



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

11 March 2026

DIVISION MEMORANDUM
No. 131 , s. 2026

**DIVISION TRAINING ON LEADERSHIP WITH EMOTIONAL INTELLIGENCE:
“BUILDING SELF-AWARE AND EMPATHIC LEADERS”**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads (Public Elementary and Secondary)
All Others Concerned

1. In line with the Division’s commitment to strengthening leadership competencies and promoting a positive school climate, the Schools Division Office of Angeles City will conduct the **Division Training on Leadership with Emotional Intelligence: “Building Self-Aware and Empathic Leaders”** on **March 16 -19, 2025** at Westwood Farm Events and Accommodation at Brgy. Care Tarlac City.
2. The training aims to:
 - 2.1 increase self-awareness by identifying personal strengths, emotional triggers, and leadership styles;
 - 2.2 demonstrate enhanced empathy through active listening and understanding others’ perspectives;
 - 2.3 apply effective interpersonal communication skills in various leadership situations;
 - 2.4 use conflict management strategies to address and resolve issues constructively; and
 - 2.5 develop an action plan integrating emotional intelligence practices into daily leadership.
3. The participants to this training are all principals, assistant principals and select head teachers. They are requested to bring laptops and extension cords.
4. All participants are advised to arrive at the venue at **2:00 PM on March 16, 2026** to allow sufficient time for registration, room assignment, and initial coordination activities prior to the start of the training program. Also, they are advised to observe the following arrangements:



Jesus St., Brgy. Pulungbulu, Angeles City
[2009 \(045\) 901-9498/angeles.city@deped.gov.ph](mailto:2009(045)901-9498/angeles.city@deped.gov.ph)



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First Meal to be Served: *Dinner on March 16, 2026*

Last Meal to be Served: *Lunch on March 19, 2026*

5. Enclosed are the list of participants and training matrix for reference.
6. Expenses relative to the conduct to this activity shall be charged to 2026 HRTD Funds subject to accounting procedures and auditing rules and regulations while the travel expenses of the participants shall be charged to MOOE/ Local Funds.
7. This memorandum shall serve as the Travel Order of the participants.
8. Immediate and wide dissemination of and strict compliance with this Memorandum is earnestly desired.


Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent 

To be indicated in the Perpetual Index
under the following subjects:

AGG/SEPS/March 11, 2026



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Enclosure No. 1 to Division Memorandum No. 131 s. 2026

List of Participants

1	Lucky Paul M. David	Abelardo G. Tinio Elementary School	Principal I
2	Jay B. Anunciacion	Air Force City Elementary School	Principal I, OIC
3	Catherine D. Maun	Alberto G. Pabalan Elementary School	Principal I
4	Rovic P. Gutierrez	Amsic Integrated School	Assistant Principal
5	Reymille B Zamora	Amsic Integrated School	Principal I
6	Lutgarda C. De Jesus	Angeles City National High School	Assistant Principal
7	Cazarina L. David	Angeles City National High School	Principal IV
8	Narciso I. Ambrocio, Jr.	Angeles City National High School	Assistant Principal
9	Elmer S. Dayrit	Angeles City National Trade School	Principal IV
10	Alma Flor C David	Angeles City Science High School	Assistant Principal
11	Marjorie D. Lacson	Angeles City Science High School	Principal III
12	Aiza G. Lugtu	Angeles City Senior High School	Principal IV
13	Richard U. Ayson	Angeles Elementary School	Principal IV
14	Victoria G. Torres	Anunas Elementary School	Principal III
15	Elizer Y. Calma	Apung Guidang Nepomuceno Elementary School	Principal I
16	Mary Ann D. Tenidor	Belen Homesite Elementary School	Principal I
17	Jayson G. Guzman	Bonifacio V. Romero High School	Assistant Principal
18	Jennifer Y. Santos	Bonifacio V. Romero High School	Principal III
19	Randy S. Rosales	Claro M. Recto ICT HS	Principal II
20	Vilma T. Enciso	Cuayan Elementary School	Principal I, OIC
21	Vilma B. Liao	Cutcut Elementary School	Principal II
22	Caryl Lissette A Reyes	Cutud Elementary School	Principal II
23	Glenda N. Naguit	Don Ambrocio Mendiola Integrated School	Principal III



