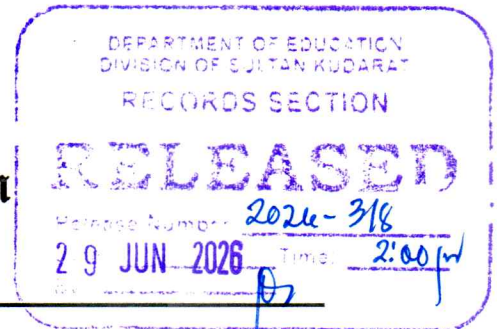




Republic of the Philippines  
**Department of Education**  
 REGION XII  
 DIVISION OF SULTAN KUDARAT



June 29, 2026

**DIVISION MEMORANDUM**  
 SGOD HRDS No. 129 s. 2026

**HRD-CONFERENCE: CONDUCT OF PROFESSIONAL DEVELOPMENT PROGRAMS FOR NONTEACHING EMPLOYEES**

To: Assistant Schools Division Superintendent  
 Chiefs of the Functional Divisions  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 Concerned Personnel  
 This Division

1. The Schools Division Office of Sultan Kudarat, in line with its mission to continuously provide access to the professional development of its personnel, has established the HRD-CONFERENCE (Creating Opportunities and Nurturing Facets towards Effectiveness, Responsiveness, and Excellence in the New Capstone of Education).

2. This flagship training program aims to further strengthen the effectiveness of professional growth by enhancing the skills and behavioral competencies of nonteaching employees. The main purpose of the professional development program is to achieve career and professional growth of the employees, and to support their learning and development needs to help upskill their abilities and capabilities to achieve job targets and increase the organization's performance.

3. Anent this, the Office will conduct various capacity-building training programs for non-teaching employees on the following schedule:

Training	Date	Venue
Capacity Training of Coaches and Mentors in the Implementation of the Institutionalization of Division Coaching and Mentoring Program (CAMP)	July 14-16, 2026	Angels Place, Tacurong City
Mastering the Art of Effective Communication: A Seminar on Oral and Written Skills	July 22-24, 2026	
Human Resource and Development—Technological Underpinning and Technique for Outright Result (HRD-TUTOR)	July 28-30, 2026	

LPO/SGOD-SEPS/DM- HRD-CONFERENCE: Conduct of Professional Development Programs for Nonteaching Employees/June 29, 2026



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4. Enclosed are the lists of participants, facilitators, technical working group, and Indicative Schedule of Activities.
5. All participants are encouraged to bring a laptop, extension cord, and either an external internet connectivity device or mobile data for use during the workshop.
6. The expenses for the live-out training, including meals and snacks, shall be charged against the HRD-OPDNTP Fund 2025, while travelling allowance and other related expenses shall be charged against the school MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations.
7. For queries and clarifications, all concerned may contact Lazaro P. Oriel, SEPS-HRDS, or Rhea Angeline Soberano, EPS II- HRDS through [hrds.sultankudarat@gmail.com](mailto:hrds.sultankudarat@gmail.com).
8. Immediate dissemination of this Memorandum is desired.

**CRISPIN A. SOLIVEN JR., CESO V**  
Schools Division Superintendent

Incl: As stated

Reference: None

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

**DEVELOPMENT**

**PROGRAM**

**TRAINING**

LPO/SGOD-SEPS/DM- HRD-CONFERENCE: Conduct of Professional Development Programs for Nonteaching Employees/June 29, 2026



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REGION XII

DIVISION OF SULTAN KUDARAT

Enclosure No. 1 to Division Memo SGOD HRDS No. 125 s. 2025

**LIST OF PARTICIPANTS**

Training: CAPACITY TRAINING OF COACHES AND MENTORS IN THE IMPLEMENTATION OF THE INSTITUTIONALIZATION OF DIVISION COACHING AND MENTORING PROGRAM (CAMP)

