



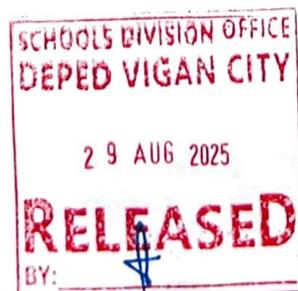
2508-2115

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUMNo. 608, s.2025**CONDUCT OF LEADERSHIP BEGINS WITH YOU: CULTIVATING
THE MINDSET OF A VISIONARY LEADER**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public Elementary, Secondary and Integrated School Heads

1. Pursuant to Republic Act No. 9155, also known as the Governance of Basic Education Act of 2001, which empowers school leaders to strengthen educational governance and promote effective leadership, and in continuity with the previous leadership development activities as stipulated in Division Memoranda Nos. 189 and 409, s. 2025, the Schools Division of Vigan City will conduct the **Leadership Begins with You: Cultivating the Mindset of a Visionary Leader** with the theme: **“Leading with Values and Influence”** on **September 26, 2025**.
2. The activity aims to capacitate school leaders to become agile, resilient, and transformative leaders. Specifically, it seeks:
 - a. to have a better and more in-depth understanding of school leadership;
 - b. to prepare and develop the knowledge, skills, and abilities of school leaders which are necessary for leading and improving their learning environment;
 - c. to leverage thought on leadership and to help find solutions that concern the improvement of learning outcomes for impactful sustainability; and
 - d. to improve information exchange and the understanding of how to improve learning and building leadership, technical and functional capabilities which are linked to real-time experience.
3. The venue will be announced in a separate memorandum.
4. Enclosed are the Program of Activities, List of Participants and Program Management Team for reference.
5. Immediate dissemination of this Memorandum is desired.



[Signature]
VILMA D. BDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

Your Feedback Is Important to us. Visit this link bit.ly/SDOViganCityCSM





Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

PROGRAM OF ACTIVITIES

- I. Title of Activity:
Leadership Begins with You: Cultivating the Mindset of a Visionary Leader
- II. Date of Implementation:
September 26, 2025
- III. Venue:
TBA
- IV. Program Matrix:

TIME	ACTIVITIES	IN-CHARGE
7:30 – 8:00	Registration	Program Management Team
8:00 – 8:30	Opening Program National Anthem Prayer Message	AVP AVP Mrs. Vilma D. Eda, CESO V <i>Schools Division Superintendent</i>
8:30 – 9:30	Theme: “Leading with Values and Influence” Session 1 - Integrity in Leadership: Building Trust Through Authenticity – Understanding how personal values and ethical decision-making define a true leader.	Dr. Fatima F. Rocamora <i>Vice President for Research and Extension, University of Northern Philippines</i>
9:30 - 10:00	Workshop	
10:00 – 10:15	Coffee/Tea Break	
10:15 – 11:15	Session 2 - The Power of Influence: Leading Without Authority – Learning how to inspire, motivate, and lead others by example rather than relying on formal authority.	Mr. Juan Carlo Medina <i>Executive Director, Synergeia</i>
11:15 - 11:45	Workshop	
11:45 – 12:00	Open Forum	Mr. Alimar Ablog <i>Education Program Specialist II</i>
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:00	Session 3 - Values-Driven Leadership: Aligning Vision, Actions, and Impact – Exploring how leaders can consistently embody their core values in decision-making, communication, and initiatives to create lasting influence within their schools and communities.	Rev. Fr. Edsel R. Demillo, SVD, Ph.D <i>President, Divine Word College of Vigan</i>
2:00 - 2:30	Workshop	
2:30 – 3:30	Sharing of the Project ASAP	Mrs. Azenith Ramos <i>School Principal I, MES</i>
3:30 – 4:00	Open Forum	Mr. Alimar Ablog <i>Education Program Specialist II</i>
4:00 – 4:30	Coffee/Tea Break	
4:30 – 5:00	Closing Program	Program Management Team
	Moderator	Mr. Alimar Ablog <i>Education Program Specialist II</i>



