgonia Chief, HRDD/NEAP-RO7 Focal Person
8:31 AM - 10:00 AM		Dry Run Session Moderator: Mr. John F. Andrada, EPS-II, HRDD
10:01 AM - 10:15 AM		Health Break
10:16 PM - 12:00 PM		Dry Run Session Moderator: Mr. John F. Andrada, EPS-II, HRDD
12:01 PM - 1:00 PM 1:01 PM - 1:30 PM		OPENING PROGRAM Philippine National Anthem Mr. Ferdinand R. Alba AdAs-III, NEAP-RO7 Opening Prayer Dr. Reynaldo D. Anto, EPS, HRDD DepEd Quality Policy Statement Dr. Mer Vin T. Arcillo, EPS-II, HRDD Acknowledgement of Participants Dr. Rosa H. Cabotaje, EPS, HRDD Words of Welcome Atty. Fiel Y. Almedra, ARD Rationale Mr. Misael G. Borgonia Chief, HRDD/NEAP-RO7 Focal Person Message Dr. Salustiano T. Jimenez Regional Director Conference Norms Dr. Helen D. Sabino, EPS, HRDD Conference Proper Mr. Misael G. Borgonia Chief, HRDD/NEAP-RO7 Focal Person Q&A Session Moderator: Mr. John F. Andrada EPS-II, HRDD
1:31 PM-2:00 PM	Walkthrough of the RTOT/ SBTCA Resource Package Dr. Ricky S. Yabo, SEPS, NEAP-RO7	Dry Run Session Moderator: Mr. John F. Andrada, EPS-II, HRDD
2:31 PM- 3:00 PM	Presentation of Session Guides and Slide Decks Learning Facilitators (FI) Moderator: Mr. John F. Andrada EPS-II, HRDD	
3:01 PM- 3:15 PM	Health Break	

<p>3:16 PM- 4:00 PM</p>	<p>Presentation of Session Guides and Slide Decks Learning Facilitators (F1)</p> <p>Moderator: Mr. John F. Andrada, EPS-II, HRDD</p>	<ul style="list-style-type: none"> • Finalization of the Plans/Program Details • Clearing House • Ways Forward <p>Mr. Misael G. Borgonia Chief, HRDD/NEAP-RO7 Focal Person</p>
<p>4:01 PM- 4:30 PM</p>	<p>Critiquing Mr. Misael G. Borgonia, Chief, HRDD/NEAP-RO7 Focal Person</p> <p>Dr. Helen D. Sabino, EPS, HRDD/L & D Focal Person</p>	
<p>4:31 PM- 4:45 PM</p>	<p>Reminders and Daily Evaluation</p> <p>Closing Prayer Angelica Mae Villanueva AdAs-I, HRDD</p>	<p>HOME SWEET HOME</p>
<p>4:46 PM- 5:00 PM</p>	<p>PMT Debriefing</p>	

Documentation

Ms. Johnelyn Marie D. Valleser
EPS-II, NEAP-RO7

Logistics

Mrs. Roselle S. Aguilar
Dormitory Manager, HRDD

Angelica Mae Villanueva
AdAs-I, HRDD