Date: July 14-16, 2026 at 8:00am

Venue: Angels Place, Tacurong City

NO.	NAME	POSITION
1	BACLAS, PEPITO CARILLO	ADMINISTRATIVE OFFICER II
2	BANSIL, MAHERA SANDEGO	ADMINISTRATIVE OFFICER II
3	BANTOLO, PRECIOUS MAE ALONSAGAY	ADMINISTRATIVE OFFICER II
4	BINAS, CHRISTIAN BERSO	ADMINISTRATIVE OFFICER II
5	BITANTOS, SHARON ROSE OGATIS	ADMINISTRATIVE OFFICER II
6	BOGADOR, LALAINE GAY ABONG	ADMINISTRATIVE OFFICER II
7	BOJA, JULIET LETIRATU	ADMINISTRATIVE OFFICER II
8	BONGABONG, DIANA ROSE RIVERA	ADMINISTRATIVE OFFICER II
9	BRONCANO, JERUM KAREKAIN	ADMINISTRATIVE OFFICER II
10	BUCA, KIM FERMO	ADMINISTRATIVE OFFICER II
11	BUENAFLO, MAE JOY GOROSPE	ADMINISTRATIVE OFFICER II
12	CAMBAN, FERLYN FLORES	ADMINISTRATIVE OFFICER II
13	CASTRO, CAMILLE LLORRAINE LACANARIA	ADMINISTRATIVE OFFICER II
14	CHAVEZ, MICHELLE ORIO	ADMINISTRATIVE OFFICER II
15	CUNANAN, NECTAR PRECIOUS HOPE CAPULONG	ADMINISTRATIVE OFFICER II
16	DALANDAS, SARSIYA MANAN	ADMINISTRATIVE OFFICER II
17	DEJONGOY, JHONRIEL FEGURAC	ADMINISTRATIVE OFFICER II
18	DIFUNTORUM, PINKY ESMALANA	ADMINISTRATIVE OFFICER II
19	DOMINGO, ANGEL ARANCILLO	ADMINISTRATIVE OFFICER II
20	DRAPIZA, JOHNNY B.	ADMINISTRATIVE OFFICER II
21	DULALAS, ELEN JOY DELA CRUZ	ADMINISTRATIVE OFFICER II
22	ENRIQUEZ, FLORA GRACE SIMBORIO	ADMINISTRATIVE OFFICER II
23	FONG, PRECIOUS HOPE NOVESTERAS	ADMINISTRATIVE OFFICER II
24	GARCIA, JESSICA PIANG	ADMINISTRATIVE OFFICER II
25	GONZALES, MARK LALANTACON	ADMINISTRATIVE OFFICER II
26	HAMBOY, MARKJOSEPH FLORES	ADMINISTRATIVE OFFICER II
27	HAPITAN, JANE ROSELLE GOMEZ	ADMINISTRATIVE OFFICER II

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28	KATIMUAN, MOJIMAR WALING	ADMINISTRATIVE OFFICER II
29	LEPROSO, RALPH JOHN MONTON	ADMINISTRATIVE OFFICER II
30	MADIDIS, ANGELICA JOY TEODORO	ADMINISTRATIVE OFFICER II
31	MALATA, PEARLY PAMPOSA	ADMINISTRATIVE OFFICER II
32	MALLO, CHRISTA JAY VILLAZORDA	ADMINISTRATIVE OFFICER II
33	MAMALUBA-KALI, PRICCESS AMPATUAN	ADMINISTRATIVE OFFICER II
34	MANGAPURO, FREDGIN MOLINO	ADMINISTRATIVE OFFICER II
35	MANGUDA, CAULA PIANA	ADMINISTRATIVE OFFICER II
36	MASTURA, WARDA PANGANSAYAN	ADMINISTRATIVE OFFICER II
37	NAMO, JARREL FLORIDA	ADMINISTRATIVE OFFICER II
38	NARSICO, REGEL AMARADO	ADMINISTRATIVE OFFICER II
39	PACOL, WILMA SULLANO	ADMINISTRATIVE OFFICER II
40	PAGLAS, NORAIISA ADAL	ADMINISTRATIVE OFFICER II
41	PALER, HADIYA MUDTI	ADMINISTRATIVE OFFICER II
42	PEGARO, XERES JAMES GOCOTANO	ADMINISTRATIVE OFFICER II
43	PERALTA, ANA KRISSIA FALLERA	ADMINISTRATIVE OFFICER II
44	QUIZADA, YVA LOURD LEYSA	ADMINISTRATIVE OFFICER II
45	RIVERA, HOPE VILLAREAL	ADMINISTRATIVE OFFICER II
46	RODULFA, ELVIE SILAYRO	ADMINISTRATIVE OFFICER II
47	SALIGAN, MARY AREEN DOHINO	ADMINISTRATIVE OFFICER II
48	SANGKI, MICHELLE LACAMENTO	ADMINISTRATIVE OFFICER II
49	TAGASA, EFRELYN CANLAS	ADMINISTRATIVE OFFICER II
50	TALUSAN, FATTILAH USMAN	ADMINISTRATIVE OFFICER II
51	TANDOY, ERMIE CAPAGUE	ADMINISTRATIVE OFFICER II
52	TORIO, MICHELLE ANNE ANTOYAN	ADMINISTRATIVE OFFICER II
53	USMAN, SITTIE OMAIRA UTTO	ADMINISTRATIVE OFFICER II
54	MOHALIDIN M. SUAEB	CES
55	MELVIN P. FORTUNA	AO V
56	LAZARO P. ORIEL	SEPS
57	DAVE C. PRODIGO	EPS HRDD
58	MARK CARLO D. BUYAO	SEPS
59	KEVIN LORD V. HIJASTRO	OIC PO
60	RHEA ANGELINE F. SOBERANO	OIC EPS II
61	KIMBERLY G. ECHAVARIA	AO II
62	JOANNE CHER F. YTURALDE	P2