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24	Ariel B. Tayag	Don Pepe Henson Memorial School	Principal II
25	Elmer T. Hiva	Dr. Clemente N. Dayrit Sr. Elem. School	Principal I
26	Nerissa N. Valdez	DR. CLEMENTE N. DAYRIT SR. MEM. HIGH SCHOOL	Principal I
27	Marilyn B. Dingal	Enrica Sandico Integrated School	Principal II
28	Nino C. Arceo	EPZA Resettlement Elementary School	Principal II
29	Michael H. Salinas	Francisco G. Nepomuceno Memorial High School	Assistant Principal
30	Hermes P. Vargas	Francisco G. Nepomuceno Memorial High School	Principal IV
31	Nelson B. Bonaobra	Gov. Rafael L. Lazatin Integrated School	Assistant Principal
32	Ma.Luina G. Rivera	Gov. Rafael L. Lazatin Integrated School	Principal III
33	Marianne D. Pineda	Gueco Balibago Elementary School	Principal III
34	Nenita H. Jorquia	Jose P. Dizon Elementary School	Principal IV
35	Nicolas H. Contreras Jr.	Leoncia Village Integrated School	Principal I
36	Rita A. Dalusung	M. Nepomuceno Elementary School	Principal III
38	Benedick Daniel O. Yumul	Malabantias Integrated School	Principal III
38	Ismael S. Delos Reyes	Marisol Bliss Elementary School	Principal I
39	Ludivina Dayrit Mallari	Mining Elementary School	Principal II
40	Ray Jason C. Sanguyu	Northville 15 Integrated School	Principal I
41	Jeferson D Karagdag	Northville 15 Integrated School	Principal II
42	Helen G. Juguillon	Pampang Elementary School	Principal IV
43	Cherry H. Hipolito	Pineda-Gutierrez Elementary School	Principal IV
44	Maria Carolina C. Viray	Pulung Cacutud Elementary School	Principal III
45	Neneth Tuazon	Pulungbulo Elementary School	Principal II
46	Janice M. Policarpio	Rafael L. Lazatin Memorial High School	Principal I
47	Larry Jun R. Lobo	Rafael L. Lazatin Memorial High School	Principal II
48	Janice M. Policarpio	Rafael L. Lazatin Memorial High School -SHS	Principal I
49	Helen T. Cahulogan	Salapungan Elementary School	Principal I



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50	Jennifer S. Quiazon	San Ignacio Elementary School	Principal II
51	Almira S. Mendoza	Sapalibutad Elementary School	Principal I
52	Frederick M. Simbulan	Sapang Bato Elementary School	Principal III
53	Patrick Academia	Sapangbato National High School	Principal I
54	Abdon D. Aguilar	Sapangbato National High School	Principal II
55	Elvira P. Guina	Sitio Pader Elementary School	Principal I
56	Rendon B. Coloma	Sitio Target Integrated School	Principal I
57	Eliza P. Buan	Sta. Teresita Elementary School	Principal IV
58	Allan R. Traquiña	Sto. Domingo Intagrated School	Principal II
59	Rowena P. KHOO	Sto. Rosario Elementary School	Principal III
60	Delio B. Sannadan	Tacondo Elementary School	Principal I
61	Yvette Rosario Annali S. Batul	Teodoro P. Tinio Elementary School	Principal I
62	Marietta R. De Leon	Virgen Delos Remedios Elementary School	Principal III

Head Teachers

1	Jasmine A. Tongol	Angeles City National Trade School	Head Teacher
2	Jeral Reyes	Angeles City National Trade School	Head Teacher
3	Medina, Gilbert Dionisio	Angeles City National Trade School	Head Teacher
4	Raquel C. Castro	Angeles City National High School	Head Teacher
5	Arnie S. Simbillo	Angeles City National High School	Head Teacher
6	Benmar Mariano	Angeles City National High School	Head Teacher
7	Jennielyn A. Carlos	Angeles City National High School	Head Teacher
8	Carina G. Tayag	Angeles Elementary School	Head Teacher
9	Ai Kathleen C. Sagario	Anunas Elementary School	Head Teacher
10	Girlie C. Castro	Bonifacio V. Romero High School	Head Teacher
11	Roberto G. Ignacio	Bonifacio V. Romero High School	Head Teacher
12	Peria, Elena Maniago	Bonifacio V. Romero High School	Head Teacher
13	Abalos, Rexy Banguilan	Bonifacio V. Romero High School	Head Teacher
14	Ariel C. Guzman	EPZA Resettlement Elementary School	Head Teacher