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedviganacity.com



Your Feedback Is important to us. Visit this link bit.ly/SDOViganCityCSM



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

LIST OF PARTICIPANTS

School-Based

No.	Name	Position/Designation
1	Leticia A. Pugrad	School Principal I
2	Vivian T. Del Castillo	School Principal I
3	Paulino B. Aninag Jr.	School Principal I
4	Azenith A. Ramos	School Principal I
5	Avelina T. Alon	School Principal I
6	Nora P. Paroligan	School Principal III
7	Marie-Sol A. Castañeda	School Principal III
8	Richard A. Agtutubo	School Principal II
9	Royston F. Quidolit	School Principal I
10	Rosario A. Organo	School Principal II
11	Maggie Aytona	Master Teacher II, OIC – Office of the School Principal
12	Marinel T. Valdez	Head Teacher II
13	Lany Q. Corpuz	School Principal I
14	Racquel A. Follante	School Principal II
15	Karen A. Frando	School Principal I
16	Ana A. Castor	School Principal IV
17	Eric A. Bilgera	Head Teacher III
18	Dina Q. Rivad	School Principal II
19	Editha C. Bagcal	School Principal IV
20	Anita R. Presto	School Principal IV
22	Glenn U. Tadena	Asst. Principal II
23	Salvador S. Avisa	Asst. Principal II
24	Raymond Florendo	Asst. Principal II
25	Ronald P. Alejo	Head Teacher VI
26	Aileen Joy R. Manzano	Head Teacher VI
27	Maria Theresa F. Redondo	Head Teacher VI
28	Joseph Q. Obrero	Head Teacher VI
29	Efren A. Armandico	Head Teacher VI
30	Erlinda F. Anicas	Head Teacher VI
31	Dennis A. Quillopo	Head Teacher VI
32	Eloisa B. Aquino	Head Teacher VI
33	Romano Quitevis	Master Teacher II, TVL Subject Group Head
34	Janice V. Alonzo	Master Teacher II, HUMSS/GAS Subject Group Head
35	Ricky Bosque	Master Teacher II, STEM/ABM Subject Group Head
36	Marites Iniba	Master Teacher II, SHS Subject Group Head
37	Monette Refuerzo	Master Teacher II, SHS Subject Group Head

SDO Personnel

No.	Name	Position/Designation
1	Vilma D. Eda, CESO V	Schools Division Superintendent
2	Annie D. Pagdilao, CESO VI	Assistant Schools Division Superintendent
3	Marie Christine Natividad	Chief Education Supervisor
4	Rodrigo Reyes Jr.	Chief Education Supervisor
5	Atty. Kim Tagorda	Administrative Officer V
6	Elsie Amorin	Education Program Supervisor
7	Pelagio Cardenas	Education Program Supervisor
8	Clarito Siababa	Education Program Supervisor
9	Edgar Pescador	Education Program Supervisor
10	Solito Cortel	Education Program Supervisor
11	Nelson Robiñol	Education Program Supervisor
12	Felipa Regaspi	Education Program Supervisor

13	Peter John Frial	Education Program Supervisor
14	Amelyn Abella	Education Program Supervisor
15	Rommel Rabo	Education Program Supervisor
16	Susiemar Rapisura	Education Program Supervisor
17	Arlyn Batulan	Medical Officer III
18	Grace Castañeda	School Principal II
19	Cherry Joy Garma	Senior Education Program Specialist
20	Princess Torricer	Senior Education Program Specialist
21	Christopher Michael Gasmen	Accountant III
22	Mary Joy Suero	Administrative Officer V – Budget Officer
23	Eric Tapat	Information Technology Officer
24	Gloria Cabotaje	Planning Officer III
25	Aurelyn Fieldad	Education Program Specialist II
26	Aphrodite Hope Martinez	Project Development Officer II
27	Daisy Ancheta	Administrative Officer IV
28	Sherelyn Riodil	Administrative Officer IV
29	Mark Allen Sinogo	Administrative Officer IV
30	Greatest Yeng Molina	Administrative Officer IV
31	Sherwin Fabre	Project Development Officer I