LPO/SGOD-SEPS/DM- HRD-CONFERENCE: Conduct of Professional Development Programs for Nonteaching Employees/June 29, 2026



**MATATAG**



BAGONG PILIPINAS



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Republic of the Philippines  
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REGION XII  
DIVISION OF SULTAN KUDARAT

**LIST OF PARTICIPANTS**

Training: MASTERING THE ART OF EFFECTIVE COMMUNICATION: A SEMINAR  
ON ORAL AND WRITTEN SKILLS

Date: July 22-25, 2026 at 8:00am

Venue: Angels Place, Tacurong City

NO.	NAME	POSITION
1	ADAM, SAMEER DAUD	ADMINISTRATIVE OFFICER II
2	AGUSTIN, CLAIRE CARTACIANO	ADMINISTRATIVE OFFICER II
3	ALIGARBES, DISTINE MILLARES	ADMINISTRATIVE OFFICER II
4	ALIMPUANGON, APRIL LOVE DIOCARES	ADMINISTRATIVE OFFICER II
5	ANERDES, SHARON DABLE	ADMINISTRATIVE OFFICER II
6	APOSAGA, JONATHAN AGANA	ADMINISTRATIVE OFFICER II
7	AQUINO, RIDA TINGZON	ADMINISTRATIVE OFFICER II
8	AUZA, JIM MARCO LINO	ADMINISTRATIVE OFFICER II
9	BANSUELO, CRISCEL VEM BAUTISTA	ADMINISTRATIVE OFFICER II
10	BANUELOS, CHERRY MAE ABRAHAM	ADMINISTRATIVE OFFICER II
11	BAYA, DEVORAH CELESTIAL	ADMINISTRATIVE OFFICER II
12	BIBANCO, VICTORIA LORCA	ADMINISTRATIVE OFFICER II
13	BODA, ZAHARIA ANDAL	ADMINISTRATIVE OFFICER II
14	BONIAO, GENEVIE SEVILLINO	ADMINISTRATIVE OFFICER II
15	BUSIKONG, ROWENA BALULAO	ADMINISTRATIVE OFFICER II
16	CAJELES, RENLOU NA	ADMINISTRATIVE OFFICER II
17	CELESTIAL, DIANE LLABORE	ADMINISTRATIVE OFFICER II
18	DAYUPAY, MARY ROSE MALINAO	ADMINISTRATIVE OFFICER II
19	DELOS SANTOS, R'MIN BEARNEZA	ADMINISTRATIVE OFFICER II
20	DISTOR, REGINE ASPERA	ADMINISTRATIVE OFFICER II
21	DODOG, ELLA SANDIGAN	ADMINISTRATIVE OFFICER II
22	DONDE, BAI ELA MACATIGUEL	ADMINISTRATIVE OFFICER II
23	ENANORIA, TIFFANY FRANCO	ADMINISTRATIVE OFFICER II
24	ENOPIA, WELNIE FAITH LANAYON	ADMINISTRATIVE OFFICER II
25	ERCILLA, ROSALIE EFANA	ADMINISTRATIVE OFFICER II
26	ESoy, CAROLYN GRACE BAJADA	ADMINISTRATIVE OFFICER II
27	ESPARIS, REENA ROSE ALOJADO	ADMINISTRATIVE OFFICER II
28	ESTANTE, MONICA LASTIMOSO	ADMINISTRATIVE OFFICER II
29	FLORO, CHARRIJALYN OGATIS	ADMINISTRATIVE OFFICER II
30	FORRO, LORIE GEN SENADOSA	ADMINISTRATIVE OFFICER II
31	GOCOTANO, DONA TERANTE	ADMINISTRATIVE OFFICER II
32	GUIABAR, MONALYN PONCIAN	ADMINISTRATIVE OFFICER II
33	HAMBALA, JASTIN FRANCISCO	ADMINISTRATIVE OFFICER II
34	HILADO, ANGELICA DEQUITO	ADMINISTRATIVE OFFICER II
35	HUERTE, GERALD JAVINES	ADMINISTRATIVE OFFICER II