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15	Lorie L. Macatula	Francisco G. Nepomuceno MHS	Head Teacher
16	Marie Ann M. Ong	Francisco G. Nepomuceno MHS	Head Teacher
17	Canlas, Mercy Manarang	Francisco G. Nepomuceno MHS	Head Teacher
18	Lingat, Janet Pinto	Francisco G. Nepomuceno MHS	Head Teacher
19	Xerxis Nael F. Valencia	Gov. Rafael L. Lazatin IS	Head Teacher
20	Camille D. Fuertez	Gueco Balibago Elem School	Head Teacher
21	Jomar C. Sampaga	Malabantias Integrated School	Head Teacher
22	Maryleen B. Vitug	Rafael L. Lazatin Memorial High School	Head Teacher
23	Julieta R. Santos	Rafael L. Lazatin Memorial High School	Head Teacher
24	Jennielyn Carlos	Rafael L. Lazatin Memorial High School	Head Teacher
25	Almachar, Agustina Collado	Rafael L. Lazatin Memorial High School	Head Teacher
26	Mary Joyce C. Kabigting	Sta. Teresita Elementary School	Head Teacher
27	Rizalyn Y. Lacson	Sto. Rosario Elem School	Head Teacher

PROGRAM MANAGEMENT TEAM

1	Edgard C. Domingo Phd, CESO VI	Office Of The Schools Division Superintendent	Schools Division Superintendent
2	Edgar L. Manabat Phd	Schools Governance Operations Division	Chief
3	Arcely G. Garcia	Schools Governance Operations Division	SEPS
4	Noli M. Manalo	Schools Governance Operations Division	EPS II
5	Elizabeth C. David	Schools Governance Operations Division	EPS II
6	Ralph Michaelg. Dungca	Schools Governance Operations Division	Nurse
7	Rosevee Venancia Necessario	Schools Governance Operations Division	Nurse
8	Janezza Aybz G. Manabat	Schools Governance Operations Division	ADAS
9	Marilou Q. Castro	Schools Governance Operations Division	Planning Officer
10	Irene C. Lusung	Schools Governance Operations Division	SEPS
11	Alan Nacu	Schools Governance Operations Division	Principal I/ Division Focal Person Co-Curricular



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Enclosure No. 2 to Division Memorandum No. s. 2026

DETAILED TRAINING/ACTIVITY MATRIX

TITLE OF TRAINING/ACTIVITY: Division Training on Leadership with Emotional Intelligence: Building Self-Aware and Emphatic Leaders					
VENUE: Westwood Farm Events and Accommodation			DATE:		
Day 1 March 16, 2026 (Tuesday)					
Time	Session Title	Learning Objectives	Resource Person	Methodology	Expected Output
2:00–5:00 PM	Preliminaries before the Training Program <ul style="list-style-type: none"> • Opening Prayer • House Rules • Pre-Test • Setting of Expectations • Issues / Challenges of School Heads in Managing the School • Announcement 	1. Understand the key concepts and principles related to the training topic. 2. Reflect on their current practices and identify areas for improvement. 3. Apply appropriate strategies and approaches in their respective roles or responsibilities.	Arcely G. Garcia SEPS -HRD Noli M. Manalo EPS II - HRD	Small group discussions Collaborative activities Sharing of experiences and best practices Presentation of outputs	1. Participants are properly registered and verified for attendance. 2. A positive learning environment is established, with participants familiarized with the program flow, objectives, and house rules. 3. Participants are oriented and motivated, understanding the purpose and relevance of the training. 4. Facilitators and participants are introduced, promoting rapport and collaboration throughout the program.





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					5.Documentation of the opening activities (attendance sheet, invocation, welcome message, overview) is completed for reporting purposes.
Day 2 March 17,2026 (Tuesday)					
8:00 – to 9:00 am	Opening Program National Anthem Opening Prayer Welcome and Statement of Objectives <i>Edgar L. Manabat PhD Chief -SGOD</i> Message <i>Engr. Edgard C. Domingo PhD, CESO V Schools Division Superintendent</i>	1. Reflect on the purpose of the training and its relevance to their roles. 2.Demonstrate respect and participation through active observance of the prayer and national anthem. 3. Understand the objectives, scope, and expected outcomes of the training. 4.Recognize the support and guidance provided by the division/office and resource persons.	Arcely G. Garcia SEPS -HRD Noli M. Manalo EPS II - HRD	1.Ceremonial / Observational – Participants actively engage in prayer and singing of the national anthem. 2. Lecture / Presentation – Facilitators or division/office head present the objectives of the training and provide a brief overview. 3.Motivational / Inspirational Talk – Message delivered by the division/office head to set a positive and encouraging tone.	1.Participants are formally welcomed and feel oriented about the training program. 2.Awareness and understanding of the training objectives among participants is established. 3.A respectful, focused, and motivated learning environment is created for the entire training. 4.Opening program is documented (attendance, invocation, anthem, message) for reporting purposes.