PROGRAM MANAGEMENT TEAM

Consultants:	Vilma D. Eda, CESO V Schools Division Superintendent Annie D. Pagdilao, EdD, CESO VI Assistant Schools Division Superintendent
Program Manager:	Rodrigo Q. Reyes Jr., CES – SGOD
Resource Speakers:	Dr. Fatima F. Rocamora , <i>Vice President for Research and Extension, UNP</i> Mr. Juan Carlo Medina , <i>Executive Director, Synergeia</i> Rev. Fr. Edsel R. Demillo, SVD, PhD , <i>President, Divine Word College of Vigan</i> Grace F. Castaneda, SP2, QAME
Monitoring and Evaluation:	
Welfare Officer:	Maria Korynne P. Taborda, Nurse II
Secretariat/ Documenter:	Princess Torricer, SEPS Aurelyn Fieldad, EPS II
Moderator:	Alimar Ablog, EPS II





Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Resource Speakers (Proposed) for the 3rd Leadership Forum

▪ **Dr. Fatima F. Rocamora**

Dr. Fatima F. Rocamora is a distinguished educator and administrator at the University of Northern Philippines (UNP) in Vigan City, Ilocos Sur. She currently serves as the Vice President for Research and Extension, a role in which she oversees various offices dedicated to advancing the university's research initiatives and community engagement programs.

Dr. Rocamora's leadership extends to her role as Vice-Chairperson of UNP's Anti-Red Tape Unit, where she contributes to enhancing institutional efficiency and transparency.

Her commitment to fostering partnerships is evident in her involvement in collaborations aimed at enhancing educational opportunities. Notably, she played a pivotal role in UNP's partnership with PLDT Enterprise to integrate advanced technologies into the university's operations, thereby improving information access and expanding learning opportunities for both students and educators.

Dr. Rocamora's dedication to volunteerism and community development is further demonstrated through her participation in initiatives with the Philippine National Volunteer Service Coordinating Agency (PNVSCA). She was a key witness during the signing of a Memorandum of Understanding between UNP and PNVSCA, aimed at mainstreaming volunteerism into the university curriculum.



▪ **Former Mayor Juan Carlo Medina**

Juan Carlo Singson Medina is a distinguished Filipino leader renowned for his transformative governance and dedication to community development. Born on September 18 in Vigan City, Ilocos Sur, he is the son of former mayors Ferdinand "Ferdie" Medina and Eva Marie Singson Medina and is married to Sheila Marie Medina.

Political Career: Medina's political journey began as a city councilor from 2013 to 2016. He then served as the mayor of Vigan City from 2016 to 2022, succeeding his mother, Eva Marie Singson Medina. In 2020, President Rodrigo Duterte appointed him as the chairperson of the Regional Development Council for Region 1 (RDC-1), recognizing his leadership capabilities.

Leadership and Governance: As mayor, Medina emphasized community participation, transparency, and evidence-based policymaking. He expanded the Local School Board to include diverse stakeholders, ensuring broader consultation on education-related issues. His administration prioritized programs addressing poverty, health, and education, leading to significant improvements in these areas. For instance, the central kitchen feeding program reduced malnutrition rates from 3.92% in 2008 to 1.6% in 2018.

Education Advocacy: Medina's commitment to education is evident in his initiatives to contextualize the school curriculum with Ilocano culture and traditions. He championed programs like summer reading camps for children struggling with literacy and invested in hiring professional coaches to enhance athletic performance in schools. His efforts earned Vigan City the Jesse Robredo Excellence Award in Education Governance in 2018 and the Seal of Good Education Governance in subsequent years.

