



2607-625

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

DIVISION MEMORANDUM  
No. 522, s. 2026

07 JUL 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 512, S. 2026 - LEADERSHIP  
360: MASTERING EXEMPLARY PRACTICE AND TRANSFORMATIVE ACTION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public School Heads of Secondary Schools  
All Others Concerned

1. In reference to Division Memorandum No. 512, s. 2026, this Addendum is hereby issued for the additional participants in the implementation of the Leadership 360: Mastering Exemplary Practice and Transformative Action on July 7-9, 2026.

2. All other provisions stipulated in Division Memorandum No. 512, s. 2026 shall remain in effect.

3. The additional participants are:

NO.	NAME	POSITION	OFFICE
1	Allan Barrientos	Librarian	CID
2	Aldrich Quiocho	PDO II	CID

4. For immediate information and compliance of all concerned.

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



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DIVISION MEMORANDUM  
 No. 512, s. 2026

06 JUL 2026

**LEADERSHIP 360: MASTERING EXEMPLARY PRACTICE AND TRANSFORMATIVE ACTION**

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

1. Pursuant to Republic Act No. 9155 known as the Governance of Basic Education Act of 2001, which clearly defines the roles and functions of the school leaders, SDO Vigan City conducts the **Leadership 360: Mastering Exemplary Practice and Transformative Action** on **July 7 - 9, 2026** at **La Jenns Hotel and Resto Grill, Bantay, Ilocos Sur**.
2. The activity aims to:
  - a) Improve the leadership and management competencies of school and division leaders, anchored on the Five Exemplary Leadership Practices.
  - b) Enable participants to develop, integrate, and implement at least one (1) leadership or management innovation aligned with their School Improvement Plan (SIP), Annual Implementation Plan (AIP), or individual performance commitments.
  - c) Increase the number of school and division leaders demonstrating effective people development practices, including coaching, mentoring, and staff development initiatives, during the implementation period.
  - d) Ensure that school heads implement one (1) school-based leadership or professional development activity that supports continuous improvement in teaching and learning.
  - e) Enable participants to conduct school-based or division-based aligned activity as an application of learning gained from the Leadership 360 sessions, focusing on leadership practice, instructional supervision, personnel development, or school governance.
3. The official participants are the Division Program Management Team, resource speakers, school heads, master teachers, section and unit heads, program owners, and other personnel (see attached Enclosure 1).
4. Administrative remedies shall be undertaken for the classes left behind by the participating Master Teachers to ensure that the required instructional time and prescribed learning competencies are delivered in accordance with the No-Disruption-of-Classrooms Policy. Consistent with Sections 13 and 14 of DepEd Order No. 9, s. 2026, the Instructional Block shall remain devoted to teaching and learning activities. Accordingly, appropriate administrative arrangements, including class substitution and other learning continuity measures, shall be implemented, as necessary, to minimize, if not eliminate, disruption to instructional time and ensure the uninterrupted delivery of instruction.
5. The participants are requested to bring one (1) pencil and three (3) ballpens: one (1) red, one (1) blue, and one (1) black, for use during the workshop.



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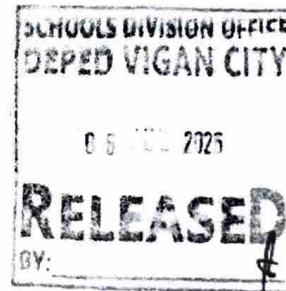


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6. The venue rental, meals of participants, accommodation of resource speakers and other expenses incurred during the conduct of the activity, shall be charged to the HRD Inset Fund 2026, subject to the usual accounting and auditing rules and regulations.
7. The Program Management Team shall convene for the **Division Staff Orientation Workshop** on **July 6, 2026, 1:00 PM to 5:00 PM** at the **SGOD Office**, and at **La Jenns Hotel and Resto Grill** for preparation of the program, setting up of venue and final updating.
8. This memorandum shall serve as locator slip for all participants.
9. For information and compliance of all concerned.