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9:00 am – 12:00 pm	Leading with A Heart and Mind	<ol style="list-style-type: none">1. Understand the dual role of emotional intelligence (Heart) and critical thinking/strategic decision-making (Mind) in leadership.2. Apply techniques for empathetic communication, active listening, and relationship building.3. Demonstrate decision-making strategies grounded in data, logic, and organizational vision.4. Balance compassion with accountability to create a high-performing and supportive work environment.5. Develop a personal action plan for leading with both Heart and Mind	<i>Rev. Father Rayvin F. Garcia</i>	Lecture Discussion Case Analysis Reflective Journal	Journal on Self- Reflection on Leading the School with Heart and Mind
12:00 - 1:00 pm	Lunch Break				
1:00 – 3:00 pm	Practical Ways of Applying Emotional Intelligence	<ol style="list-style-type: none">1. Identify practical strategies for strengthening emotional intelligence competencies such as self-awareness, self-regulation, motivation,	<i>Rev. Father Rayvin F. Garcia</i>	Lecture Group Activities Role Playing	





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		<p>empathy, and social skills in leadership situations.</p> <p>2.Demonstrate emotional regulation techniques (e.g., mindful pause, reflective thinking, and constructive response) when responding to workplace challenges and interpersonal interactions.</p> <p>3.Develop a personal action plan outlining specific practices to continuously improve emotional intelligence skills in their professional roles as school leaders.</p>			
3:00 -4:00 pm	Clearing House Announcement Evaluation of Day 1	<p>1.Summarize and clarify key learnings from Day 2</p> <p>2.Provide and receive feedback to improve the succeeding sessions.</p> <p>3.Be informed of schedules, reminders, and next steps for the training.</p>	<p>1.Open Forum / Group Discussion – for clarifying questions, reflections, and sharing insights.</p> <p>2.Information Dissemination /</p>	Arcely G. Garcia SEPS- HRD	<p>1.Clarifications and understanding of Day 1 learnings are documented.</p> <p>2.Participants provide feedback on the sessions, methodology, and content.</p> <p>3.Participants are informed and prepared for the next day's activities</p>





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			Announcements – facilitator communicates important reminders and next day’s agenda. 3. Written or Online Evaluation – participants complete evaluation forms or feedback sheets.		
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Day 3 March 18,2026 (Wednesday)					
8:30 – to 9:00 am	<i>Preliminary Activities</i>	1. Settle into a conducive learning environment and be ready to engage actively in the session. 2. Reflect on their current leadership practices and	Noli M. Manalo EPS II	1.Registration of Participants – check-in and verification of attendance.	1.Participants are registered, oriented, and ready for the learning session.





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		self-awareness in handling emotions. 3. Activate prior knowledge and experiences related to emotional intelligence in school leadership. 4. Build rapport and trust among participants to encourage open sharing and collaboration.		2. Icebreaker / Energizer Activity – short activity to energize participants and promote engagement. 3. Group Sharing / Reflection – participants briefly share experiences related to leadership challenges and emotional awareness. 4. Overview of the Session – facilitator presents the objectives, relevance, and flow of the session	2. Rapport and engagement among participants are established. 3. Initial reflections on emotional intelligence and leadership are shared. 4. A positive learning environment is set for the session on Emotional Intelligence
9:00 am – 12:00 pm	Conflict Management in the School Setting	1. Identify the common sources and types of conflicts in the school setting (learners, staff, parents, community).	<i>Atty. Wade A. Lawatan</i>	Lecture Role Playing	Conflict mapping worksheet Action plan Role-play demonstration outputs





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		2. Understand the DepEd policies and legal issuances governing conflict management (Child Protection Policy, Grievance System, ADR). 3. Apply appropriate conflict resolution mechanisms such as mediation, CPC procedures, and grievance protocols. 4. Develop an action plan to create a safe, supportive, and collaborative school environment. 5. Demonstrate conflict handling skills through scenario based simulations.			
12:00 - 1:00 pm	Lunch Break				
1:00 – 3:00 pm	Preparation of Action Plan for improving conflict management strategies at the school level.	1. Analyze common sources of conflict in the school setting among teachers, learners, parents, and stakeholders.	Arcely G. Garcia SEPS - HD	Workshop / Action Planning Activity Small Group Discussion and	School-Based Action Plan on Conflict Management Strategies that includes the





