



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

27 October 2021

DIVISION MEMORANDUM  
No. **401**, s. 2021

**CALL FOR SUBMISSION OF TERMINAL REPORTS FOR THE CONDUCTED  
DIVISION – APPROVED LEARNING AND DEVELOPMENT (L&D) ACTIVITIES  
FOR 2021 - THIRD QUARTER**

To: Office of the Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. In compliance to the standards of International Organization Standards (ISO) and Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) L&D Level 3 (Integrated System), the Office mandates concerned proponents to submit terminal reports of their conducted L&D as per Master list of Proposals issued with Permit No. by the HRD Section.
2. Terminal reports are expected to be submitted ON or BEFORE **November 5, 2021** for those whose 30-day grace period for submission already lapsed. For the rest, submission of terminal report/s earlier than the grace period is highly encouraged. All documents must be in compliance to Division Memorandum 6, 2021.
3. The Master lists of Proposals issued with Permit No. are hereto attached (*Elementary, Secondary, SDO-Based*). If the proposals were not conducted as proposed and plan for implementation is set on a new date, the proponents are advised to accomplish the Modality Adjustment Form (MAF), among other provisions set in Division Memorandum 95, s. 2020 and/or explain in writing to the Office of the SDS the reason/s to justify why the approved L&D was not executed as approved.
4. Failure to comply to the herein provisions shall be subjected, *but NOT limited to*, the following course of actions:
  - a. forfeiture of HRTD allocation, among other related funds;
  - b. non-approval of new proposal;
  - c. issuance of reprimand letter for inclusion to employee's 201 File;
  - d. return of funds spent from the implemented L&D;
  - e. inclusion to registry of blacklisted proponents;
  - f. non-release of succeeding MOOE; and



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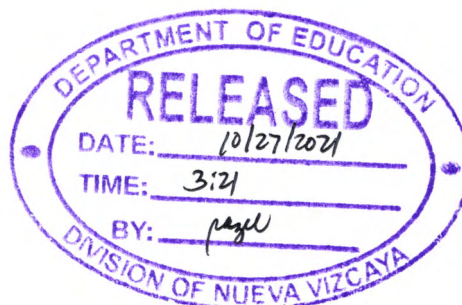


- g. other related imposable sanctions due to violations of **Presidential Decree No. 1445 (Section 89)** Re *Ordaining and Instituting a Government Auditing Code of the Philippines*, existing Agency and Office guidelines, COA rules, etc.
5. In addition, all concerned proponents who failed to conform to the provisions of **Division Memorandum Nos. 168** and **227, s. 2021** Re *Submission of Terminal Reports for 2020 and 2021 First Quarter L&D Activities and Call for Submission of Terminal Report Balance for L&Ds Conducted During the Second Quarter*, respectively, especially those issued with individual letters, are hereto given the final demand to comply.
6. For immediate and strict compliance.

**RACHEL R. LLANA PhD., CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent

By the Authority of the Superintendent:

**MARY JULIE A. TRUS PhD, CESE**  
 Officer In-Charge  
 Office of the Assistant Schools Division Superintendent



References:  
 As stated



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ISSUED PERMIT NO.	NAME	POSITION	LEVEL	TITLE	TARGET DATE OF CONDUCT
<b>DISTRICT / DIVISION-WIDE</b>					
41-D	Dinangwatan, Roy S. , Albino, Frederick C.	HT III, TIII/TIC	Elementary	Upskilling and Re-skilling of School Heads' and School ICT Coordinators' Competence in Dupax del Norte II District	July 26-27, 2021
44-D	Mendoza, Alano C. Soberano, Karen Faye L. Asim, Susan B.	DIC t-3/TIC T-3	Elementary	Seminar Workshop For School Heads and Teachers' Upskilling Towards Learning and Development	July 28-30,2021
46-D	DAISY M. NAVARRO	ADMINISTRATIVE ASSISTANT III	ACCOUNTING/BUDGET	COORDINATION MEETING ON THE PREPARATION, RECONCILIATION AND SUBMISSION OF CY 2021 MID-YEAR FINANCIAL REPORTS.	7-Hul-21
47-D	Calansi, Rayda Joy , C.	Educative Program Supervisor	CID	Assessment on the Implementation of Homeroom Guidance Program( HGP) In the Elementary and the Secondary	28-Hul-21
50-D	Herminigildo U. Gandeza	PDO II	LRMS	SEMINAR/WORKSHOP ON DIGITIZING AND ANIMATING LEARNING RESOURCES	July 26-28