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DIVISION OF SULTAN KUDARAT

36	KABUGATAN, HARLIT RON LAMBO	ADMINISTRATIVE OFFICER II
37	LAMA, KENNETH ROSS CABALLERO	ADMINISTRATIVE OFFICER II
38	LARANJO, IRISH BERNABE	ADMINISTRATIVE OFFICER II
39	LODRICO, NIKKO DENNIS GEPULANGO	ADMINISTRATIVE OFFICER II
40	LOMIBAO, MADELINE ERA	ADMINISTRATIVE OFFICER II
41	LOYOLA, ARLY SOMOSA	ADMINISTRATIVE OFFICER II
42	MANDADO, MARK ANTHONY DUCASI	ADMINISTRATIVE OFFICER II
43	MANZANO, FEBY PANES	ADMINISTRATIVE OFFICER II
44	MONQUIALES, RANDY DEMANDANTE	ADMINISTRATIVE OFFICER II
45	NAUS, ANWAR MALIGA	ADMINISTRATIVE OFFICER II
46	OBUYES, GRACE JOY CARMELO	ADMINISTRATIVE OFFICER II
47	ORTEGA, MANUEL JOHN MARIANO	ADMINISTRATIVE OFFICER II
48	PALER, KIVEN JET BABOR	ADMINISTRATIVE OFFICER II
49	PALMES, MARK RAYMUND ACANA	ADMINISTRATIVE OFFICER II
50	PANDIAN, JOHARY SINDOL	ADMINISTRATIVE OFFICER II
51	PATAO, ESMYRA KADIR	ADMINISTRATIVE OFFICER II
52	PIGKAULAN, JEHANA MOHAMAD	ADMINISTRATIVE OFFICER II
53	SALENDAB, DIONESA AUSTRIA	ADMINISTRATIVE OFFICER II
54	SAMPIGAT, ANDY MURALLA	ADMINISTRATIVE OFFICER II
55	SANTILLANO, DENNIS LUCKY JAY YBANEZ	ADMINISTRATIVE OFFICER II
56	SOBREIRA, YZYL JOHN CASTILLO	ADMINISTRATIVE OFFICER II
57	SUNIO, OPHNI LABI	ADMINISTRATIVE OFFICER II
58	TACADAU, JOHN DIWATIN	ADMINISTRATIVE OFFICER II
59	TOYLO, ALLAN SENICA	ADMINISTRATIVE OFFICER II
60	TUBO-TUBO A, HAMMAD ANDAL	ADMINISTRATIVE OFFICER II
61	MOHALIDIN M. SUAEB	CES
62	MELVIN P. FORTUNA	AO V
63	LAZARO P. ORIEL	SEPS
64	MARY GRACE B. LEYSA	EPS
65	SHERYL L. OSANO	EPS
66	RONALD F. RAMIREZ	EPS
67	MARK CARLO D. BUYAO	SEPS
68	KEVIN LLORD V. HIJASTRO	OIC PO
69	RHEA ANGELINE F. SOBERANO	OIC EPS II
70	KIMBERLY G. ECHAVARIA	AO II

