



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 18, 2022

**DIVISION MEMORANDUM**

No. 410 s. 2022

**SEMINAR-WORKSHOP ON THE IMPLEMENTING GUIDELINES ON THE  
INSTITUTIONALIZATION OF THE RE-ENTRY PROGRAM OF THE  
SCHOOL HEADS ACADEMY (SHA)**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors/OIC of the Districts  
Heads, Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. This Office through the Human Resource Development (HRD) Section of School Governance and Operations Division (SGOD), will conduct a **Seminar-Workshop on the Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA)** on November 3, 2022. The venue will be announced later.
2. This seminar-workshop aims to:
  - a. capacitate the participants on the developed structure, processes and guidelines of the Re-Entry Program of the SHA; and
  - b. help the participants develop among themselves a better sense of disposition towards SHA-REAP.
3. Attached are the following enclosures for your guidance.
  - a. Enclosure No. 1- Training Matrix
  - b. Enclosure No. 2- List of Participants
  - c. Enclosure No. 3- List of Training Management Team, Trainers, Quality Assurers and Facilitators



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4. Expenses relative to the conduct of this activity shall be charged against the Division INSET fund while the travel expenses and other incidental expenses of the participants are chargeable against their School MOOE Fund subject to the usual accounting and auditing rules and regulations.
5. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent





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Enclosure No. 1 to Division Memo. No. 410, s. 2022

**TRAINING MATRIX**

<b>TIME</b>	<b>TOPIC</b>	<b>SPEAKER / IN-CHARGE</b>
7:30 - 8:00 AM	Arrival / Registration	HRD
8:00 - 9:00 AM	Opening/Preliminaries	<b>Jerry V. Mosquite</b>
9:00 - 9:30 AM	Session 1	<b>Immaculada J. Amores</b>
9:30 - 10:30 AM	Session 2	<b>Dr. Lalain Delos Santos</b>
10:30 - 11:30 AM		
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 2:00 PM	Session 3	<b>Dr. Fatima Escuton</b>
2:00 - 4:00 PM	Session 4	<b>Jonel Sembrano</b>
4:00 - 4:30 PM	WORKSHOP	
4:30 - 5:00 PM	Closing Program	



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Enclosure No. 2 to Division Memo. No. 410 s. 2022

**LIST OF PARTICIPANTS**

**CAPIZ DIVISION SHA SCHOLARS AND MENTORS**

	NAME	POSITION/ DESIGNATION	MENTOR	STATION	DISTRICT
1	MARICEL MACATANGAY	SPET II/TIC	ZALDY B. CAALAM	INTONGCAN ES	PONTEVEDRA
2	EDMAR DEQUIÑA	T-III	NOE BEBITA	VCDES	PONTEVEDRA
3	LEO BARROA	HT-I	ZALDY B. CAALAM	DAGA ES	PANAY
4	ESMERALDA DAGMIL	HT-1	RUTH C. GERVERO	MANOLING ES	PRESIDENT ROXAS
5	SANDRA V. FABELLA	T-I/SIC	FE D, BAÑEZ	ALMON PS	IVISAN
6	ANTHONIETA BERGANIO	<b>TIC/T-III</b>	MA. THERESA V. VILLAGRACIA	DIOSDADO BAYOT ES	MAMBUSAO WEST DISTRICT
7	KRISTINE MAE F. ALVAIRA	T-III/TIC	REYNALDO D. AZCARRAGA, PHD	QUINAYUYA ELEMENTARY SCHOOL	DAO
8	SOL BLANCO	T-III/TIC	ANGEL F. PAYO	CABANGAHAN ES	DUMARAO
9	FATIMA MAE F. ANIMAS	T-I	ANGEL F. PAYO	ARSENIO R. FRIAL ES	DUMALAG
10	LOEL C. PAMOSO	HT - II	DR. FATIMA L. ESCUTON	LUCERO NATIONAL HIGH SCHOOL	JAMINDAN



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**List of Training Management Team, Trainers, Quality Assurers and Facilitators**

<b>Roles</b>	<b>Persons Involved</b>
Overall Program Lead	<b>Miguel Mac D. Aposin EdD, CESO V</b> Schools Division Superintendent <b>Ma. Lunie B. Sampano, CPA, MPA</b> OIC, Office of the Assistant Schools Div. Supt.
Training Managers	<b>SEGUNDINA F. DOLLETE EdD</b> CES-CID <b>MARLON P. DESTREZA EdD</b> CES-SGOD <b>IMMACULADA J. AMORES, PhD</b>
Welfare Officer	<b>CANDELARIA P. TALABUCON</b>

**Trainers and Facilitators**

<b>Name</b>	<b>School</b>	<b>Designation</b>
Dr. Fatima Escuton	Lucero National High School	Principal III/Learning Facilitator
Dr. Lalain Delos Santos	Ivisan Elementary School	Principal IV/Learning Facilitator
Joel Sembrano	Tuburan Elementary School	Principal I/Learning Facilitator
Mark Nel R. Venus	Commissioner Luis R. Asis NHS	T-III/Facilitator
Edwin C. Salanatin	Commissioner Luis R. Asis NHS	Master Teacher I/Facilitator
Jerry V. Mosquite		Education Program Specialist II-HRD/Facilitator
Immaculada J. Amores PhD		Senior Education Program Specialist II-HRD/ Facilitator

QAME Associates	1. Ronald D. Dile-SEPS-SMME 2. Mary Grace A. Atinon- EPS II-SMME
Secretariat/Documenters	Ms. Argeline Joy J. Amores -Cuartero District



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