Awards and Recognition: In recognition of his exemplary leadership, Medina received the Gawad Jesse M. Robredo Award, honoring his dedication to good governance and public service.



▪ **Rev. Fr. Edsel R. Demillo, SVD, Ph.D**

Rev. Fr. Edsel R. Demillo, SVD, Ph.D., serves as the President of Divine Word College of Vigan (DWCV), a private Catholic institution in Ilocos Sur, Philippines. He celebrated his 25th sacerdotal anniversary approximately 3.3 years ago, indicating over 28 years in priesthood.

As President, Fr. Demillo has presided over significant events, including the Triduum Mass and the Eucharistic Celebration during DWCV's bicentennial closing ceremonies. His leadership extends to collaborations with local government officials, such as hosting Governor Jerry Singson during the coronation of Mr. and Ms. Bicentennial at DWCV.

Fr. Demillo's extensive experience in academic administration, spiritual leadership, and community engagement positions him as a knowledgeable resource on leadership and education.





Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

PROJECT PROPOSAL

I. Name of Activity:

***Leadership Begins with You: Cultivating the Mindset
of a Visionary Leader***

II. Background and Rationale:

Per Republic Act No. 9155, also known as the Governance of Basic Education Act of 2001, schools shall have a singular goal of delivering the highest quality basic education for all learners. Consequently, school heads are expected to perform as instructional leaders who inspire and guide their school communities toward excellence. Leadership in education is not merely about administration; it is about empowering individuals, fostering innovation, and creating a vision for the future of learning.

As key figures in the country's education system, school heads play a crucial role in shaping the academic and personal growth of both teachers and students. Their leadership drives meaningful change by nurturing an environment where continuous improvement, resilience, and adaptability thrive. In the 21st century, leadership in education demands agility and a forward-thinking mindset to navigate the challenges of an evolving world. According to Leithwood et al. (2002), strong leadership is fundamental in empowering students, enhancing classroom instruction, and elevating the overall performance of educators. It is through this transformative leadership that school heads can inspire excellence and cultivate a culture of lifelong learning.

School leaders serve as catalysts for change, guiding their teams toward personal and professional growth. Beyond the technical aspects of school management, leadership is about self-improvement, emotional intelligence, and the ability to influence and inspire. Effective leaders continuously reflect on their practices, refine their skills, and adapt to new educational paradigms to ensure that they remain effective stewards of learning. The Department of Education (DepEd) underscores the significance of leadership development in equipping school heads with the competencies necessary to develop holistic learners who are values-driven, future-ready, and committed to nation-building. (DepEd Order No. 42, s. 2017; DepEd Order No. 36, s. 2013).

In alignment with this vision, the Schools Division of Vigan City remains steadfast in its mission to cultivate value-laden, 21st-century leaders capable of driving meaningful educational transformation. With SDS Vilma D. Eda, CESO V, at the helm, the Schools Division Office, through the School Governance and Operations Division (SGOD), recognizes the imperative to enhance the leadership capacities of school heads. To address this, a Leadership Forum has been designed as a platform for school heads to deepen their understanding of personal leadership, refine their decision-making skills, and build the resilience necessary to lead effectively in an unpredictable and complex world.

The Leadership Forum will be conducted quarterly, ensuring that school leaders receive continuous professional growth opportunities. Each session will begin with a focus on self-leadership—understanding personal strengths,

developing emotional intelligence, and fostering a growth mindset—before expanding into broader leadership competencies. By first strengthening the individual, we create leaders who are equipped to inspire others and lead their schools toward excellence.

Through this initiative, school heads will be empowered to transform their leadership styles, enrich their school communities, and ensure the delivery of quality education that aligns with national development goals. Leadership begins within—only by strengthening themselves can school heads truly uplift and guide those they serve.

III. Objectives/Purposes:

1. To have a better and more in-depth understanding of school leadership.
2. To prepare and develop the knowledge, skills, and abilities of school leaders which are necessary for leading and improving their learning environment.
3. To leverage thought on leadership and to help find solutions that concern the improvement of learning outcomes for impactful sustainability.
4. To improve information exchange and the understanding of how to improve learning and building leadership, technical and functional capabilities which are linked to real-time experience.