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Republic of the Philippines  
**Department of Education**

REGION XII  
DIVISION OF SULTAN KUDARAT

**LIST OF PARTICIPANTS**

Training: HUMAN RESOURCE AND DEVELOPMENT- TECHNOLOGICAL UNDERPINNING AND TECHNIQUE FOR OUTRIGHT RESULT (HRD-TUTOR)

Date: July 28-30, 2026 at 8:00am

Venue: Angels Place, Tacurong City

NO.	NAME	POSITION
1	ACOB, HAJARUL ASWAD KUMPA	ADMINISTRATIVE ASSISTANT II
2	AGPALASIN, JONALYN UMANITO	ADMINISTRATIVE ASSISTANT II
3	ALAM, SHEILA LIM	ADMINISTRATIVE ASSISTANT II
4	ALEJAGA, ANALYN GOLINGAY	ADMINISTRATIVE ASSISTANT II
5	ALGA, RONALD AMBING	ADMINISTRATIVE ASSISTANT II
6	AYOB, GARY CALI	ADMINISTRATIVE AIDE I
7	BAGARES, IRENE CANAYA	ADMINISTRATIVE AIDE VI
8	BALALA, NOLI MANIPON	ADMINISTRATIVE ASSISTANT II
9	BANDADA, ANGELIE VALENZUELA	ADMINISTRATIVE ASSISTANT II
10	BERBA, CYNTHIA BOBIS	ADMINISTRATIVE AIDE VI
11	CACHERO, RALPH PENUELA	ADMINISTRATIVE ASSISTANT II
12	CARIÑO, YVONNE SAJOR	ADMINISTRATIVE ASSISTANT II
13	CASPILLO, JOHN REY SECUBAN	ADMINISTRATIVE AIDE I
14	CELIZ, JENNETTE JOVERO	ADMINISTRATIVE ASSISTANT II
15	CUENCA, FROILAN GECOSALA	ADMINISTRATIVE AIDE III
16	DAING, MARITES BORNALES	ADMINISTRATIVE ASSISTANT II
17	DE GUZMAN, ANGEL DELOS SANTOS	ADMINISTRATIVE ASSISTANT III
18	DE LEON, JACKILYN CLAUDIO	ADMINISTRATIVE AIDE I
19	DELA CRUZ, ROXAN MERRYGRACE	ADMINISTRATIVE AIDE IV
20	DEMAVIBAS, JERWIN DEFENSOR	ADMINISTRATIVE ASSISTANT II
21	DIMASANGKA, KHOEMENI HAJINOR	ADMINISTRATIVE ASSISTANT II
22	DIONALDO, SARAH JEAN SOBRERA	ADMINISTRATIVE ASSISTANT II
23	DODOG, DONABEL DOMINGO	ADMINISTRATIVE ASSISTANT II
24	EDJAN, JOAN HOPE GRANADA	ADMINISTRATIVE AIDE VI
25	ENOG, MUHAJIREEN DACULA	ADMINISTRATIVE ASSISTANT II
26	ESCAPE, EVELYN ESTE	ADMINISTRATIVE ASSISTANT II
27	ESTRELLAN, KARISTYLL VIÑA	ADMINISTRATIVE ASSISTANT II
28	FALLORINA, GILDA LOREJO	ADMINISTRATIVE ASSISTANT II
29	FORRO, AL MADRIAGA	ADMINISTRATIVE ASSISTANT II
30	GALICIA, ANALYN CABANBAN	ADMINISTRATIVE ASSISTANT II
31	GANAYO, MYRA CANAOAY	ADMINISTRATIVE ASSISTANT II