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

SGOD-HRD/ahem/Leadership 360: Mastering Exemplary Practice and Transformative Action  
2026-078/July 1, 2026



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Enclosure 1

**LIST OF PARTICIPANTS**

**SDO PERSONNEL**

NO.	NAME	POSITION/DESIGNATION
1.	Vilma D. Eda, CESO V	Schools Division Superintendent
2.	Annie D. Pagdilao, CESO VI	Asst. Schools Division Superintendent
3.	Marie Christine L. Natividad	Chief Education Supervisor - CID
4.	Rodrigo Q. Reyes, Jr.	Chief Education Supervisor - SGOD
5.	Atty. Kim R. Tagorda	Attorney III
6.	Elsie C. Amarin	Education Program Supervisor
7.	Pelagio F. Cardenas	Education Program Supervisor
8.	Clarito A. Siababa	Education Program Supervisor
9.	Edgar L. Pescador	Education Program Supervisor
10.	Solito S. Cortel	Education Program Supervisor
11.	Nelson A. Robiñol	Education Program Supervisor
12.	Felipa T. Regaspi	Education Program Supervisor
13.	Peter John A. Frial	Education Program Supervisor
14.	Amelyn P. Abella	Education Program Supervisor
15.	Rommel R. Rabo	Education Program Supervisor
16.	Susiemar M. Rapisura	Education Program Supervisor
17.	Dr. Arlyn P. Batulan	Medical Officer III
18.	Racquel A. Follante	School Principal II, QAME In-charge
19.	Christopher Michael T. Gasmen	Accountant
20.	Mary Joy P. Suero	Budget Officer
21.	Daisy P. Ancheta	Administrative Officer V
22.	Eric L. Tapat	Information Technology Officer I
23.	Cherry Joy D. Garma	Senior Education Program Specialist
24.	Aphrodite Hope E. Martinez	Senior Education Program Specialist
25.	Gloria P. Cabotage	Planning Officer
26.	Aurelyn F. Fieldad	Education Program Specialist II
27.	Alimar C. Ablog	Education Program Specialist II
28.	Michael C. Gelacio	Education Program Specialist II
29.	Zyra Mae G. Sol	Dentist II
30.	Raymart Q. Quedado	Project Development Officer II
31.	Sherelyn B. Riodil	Administrative Officer IV
32.	Greatest Yeng C. Molina	Administrative Officer IV
33.	Bernadette R. Sarmiento	Administrative Officer IV
34.	Ferdinand F. Flores	Administrative Officer IV
35.	Katrine Anne R. Arce	Administrative Officer IV
36.	Maria Korynne P. Taborda	Nurse II
37.	Laurie Angela M. Agati	Nurse II
38.	Sherwin D. Fabre	Project Development Officer I

**SCHOOL-BASED**

NO.	NAME	POSITION/DESIGNATION
39.	Leticia A. Pugrad	School Principal II
40.	Vivian T. Del Castillo	School Principal I



