



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 935, s.2025

**CONDUCT OF LEADERSHIP BEGINS WITH YOU: CULTIVATING THE MINDSET
OF A VISIONARY LEADER**

To: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
CID Chief
SGOD Chief
All Others Concerned

1. Pursuant to **Division Memoranda Nos. 189, 409 and 608, s. 2025** and in continuity with the previous leadership development activities as stipulated, the Schools Division of Vigan City will conduct the *4th Quarter Leadership Begins with You: Cultivating the Mindset of a Mindset of a Visionary Leader* with the theme: "*Pupose-Driven and Servant Leadership*" at **West Loch Park Hotel, Vigan City, Ilocos Sur** on **December 17, 2025**.
2. The activity aims to capacitate school leaders and division personnel to become 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 earning outcomes for impactful sustainability; and
 - d. to improve information exchange and the understanding of how to improv learning and building leadership, technical and functional capabilities which are linked to real-time experience.
3. The participants in the activity are **school heads, selected school and division office personnel**. Please refer to *Enclosure A* for the list of participants who will be attending the said event.
4. Further, attached herewith are the Program of Activities, List of Participants, and Program Management Team for your reference.
4. Travel expenses relative to participation shall be charged to local funds, school MOOE, or other allowable sources, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

VILMA D. DA, CESO V
Schools Division Superintendent



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PROGRAM OF ACTIVITIES

I. Title of Activity:
Leadership Begins with You: Cultivating the Mindset of a Visionary Leader

II. Date of Implementation:
December 17, 2025

III. Venue:
West Loch Park Hotel, Vigan City, Ilocos Sur

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 Vilma D. Eda, CESO V <i>Schools Division Superintendent</i>
8:30 – 9:30	Theme: "Purpose-Driven and Servant Leadership" Session 1 - Servant Leadership: Empowering Others by Leading with Purpose – <i>How personal growth enables leaders to serve and uplift others effectively.</i>	Rev. Fr. Aristotle Maggay <i>DIYP Director</i> <i>Immaculate Conception School of Theology</i>
9:30 - 10:00	Workshop	
10:00 – 10:15	Coffee/Tea Break	
10:15 – 11:15	Session 2 - Vision-Driven Leadership: Defining Your Personal Leadership Purpose – <i>Discovering and clarifying your leadership "why" to create meaningful impact.</i>	Hon. SPM Jay Andia <i>Chairperson, Committee on Education</i> <i>City Government of Vigan</i>
11:15 - 11:45	Workshop	
11:45 – 12:00	Open Forum	
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:00	Session 3 - Legacy Thinking: Leading Today with Tomorrow in Mind – <i>Reflecting on the kind of leader you want to be remembered as, and how that guides your present actions.</i>	Pio Ferdinand J. Lamarca <i>Retired Vice President for Academic Affairs</i> <i>University of Northern Philippines</i>
2:00 - 2:30	Workshop	
2:30 – 3:30	Dissemination of the Research Findings <i>(Communication Practices Among School Heads: A Strategic Blueprint for Capability Enhancement Workshop)</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 Mr. Alimar Ablog <i>Education Program Specialist II</i>
	Moderator	





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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	Marites Organo	Master Teacher I/OIC
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
12	Marinel T. Valdez	Head Teacher II
13	Lany Q. Corpuz	School Principal I
14	Grace Castañeda	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	School Principal I
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	Racquel A. Follante	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	Alimar Ablog	Education Program Specialist II
27	Aphrodite Hope Martinez	Project Development Officer II
28	Daisy Ancheta	Administrative Officer IV
29	Sherelyn Riodil	Administrative Officer IV
30	Mark Allen Sinogo	Administrative Officer IV
31	Greatest Yeng Molina	Administrative Officer IV
32	Sherwin Fabre	Project Development Officer I
33	Ben John Lazo	Division Architect

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:	Rev. Fr. Aristotle Maggay, DYP Director, ICST Hon. Jay Andia, Chairperson, Committee on Education, City Government of Vigan Dr. Pio Ferdinand J. Lamarca, Retired Vice President for Academic Affairs, UNP
Monitoring and Evaluation:	Grace F. Castaneda/Racquel Follante, SP2
Welfare Officer:	Maria Korynne P. Taborda, Nurse II
Secretariat/ Documenter:	Princess Torricer, SEPS Aurelyn Fieldad, EPS II
Moderator:	Alimar Ablog, EPS II