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		2. Apply principles of emotional intelligence in addressing and managing conflicts effectively. 3. Develop a practical and responsive action plan to improve conflict management strategies in their respective schools.		Collaborative Planning Facilitator Coaching and Feedback	identified issues, objectives, activities, timeline, persons responsible, and success indicators.
3:00 -4:00 pm	Clearing House/ Announcement Evaluation of Day 2	1. Summarize and clarify key learnings from Day 2 2. Provide and receive feedback to improve the succeeding sessions. 3. Be informed of schedules, reminders, and next steps for the training.	1. Open Forum / Group Discussion – for clarifying questions, reflections, and sharing insights. 2. Information Dissemination / Announcements – facilitator communicates important reminders and next day’s agenda. 3. Written or Online Evaluation – participants	Arcely G. Garcia SEPS- HRD	1. Clarifications and understanding of Day 1 learnings are documented. 2. Participants provide feedback on the sessions, methodology, and content. 3. Participants are informed and prepared for the next day’s activities





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			complete evaluation forms or feedback sheets.		
Day 4 March 19,2026 (Thursday)					
8:30 – to 9:00 am	<i>Preliminary Activities</i>	<ol style="list-style-type: none"> 1. Settle into a conducive learning environment and be ready to engage actively in the session. 2. Reflect on their current leadership practices and self-awareness in handling emotions. 3. Activate prior knowledge and experiences related to emotional intelligence in school leadership. 4. Build rapport and trust among participants to encourage open sharing and collaboration. 	Noli M. Manalo EPS II	<ol style="list-style-type: none"> 1.Registration of Participants – check-in and verification of attendance. 2.Icebreaker / Energizer Activity – short activity to energize participants and promote engagement. 3.Group Sharing / Reflection – participants briefly share experiences related to leadership challenges and emotional awareness. 	<ol style="list-style-type: none"> 1.Participants are registered, oriented, and ready for the learning session. 2.Rapport and engagement among participants are established. 3.Initial reflections on emotional Conflict Management are shared. 4.A positive learning environment is set for the session on Emotional Intelligence





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				4. Overview of the Session – facilitator presents the objectives, relevance, and flow of the session	
9:00 – 10:00 am.	Presentation of Action Plan	<ol style="list-style-type: none"> 1. Present the objectives of their proposed action plan based on the identified needs or gaps in their respective schools or offices. 2. Explain the rationale behind the objectives and how these address existing challenges or priorities. 3. Receive feedback and suggestions from fellow participants and facilitators to further improve the action plan. 4. Promote collaboration and shared learning by learning from the experiences and ideas of other participants. 	Arcely Garcia SEPS -HRD	Individual Presentation	Action Plan





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		5. Refine and strengthen the action plan before its final implementation			
10:00 - 11:00 am.	Post Test	<ol style="list-style-type: none"> 1. Demonstrate understanding of the key concepts of leadership and emotional intelligence discussed during the training. 2. Reflect on their learning gains and identify areas for further development. 3. Assess the effectiveness of the training in enhancing their knowledge and leadership competencies. 	Noli M. Manalo EPS II	<ol style="list-style-type: none"> 1. Individual Assessment through a written or online post-test. 2. Reflection Activity where participants review their learning and insights gained during the training. 	<ol style="list-style-type: none"> 1. Completed Post-Test Forms or Online Responses from participants. 2. Results of the post-test indicating participants' level of understanding and learning gained from the training.
11:00 -12:00 pm.	Closing Program	<ol style="list-style-type: none"> 1. Reflect on key insights and lessons learned from the training on leadership with emotional intelligence. 2. Strengthen commitment to apply emotional intelligence 	Arcely G. Garcia SEPS -HRD	<ol style="list-style-type: none"> 1. Synthesis of Learning by the facilitator or training organizer. 2. Closing Message from a division official or training head. 	<ol style="list-style-type: none"> 1. Participants express commitment to apply emotional intelligence in their leadership practices.





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		principles in leading their schools. 3. Recognize the collective efforts of organizers, facilitators, and participants in the successful conduct of the training.		3. Awarding of Certificates / Acknowledgment of Participants.	2. Completion of the training program and recognition of participants and facilitators. 3. Strengthened professional motivation among school heads to lead with empathy, self-awareness, and effective relationship management
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