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41.	Paulino B. Aninag, Jr.	School Principal I
42.	Azenith A. Ramos	School Principal I
43.	Raymond J. Florendo	School Principal I
44.	Avelina T. Alon	School Principal III
45.	Nora P. Paroligan	School Principal IV
46.	Richard A. Agtutubo	School Principal III
47.	Royston F. Quidolit	School Principal I
48.	Rosario A. Organo	School Principal II
49.	Maggie P. Aytona	School Principal I
50.	Marinel T. Valdez	Head Teacher II
51.	Lany Q. Corpuz	School Principal I
52.	Grace F. Castañeda	School Principal II
53.	Karen A. Frando	School Principal II
54.	Ana A. Castor	School Principal IV
55.	Eric A. Bilgera	School Principal I
56.	Dina Q. Rivad	School Principal II
57.	Editha C. Bagcal	School Principal IV
58.	Anita R. Presto	School Principal IV
59.	Glenn U. Tadena	School Principal I
60.	Salvador S. Avisa	Assistant Principal II
61.	Pablo B. Bañaga	Head Teacher III
62.	Ronald P. Alejo	Head Teacher VI
63.	Aileen Joy R. Manzano	Head Teacher VI
64.	Maria Theresa F. Redondo	Head Teacher VI
65.	Joseph Q. Obrero	Head Teacher VI
66.	Efren A. Armandico	Head Teacher VI
67.	Erlinda F. Anicas	Head Teacher VI
68.	Dennis A. Quillopo	Head Teacher VI
69.	Eloisa B. Aquino	Head Teacher VI
70.	Romano F. Quitevis	Master Teacher II, TVL
71.	Janice V. Alonzo	Master Teacher III, HUMSS/GAS
72.	Ricky F. Bosque	Master Teacher III, STEM/ABM
73.	Marites P. Iniba	Master Teacher III
74.	Monette A. Refuerzo	Master Teacher II
75.	Giggily Ahnn A. Rafanan	Master Teacher II
76.	Jeffrey L. Acena	Master Teacher II
77.	Sheryl L. Pata	Master Teacher II
78.	Nenita P. Tabaniag	Master Teacher II
	<b>External</b>	
79.	Maria Angelita Jarilla-Semilla	Resource Speaker, Full Value Contract Leadership Management Consultancy
80.	Martin Oliveros Semilla	Resource Speaker, Full Value Contract Leadership Management Consultancy





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**PROGRAM MANAGEMENT TEAM**

Consultant	Vilma D. Eda, CESO V	Schools Division Superintendent
Consultant	Annie D. Pagdilao, CESO VI	Asst. Schools Division Superintendent
Asst. Consultant	Marie Christine L. Natividad	Chief ES, CID
Program Manager	Rodrigo Q. Reyes, Jr.	Chief ES, SGOD
Training Coordinator	Aphrodite Hope E. Martinez	SEPS-HRDS
Monitoring & Evaluation Officer, QAME	Susiemar M. Rapisura	EPS-SGOD
Facilitator/Secretariat	Racquel A. Follante	PII, QAME In-charge
Facilitator/Secretariat	Aurelyn F. Fieldad	EPS II
Facilitator/Secretariat	Alimar C. Ablog	EPS II
Documenter/Secretariat	Raymart Q. Quedado	PDO II
Documenter/Secretariat	Sherwin D. Fabre	PDO I
Health Officer	Maria Korynne P. Taborda	Nurse II





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Enclosure 2

**Program of Activities**

Time	Activities	Person Responsible	Method
<b>July 7, 2026</b>			
8:00-8:30 AM	Registration	Secretariat	Accomplishment of Attendance & Registration Forms
8:30-9:00 AM	<i>Opening Program:</i> <ul style="list-style-type: none"> <li>• Acknowledgement of Participants</li> <li>• Statement of Purpose</li> <li>• House Rules</li> </ul> Welcome Message  Words of Inspiration and Challenge	PMT  ASDS Annie D. Pagdilao, CESO VI  SDS Vilma D. Eda, CESO V	Presentation of objectives, house rules, deliverables
9:00 AM – 10:00 AM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
10:01 AM-10:15 AM	Health Break		
10:16 AM - 12:00 NN	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
12:01 – 01:00 PM	Lunch Break		
1:01 PM-3:00 PM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
3:01 PM-3:15 PM	Health Break		
3:16 PM-5:00 PM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
5:01 PM – 5:30 PM	Technical Review and Post Evaluation	PMT	Focus Group Discussion
<b>July 8, 2026</b>			
8:00 AM-8:15 AM	Management of Learning	PMT	
8:16 AM – 10:00 AM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
10:01 AM-10:15 AM	Health Break		



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10:16 AM - 12:00 NN	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
12:01 - 01:00 PM	Lunch Break		
1:01 PM- 3:00 PM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
3:01 PM- 3:15 PM	Health Break		
3:16 PM- 5:00 PM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
5:01 PM - 5:30 PM	Technical Review and Post Evaluation	PMT	Focus Group Discussion
<b>July 9, 2026</b>			
8:00 AM- 8:15 AM	Management of Learning	PMT	
8:16 AM - 10:00 AM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
10:01 AM- 10:15 AM	Health Break		
10:16 AM - 12:00 NN	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
12:01 - 01:00 PM	Lunch Break		
1:01 PM- 3:00 PM	Leadership Training Proper	Resource Speakers	Full Value Contract Leadership Management Consultancy
3:01 PM- 3:15 PM	Health Break		
3:16 PM- 5:00 PM	Closing Program  Closing Message	Chief ES Rodrigo Q. Reyes, Jr	
<b>END</b>			