IV. Proponent:

Princess G. Torricer, Senior Education Program Specialist

V. Venue:

TBA

VI. Schedule of Activities:

Planning

- a. Preparation of the Activity Proposal, Program of Activities, and List of Participants for the Capacity Building Program for approval of the SDS – February 11, 2025
- b. Preparation of Purchase Request – February 13, 2025

Implementation

- a. First quarter (1st week of April)
Theme: **“Self-Leadership as the Foundation”**
Topics:
 - **Leading Yourself First: The Cornerstone of Leadership** – *Understanding the importance of self-discipline, self-motivation, and personal accountability in leadership.*
 - **Emotional Intelligence in Leadership: Mastering Self-Awareness** – *Developing self-awareness and emotional control to lead effectively and inspire others.*
- b. Second quarter (Last week of June)
Theme: **“Mindset and Personal Growth”**
Topics:
 - **The Growth Mindset: How Leaders Continuously Evolve** – *Embracing adaptability, learning from failure, and fostering continuous self-improvement.*

- **Resilience and Grit: Overcoming Challenges as a Leader** – Strengthening mental toughness and perseverance to navigate adversity in leadership.
 - **Reflective Practice: Learning from Experience to Lead Better** – Using structured reflection to enhance decision-making and personal learning.
- c. Third quarter (Last week of September)
 Theme: **“Leading with Values and Influence”**
 Topics:
- **Integrity in Leadership: Building Trust Through Authenticity** – Understanding how personal values and ethical decision-making define a true leader.
 - **The Power of Influence: Leading Without Authority** – Learning how to inspire, motivate, and lead others by example rather than relying on formal authority.
- d. Fourth quarter (2nd week of December)
 Theme: **“Purpose-Driven and Servant Leadership”**
 Topics:
- **Vision-Driven Leadership: Defining Your Personal Leadership Purpose** – Discovering and clarifying your leadership “why” to create meaningful impact.
 - **Servant Leadership: Empowering Others by Leading with Purpose** – How personal growth enables leaders to serve and uplift others effectively.

Note: The schedule is tentative and subject to the availability of the Resource Speaker/Presenter.

Evaluation (An online evaluation shall be accomplished by the participants at the end of the activity.)

XII. Budgetary Requirements:

Items	Quantity	Unit Cost	Total Cost
Snacks (AM & PM) and Lunch for Participants	80	450.00	36, 000.00
Honorarium for Resource Speakers	3	5,000.00	15, 000.00
Accommodation Expense of Resource Speaker	1	4, 000.00	4, 000.00
Supplies and Materials			5, 000.00
		TOTAL for 1st Quarter	60, 000.00
		2nd - 4th Quarter (60,000*3)	180, 000.00
		GRAND TOTAL	240, 000.00

XIII. Source of Funds:

2025 HRD Fund (AC -25-6038-HR'D-005)

XIV. Monitoring and Evaluation:

An online evaluation shall be accomplished by the participants at the end of the activity.

X. Expected Output:

Capacitated school leaders on the theories and principles of leadership.

XI. Performance Indicators:

Number of school heads, assistant principals, and head teachers capacitated on leadership.

Prepared by:

Princess
PRINCESS G. TORRICER
Senior Education Program Specialist

Reviewed by:

Rd
RODRIGO Q. REYES, JR.
Chief Education Supervisor, SGOD

Recommending Approval:

Annie D. Pagdilao
ANNIE D. PAGDILAO, CESO VI
Assistant Schools Division Superintendent

Approved:

Vilma D. EDA
VILMA D. EDA, CESO V
Schools Division Superintendent

Certified Funds Available.

Christopher Michael T. Gasmen
CHRISTOPHER MICHAEL T. GASMEN
Accountant III