51-D	Rayda Joy Calansi	Education Program Supervisor	EPS	Training Workshop on Teaching Strategies and Pedagogies on ICT Aided Instruction	29-Hul-20
52-D	CALANSI, RAYDA JOY C.	Education Program Supervisor	EPS	Revisiting MELC's foir Edukasyon sa Pagpapakatao and Addressing Identified Challenges in the Implementation	30-Hul-21
53-D	Ubaldo, Felisa T. Emilio, Ermy P. Butay, Marlon V.	Teacher III Master Teacher II Principal IV/District In-Charge	Elementary and Secondary	Learning Enhancement for Elementary and Secondary School Teachers in the New Normal.	August 18-20, 2021
54-D	ARSENIA K. ODNES, MARI VIC K. ALLUAD, ARNEL A. PANGANIBAN	HT-I, T-III, PSDS	ELEMENTARY AND SECONDARY	AMBAGUIO STRATEGIC SPEAKERSHIP IMPROVEMENT FOR SCHOOL LEADERS AND TEACHERS (ASSIST)	AUGUST 2-4, 2021
56-D	Orlando D. Vicente	EPS - TLE	SDO-Based	SIGLAT CUM SKILLS ASSESSMENT FOR KNOWLEDGE AND TECHNOLOGY OBSERVED FOR GRADES 4 TO 6 TLE TEACHERS (PRIMALS PLUS)	AUGUST 25-27, 2021
57-D	MORENO, DINDO JOHN H.	Education Program Supervisor	EPS	Upskilling of Multigrade (MG_ School Heads and Teachers: MG-LAC Implementation and Resource Materials	July 28-30, August 30-31, September 1, 2021

58-D	Moreno, Dindo John H.	Education Program Supervisor	EPS	Capability Building of MTB-MLE Teachers cum Development of MT Learning Resources	September 9-10, 2021
60-D	GAJO, RUBILYN C. , MACADANGDANG DENNIS B.	PIV/DIC, TIII/TIC	Both Elementary and Secondary	DISTRICT VIRTUAL TRAINING AND WORKSHOP ON RESEARCH WRITING FOR SCHOOLS HEADS AND TEACHERS	AUGUST 4-6, 2021
61-D	GAJO RUBILYN C., VIERNES, SALLY C., MACADANGDANG, DENNIS B.	PIV/DIC, EHST III, TIII/TIC	BOTH ELEMENTARY AND SECONDARY	DISTRICT ROLL-OUT ON LEARNING AND DEVELOPMENT FACILITATORS-TRAINERS (LIFT) UPSKILLING FOR SCHOOLS HEADS AND TEACHERS	AUGUST 11-13, 2021
62-D	Iglesia, Maria Theresa B.	Project Development Officer II	DRRM	Enhancement of the SDO Nueva Vizcaya COVID-19 Contingency Plan	19-Ago-21
63-D	Batalla, Arnel M., Timama, Saqing P., Binando, Sunny B.	P-III, T-III, HT-II	Elementary, Secondary	Face to Face Upskilling and Re-skilling of Teachers Competencies in Western Kayapa District	August 14-16, 2021
65-D	Batalla, Arnel M	P-III/District-in-Charge	Elem	2021 District INSET for the Implementation of Digital Teaching Materials, System, and Approaches that are Useful in Dilivering Quality Insteuction	August 19-21, 2021

66-D	MARICAR VALIDO	ADAS III	SDO-BASED	STRENGTHENING PUBLIC RELATIONS AND PERSONALITY DEVELOPMENT FOR OSDS ADMINISTRATIVE EMPLOYEES OF SDO-NUEVA VIZCAYA	AUGUST 25-27, 2021
67-D	FRANCIS M. RAMOS, JOCELYN A. NAPAOD, CECILIA G. ALAFRIZ	T-III, TIC, OIC-PSDS	ELEM	ARITAO 1 DISTRICT VIRTUAL UPSKILLING OF TEACHERS' COMPETENCE DURING THE TIME OF PANDEMIC	SEPTEMBER 1-3, 2021
69-D	Gacusana, Roscoe N.	SEPS	SMAN	Teaching and Non-Teaching Personnel Convergence at SDO Nueva Vizcaya	August 24-25, 2021
71-D	JOHN MICHAEL CACHERO, MARIANNE C. EUGENIO, ROMULO S. ANCHETA	EPS-II/ SEPS/ CHIEF SGOD		SDO-NV EDUCATORS' CONGRESS 2021	
72-D	Mariano, Cesario, C.	PSDS	Curriculum Implementation Division	DISTRICT-BASED TRAINING OF SCHOOL HEADS IN CONDUCTING RESEARCH CUM CONTINUOUS IMPROVEMENT PROJECT	August 24-26, 2021
73-D	Manuel, Blessing Joy Rydiant and Agustin, Rudy S.	MO-III, Nurse II	SGOD-SHS	Quarterly SCHOOL HEALTH STAFF MEETING	Aug. 27, 2021
74-D	Alaman, Loreto T., Maurera, Virgilio J., Magpali, Lara Leigh Anne N.	P-II/DIC, T-III, T-I	ELEMENTARY	UPSKILLING AND RESKILLING OF SCHOOL LEADERS, MASTER TEACHERS, AND SCHOOL ICT COORDINATORS' COMPETENCE IN VILLAVERDE DISTRICT	AUGUST 25-27, 2021