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32	GENOVIA, RHYAN ARMADA	ADMINISTRATIVE ASSISTANT II
33	GONZALES, JESELL BESTIKEN	ADMINISTRATIVE AIDE III
34	GUIAMADEL, NORHAYA SIMPAL	ADMINISTRATIVE AIDE III
35	ILON, H ZAINAB INTIK	ADMINISTRATIVE ASSISTANT II
36	KABILAN, GUIAMELIL BAKULODAN	ADMINISTRATIVE AIDE I
37	KAMID , NOVEE MAE FERMIL	ADMINISTRATIVE ASSISTANT II
38	LAGUDA, RONNIE LOPEZ	ADMINISTRATIVE AIDE I
39	LEONOR, MEYNARD BUSTAMANTE	ADMINISTRATIVE ASSISTANT II
40	LUNA, LYXTER EBILLO	ADMINISTRATIVE ASSISTANT II
41	MANUEL, MARILOU DE CASTRO	ADMINISTRATIVE ASSISTANT II
42	MEMORIAL, DIANE MARY TARADEL	ADMINISTRATIVE ASSISTANT II
43	MOPAC, SUKARNO ABDUL	ADMINISTRATIVE ASSISTANT II
44	PACULBA, MARK KEVIN LUMACAD	ADMINISTRATIVE ASSISTANT II
45	PALATTAO, JOCELYN BAUTISTA	ADMINISTRATIVE ASSISTANT II
46	PALOMILLO, OLIVER LACORTE	ADMINISTRATIVE AIDE I
47	PANES, MARIVIC LOZADA	ADMINISTRATIVE ASSISTANT II
48	PEREGRINO, DARYLL BARGASA	ADMINISTRATIVE ASSISTANT II
49	PERONO, SHERYL PACHES	ADMINISTRATIVE ASSISTANT II
50	RAGASA, LYCA FAITH MARQUEZ	ADMINISTRATIVE ASSISTANT II
51	RAMIREZ, JIMMY TERNORA	ADMINISTRATIVE ASSISTANT II
52	RUAZA, EDELYN SELIOTE	ADMINISTRATIVE ASSISTANT II
53	SEDIK, MODJIE TIKAN	ADMINISTRATIVE ASSISTANT II
54	SENUMAGET, RAIZA ACOB	ADMINISTRATIVE ASSISTANT II
55	SUITADO, MARY QUITE ROGANO	ADMINISTRATIVE ASSISTANT II
56	SURDILLA , KENNETH JOY TAMLES	ADMINISTRATIVE ASSISTANT II
57	TALAMOR, HARDY BARTOLOME	ADMINISTRATIVE AIDE I
58	TUGADE, FRANCIS JASON VILLA	ADMINISTRATIVE ASSISTANT II
59	TUPAZ, ALTER PASCULADO	ADMINISTRATIVE AIDE I
60	VALOR, CRISAMAE TORRECAMPO	ADMINISTRATIVE ASSISTANT II
61	MOHALIDIN M. SUAEB	CES
62	MELVIN P. FORTUNA	AO V
63	LAZARO P. ORIEL	SEPS
64	LIMWELL TELMO	T6
65	DANIEL S. PARONG	T3
66	MICHIKKO UNSON RABARA	T3
67	MARK CARLO D. BUYAO	SEPS
68	KEVIN LLORD V. HIJASTRO	OIC PO
69	RHEA ANGELINE F. SOBERANO	OIC EPS II

LPO/SGOD-SEPS/DM- HRD-CONFERENCE: Conduct of Professional Development Programs for Nonteaching Employees/June 29, 2026



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Republic of the Philippines  
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REGION XII  
 DIVISION OF SULTAN KUDARAT

Enclosure No. 2 to Division Memo **SGOD HRDS No. 125**, s. 2026

**INDICATIVE SCHEDULE OF ACTIVITIES**

Capacity Training of Coaches and Mentors in the Implementation of the Institutionalization of Division Coaching and Mentoring Program (CAMP)