## LEADERSHIP TRAINING OUTLINE

By: Full Value Contract Leadership Management Consultancy

TIME	ACTIVITY/TOPIC	LEARNING GOAL
9:00	<b>Introduction:</b> <ol style="list-style-type: none"> <li>1. Objectives/context</li> <li>2. Process</li> <li>3. What people look for in a leader?</li> <li>4. The Five Exemplary Leadership Practices</li> </ol>	<ul style="list-style-type: none"> <li>• Introduce the Five Leadership Practices.</li> <li>• Explain the value of the program.</li> <li>• Get the commitment of the participants to participate in the Leadership Journey.</li> </ul>
9:30	<b>Values Inventory Activity</b> Values inventory is a self-assessment tool used to identify and prioritize an individual's core beliefs, motivations, and principles.	<ul style="list-style-type: none"> <li>• To align actions, choices, and daily decisions with what truly matters.</li> <li>• To increase satisfaction, reduced stress, and purposeful living.</li> </ul>
10:30	<b>Accountability Buddy</b> An accountability buddy is a partner who helps you stay committed to your goals through regular check-ins, motivation, and constructive feedback.	Assign and get to know accountability buddies.
11:00	<b>Implement the Leadership Practices Inventory (LPI)</b> LPI is a 30 item questionnaire containing five subscales for each of The Five Practices of Exemplary Leadership.	To provide a research-backed, 360-degree feedback tool that measures 30 specific behaviors within The Five Practices of Exemplary Leadership.
11:30	Share results with buddy and explain LPI assignment	
1:00	<b>Growth Mindset</b> A growth mindset is the belief that intelligence and abilities can be developed through dedication, effort, and learning, rather than being fixed traits.	To boosts resilience, fosters a love for learning, enhances problem-solving skills, and drives higher achievement by viewing challenges as opportunities rather than obstacles.
1:30	<b>Growth mindset activity</b>	Put to practice
2:00	<b>Introduce Modeling the Way</b> Modeling the way is a foundational leadership practice of aligning actions with shared values to earn credibility, trust, and respect. <i>*with embedded activities</i> Key practices: <ul style="list-style-type: none"> <li>• Clarify values</li> <li>• Set examples</li> </ul>	<ul style="list-style-type: none"> <li>• Builds Credibility and Trust.</li> <li>• Sets the Standard.</li> <li>• Enhances Engagement and Motivation.</li> <li>• Fosters Accountability.</li> <li>• Promotes Positive Culture.</li> <li>• Improves Performance.</li> </ul>
4:00	<b>Create Accountability Group Distribute Leadership Developmental Activities for Modeling the Way Closing</b>	<ul style="list-style-type: none"> <li>• Expand commitment to practice Modeling the Way with the accountability group</li> <li>• Participants activity guide to practice Modeling the Way</li> <li>• Set expectations for the next meeting</li> </ul>
5:00	<b>End</b>	