75-D	Moreno, Dindo John H.	Education Program Supervisor	EPS	School Paper Advisers/ Training on Broadcast and Online Media, National Schools Press Conference (NSPC) ECHO Webinar	August 25-27, 2021
77-D	Macrino A. Raymundo, Yunima T. Batog, Edgar B. Capuno	Education Program Supervisor (EPS), Education Program Specialists II for ALS (EPSA)	Alternative Learning System	Training-Workshop on Development of Radio-based Instruction (RBI) Scriptwriting and Production for Selected Alternative Learning System (ALS) Teachers	September 28-30, 2021
78-D	Casareno, Reyma M. & Pascual, Mildred D., Singasing Valdez	ESHT-I & Teacher 3, PSDS	Elementary	Improving Learning Outcomes thru Retooling and Upskilling of Teachers in Bagabag II District	September 28-30, 2021
79-D	Manuel, Rydiant Joy Blessing, L. Tumaliuan, Epifania, P. Pascua, Tricia Marie, C.	Medical Officer III Dentist II Nurse II	School Health Section	Division Webinar on Oplan Kalusugan sa DepEd	September 20-24, 2021
80-D	JULLES GAJES, ROGER SEBASTIAN	EPS-FILIPINO/ T-III	SDO	TRAINING ON THE DEVELOPMENT OF ADM MODULE EXPLAINER FOR AHA BESTKAYA ON AIR FB PAGE (DIGITIZATION OF LEARNING MATERIALS IN FILIPINO)	SEPT. 27-29, 2021
81-D	Napaod, Jocelyn A.	T-III	Elementary	DISTRICT VIRTUAL SEMINAR-WORKSHOP ON ENHANCING RESEARCH WRITING SKILLS OF SCHOOL HEADS AND MASTER TEACHERS.	September 28-30, 2021

**SECONDARY**

12-H	VAL MENARDO D. BASILIO/ KAREN ANN C. GREGORIO	MASTER TEACHER I/ TEACHER II	SECONDARY	Mental Health Wellness Training/Stress Management for Teaching and Non- Teaching Staff of Solano High School	August 4-6, 2021
14-H	CASER, CORNELIUS JULIUS M.	TEACHER - III/SDRRM COORDINATOR	SECONDARY	Provision of Mental Health and Psychological Support Service For the Teaching and Non- Teaching Staff of Bagabag National High School	28-Hul-21
15-H	DULNUAN, JONA MARIE D.	SDRRM COORDINATOR,T-III	SECONDARY	Mental Health Wellness Training/Stress Management For Dippog NHS Teachers	30-Set-21
17-H	Mendoza, ROselle R., Washington, Irene T., Labog, Maribel B.	School Principal, Teacher III, Teacher II	SECONDARY	Mental Health Wellness and Stress Management Webinar	August 31, 2021- Sept.1-2, 2021
18-H	Espejo, Osmundo R.	School Principal I	SECONDARY	IN-SERVICE TRAINING FOR EMPLOYEES OF QUEZON NATIONAL HIGH SCHOOL	September 6-8, 2021
19-H	Fredirick R.Vicmudo, Rose LourdesC.Bautista	Head Teacher Iii Nurse II	SECONDARY	Mental Health Wellness Training and Stress Management	September 17,2021
20-H	Ubera, David John D. Umli, James M.	Head Teacher I Teacher III	SECONDARY	Virtual Training on Mental Health Wellness and Stress Management for Public Elementary and Secondary School Teachers of Dupax del Sur District	10-Set-21



21-H	Lapitan,Dick B., Manuel,Jelyn T., Fabian, Christina B.	School Head, Teacher III, Teacher II	SECONDARY	Mental Health Wellness and Stress Management	August 31-September 3,2021
<b>ELEMENTARY</b>					
15-E	Benosa, Julita S.	Teacher III/SDRRM Coor.	Elementary	Mental Health Wellness Training/Stress Management for Teaching and Non-Teaching	July 27-28,2021
18-E	Kevin P. Aquino Ricky T. Balong	T-I / T-III	SHS,JHS, Elem	Mental Health Wellness Training	August 10,2021
19-E	Humiwat, Karen B.	T-III/TIC	Elementary	District Seminar-Workshop on LR Forms and Evaluating Credible Sources of Information	August 11-13, 2021
20-E	Batalla, Arnel M. and Mesias, George C.	Principal III, DIC and Head Teacher I	Elementary,High School	Aritao II District Mental Health Wellness Training/Stress Management for School Heads and Teachers	September 9,2021