Date	Time	Topics/Activities	Persons Responsible/Facilitators
July 14	8:00-8:30 AM	Arrival and Registration	Secretariat
	8:30-10:00 AM	Opening Program	<b>MEILROSE B. PERALTA, EdD., CESE</b> Asst. Schools Division Superintendent
		Preliminary Activities	
		Welcome Message and Opening Remarks	<b>MOHALIDIN M. SUAEB, PhD</b> Chief Education Supervisor-SGOD
		Statement of Purpose	<b>MOHALIDIN M. SUAEB, PhD</b> Chief Education Super SGOD
		Message	<b>CRISPIN A. SOLIVEN, JR., CESE</b> Schools Division Superintendent
		Closing Remarks	<b>MELVIN P. FORTUNA</b> Administrative Officer V
		ORIENTATION/HOUSE RULES	<b>HRDS</b>
		<b>TRAINING PROPER</b>	
	10:00-12:AM	Roles and purposes of coaching and mentoring for professional development in the context of DepEd	<b>MOHALIDIN M. SUAEB, PhD</b> Chief Education Super SGOD
	12:00-1:00 PM	Lunch Break	
1:00-3:00 AM	GROW Model	<b>DAVE C. PRODIGO</b> EPS, HRDD-NEAP	
3:00-5:00	Developing a growth mindset for coaches and mentors	<b>MARK CARLO D. BUYAO</b> SEPS, SMME	
	<b>End of Day-1 Activity</b>		
July 15	8:00-8:30 AM	Management of Learning/Attendance Checking	Secretariat
	8:30-10:30 AM	Tailor Coaching and Mentoring Approaches: What works for one person may not work for another	<b>JOANE CHER F. YTURALDE</b> Principal I
	10:30-	Process for application of the	<b>KEVIN LLOYD V. HLIASTRO</b>

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	12:00 NN	Coaching and Mentoring Program for continuous professional development	OIC-PO
	12:00-1:00 PM	LUNCH BREAK	
	1:00-3:00 PM	Workshop for the preparation of a Coaching and Mentoring Program for continuous professional development	<b>KEVIN LLOYD V. HIJASTRO</b> OIC-PO
	3:00-3:40 PM	CRITIQUING/FEEDBACK GIVING	Training Management Team
	3:40-4:00 PM	Debriefing	Training Management Team
		<b>End of Day-2 Activity</b>	
July 16	8:00-8:30 AM	Management of Learning/Log in/Attendance Checking	Secretariat
	8:30-10:30 AM	Processes of learning and development for professional and career progression and acquiring skills for action planning	<b>LAZARO P. ORIEL</b> SEPS-HRDS
	10:30-11:30 AM	Workshop on the Preparation of L&D Action Plan	
	11:30-12:00 NN	CRITIQUING/FEEDBACK GIVING	TMT/FACILITATORS
	12:00-1:00 PM	LUNCH BREAK	
	1:00-3:00 PM	Output Presentation	Training Management Team
	3:00-3:30 PM	Debriefing	Training Management Team
	3:30-4:15 PM	CLOSING PROGRAM	Secretariat
		<b>End of the Activity</b>	

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**INDICATIVE SCHEDULE OF ACTIVITIES**

Mastering the Art of Effective Communication: A Seminar on Oral and Written Skills

Date	Time	Topics/Activities	Persons Responsible/Facilitators
Jul 22	7:30-8:00 AM	Arrival and Registration	Secretariat
	8:00-9:30 AM	Opening Program	ICTU/LCD Projector
		Preliminary Activities	
		Welcome Message and Opening Remarks	<b>MEILROSE B. PERLATA, EdD, CESE</b> Asst. Schools Division Superintendent Chief Education Supervisor-SGOD
		Statement of Purpose	<b>MOHALIDIN M. SUAEB, PhD</b> Chief Education Super SGOD
		Message	<b>CRISPIN A. SOLIVEN, JR., CESO V</b> Schools Division Superintendent
		Closing Remarks	<b>MELVIN P. FORTUNA</b> Administrative Officer V
		ORIENTATION/HOUSE RULES	<b>HRDS</b>
		<b>TRAINING PROPER</b>	
	9:30-10:30AM	Improving Grammar Skills	<b>GRACE B. LEYSA</b> Education Program Supervisor
	10:30-12:00NN	Office Correspondence	
	12:00-1:00 PM	Lunch Break	
	1:00-4:00PM	Using Right words and Expressions	<b>RONALD F. RAMIREZ</b> Education Program Supervisor
	4:00pm-5:00pm	Housekeeping	<b>HRDS</b>
	<b>End of Day-1 Activity</b>		
Jul 23	7:00-8:00 AM	Management of Learning/Log in/Attendance Checking	Secretariat/ICTU
	8:00-9:30 AM	Getting Familiar with DepEd Manual of Style	<b>KEVIN LLOYD V. HIJASTRO</b> OIC-PO
	9:30-10:30AM	Workshop Activity	Training Management Team