**Day 2: Inspiring a Shared Vision Challenging the Process**

TIME	ACTIVITY/TOPIC	LEARNING GOAL
8:16	Check-in by accountability group	To reconnect and share challenges and wins
9:00	<b>LPI 360 results</b>	To collate and analyze observers' feedback
9:30	<b>My Personal Leadership Assessment</b> Honest disclosure of current leadership challenges and leadership victories (Dyad activity)	To deepen the trust with the buddy and practice honesty.
10:30	<b>Introduce Inspiring a Shared Vision</b> Inspiring a Shared vision aligns team members toward a common goal, transforming individual efforts into collective, motivated action. <i>*with embedded activities</i> <b>Key practices:</b> <ul style="list-style-type: none"> <li>• Envision the future</li> <li>• Enlist others</li> </ul>	<ul style="list-style-type: none"> <li>• Boosts Engagement and Motivation.</li> <li>• Provides Direction and Purpose.</li> <li>• Drives Innovation and Change.</li> <li>• Builds Trust and Enhances Morale.</li> <li>• Enables Effective Action.</li> </ul>
11:30	Distribute Leadership Developmental Activities for Inspiring a Shared Vision	<ul style="list-style-type: none"> <li>• Group work</li> <li>• Participants activity guide to practice Inspiring a Shared Vision.</li> </ul>
12:00	Lunch	
1:00	<b>BAR</b> Fundamentals in creating the results that we want	To understand and break patterns of ineffective practices
2:00	<b>Introduce Challenging the Process</b> Challenging the process is a core leadership practice—identified by Kouzes and Posner—that involves questioning the status quo to foster innovation, growth, and improvement. <i>*with embedded activities</i> <b>Key practices:</b> <ul style="list-style-type: none"> <li>• Search for opportunities</li> <li>• Experiment and take risks</li> </ul>	<ul style="list-style-type: none"> <li>• Drives Innovation and Growth.</li> <li>• Prevents Obsolescence.</li> <li>• Encourages Calculated Risk-Taking.</li> <li>• Improves Performance.</li> <li>• Builds Resilience and Adaptability.</li> </ul>
4:00	Distribute Leadership Developmental Activities for Challenging the Process	<ul style="list-style-type: none"> <li>• Participants activity guide to practice Challenging the Process.</li> <li>• Set expectations for the next meeting.</li> </ul>
5:00	End	

**Day 3: Enabling Others to Act**      **Encouraging the Heart**

TIME	ACTIVITY/TOPIC	LEARNING GOAL
8:16	Check-in by accountability group	To reconnect and share challenges and wins
9:00	<b>LPI 360 results</b>	To collate and analyze observers feedback
9:30	<b>Behavioral Matrix</b> Behavioral Matrix represent four distinct, actionable communication and personality styles used to optimize team dynamics and leadership.	To effectively lead people by understanding their key motivations.
10:30	<b>Introduce Enabling Others to Act</b> Enabling others to act is a critical leadership practice that fosters trust, boosts team confidence, and drives sustainable, high-performance results by empowering individuals to take ownership. <i>*with embedded activities</i> <b>Key practices:</b> <ul style="list-style-type: none"> <li>• Foster collaboration</li> <li>• Strengthen others</li> </ul>	<ul style="list-style-type: none"> <li>• Builds Trust and Confidence.</li> <li>• Fosters Ownership and Accountability.</li> <li>• Encourages Innovation and Growth.</li> <li>• Creates a Collaborative Culture.</li> <li>• Scales Leadership Impact.</li> </ul>
11:30	Distribute Leadership Developmental Activities for Enabling Others to Act	<ul style="list-style-type: none"> <li>• Group work</li> <li>• Participants activity guide to practice Enabling Others to Act.</li> </ul>
1:00	<b>Introduce Encouraging the Heart</b> Encouraging the heart is crucial in leadership because it fosters connection, boosts morale, and motivates individuals to achieve, especially during challenging, high-stress, or long-term projects. <i>*with embedded activities</i> <b>Key practices:</b> <ul style="list-style-type: none"> <li>• Recognize contributions</li> <li>• Celebrate the values and victories</li> </ul>	<ul style="list-style-type: none"> <li>• Boosts Motivation and Energy.</li> <li>• Strengthens Relationships and Loyalty.</li> <li>• Increases Self-Worth.</li> <li>• Maintains Focus on Values.</li> <li>• Builds Resilience.</li> </ul>
2:00	Distribute Leadership Developmental Activities for Encouraging the Heart	<ul style="list-style-type: none"> <li>• Participants activity guide to practice Encouraging the Heart</li> <li>• Set expectations for the next meeting.</li> </ul>
3:16	Closing Program	
5:00	<b>End</b>	