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	10:30-12:00NN	Workshop Activity	Training Management Team
	12:00-1:00	LUNCH BREAK	
	1:00-3:00PM	Enhancing Oral Communication Skills	<b>SHERYL L. OSANO</b> Education Program Supervisor
	3:00-3:40PM	Workshop Activity	Training Management Team
	3:40-4:00PM		Training Management Team
		<b>End of Day-2 Activity</b>	
Jul 24	7:00-8:00AM	Management of Learning/Log in/Attendance Checking	Secretariat
	8:00-11:00AM	Learning the Art of Public Speaking	<b>MARK CARLO D. BUYAO</b> SEPS-SMME
	11:0-12:00NN	Processes of learning and development for professional and career progression and acquiring skills for action planning	<b>LAZARO P. ORIEL</b> SEPS-HRDS
		Workshop on the Preparation of L&D Action Plan	
	12:00-1:00PM	LUNCH BREAK	
	1:00-3:00 PM	Output Presentation	Training Management Team
	3:00-3:30 PM	Debriefing	Training Management Team
	3:30-4:15 PM	CLOSING PROGRAM	Secretariat
		<b>End of the Activity</b>	

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**INDICATIVE SCHEDULE OF ACTIVITIES**

Human Resource and Development—Technological Underpinning and Technique for  
 Outright Result (HRD-TUTOR)

Date	Time	Topics/Activities	Persons Responsible/Facilitators
		Pre-Workshop of Trainers	
July 28	7:30-8:30 AM	Arrival and Registration	Secretariat
	8:30-9:30 AM	Opening Program Preliminary Activity	ICTU/LCD Projector
		Welcome Message and Opening Remarks	<b>MEILROSE B. PERALTA, EdD., CESE</b> Asst. Schools Division Superintendent
		Statement of Purpose	<b>MOHALIDIN M. SUAEB, PhD</b> Chief Education Supervisor-SGOD
		Message	<b>CRISPIN A. SOLIVEN, JR., CESO V</b> Schools Division Superintendent
		Closing Remarks	<b>MELVIN P. FORTUNA</b> Administrative Officer V
		ORIENTATION/HOUSE RULES	<b>HRDS</b>
		<b>TRAINING PROPER</b>	
	9:30-10:40 AM	Creative Utilization of Canva for Education	<b>KEVIN LLOYD HIJASTRO</b> OIC-PO
	10:40-12:50 AM		
	12:00-1:00 PM	Lunch Break	
	1:00-2:50	Managing MS Teams	<b>MICHIKKO UNSON RABARA</b> Teacher, Esperanza NHS
	2:45-4:45		
	<b>End of Day-1 Activity</b>		
July 29	7:00-8:00 AM	Management of Learning/Log in/Attendance Checking	Secretariat/ICTU
	8:00-9:30 AM	The Maximum Use of Mail Merging in the Workplace	<b>DANIEL S. PARONG, JR.</b> Teacher, Gapok NHS
	9:30-12:00 NN		
	12:00-1:00	LUNCH BREAK	

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	1:00-3:00 PM	AI in the Generation XYZ	<b>LIMWELL R. TELMO</b> Teacher VI, Laguilayan NHS
	3:00-3:40 PM		
	3:40-4:00 PM	Debriefing	Training Management Team
	<b>End of Day-2 Activity</b>		
July 30	7:00-8:00 AM	Management of Learning/Log in/Attendance Checking	Secretariat
	8:00-10:30	The Power of Lens	<b>MARK CARLO D. BUYAO</b> SEPS-SMME
	10:30-11:30	Processes of learning and development for professional and career progression and acquiring skills for action planning	<b>LAZARO P. ORIEL</b> SEPS-HRDS
		Workshop on the Preparation of L&D Action Plan	
	11:3-12:00	OPEN FORUM	TMT/FACILITATORS
	12:00-1:00 PM	LUNCH BREAK	
	1:00-3:00 PM	Output Presentation	Training Management Team
	3:00-3:30 PM	Debriefing	Training Management Team
	3:30-4:15 PM	CLOSING PROGRAM	Secretariat
		<b>End of the Activity</b>	

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