



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

SCHOOL MEMORANDUM

No. 086, s. 2025

May 28, 2025

**GENDER AND DEVELOPMENT (GAD) SOFT SKILLS TRANSFORMATIVE
TRAINING PROGRAM MODULE 1: ADAPTABILITY AND MOTIVATION**

To: Chief, Functional Divisions
All Others Concerned

1. In line with the advocacy of Department of Education and Bataan High School for the Arts (BHSA) to provide and ensure a gender-sensitive, inclusive, and creative and innovative leaders, this Office announces the conduct of the **Gender and Development (GAD) Soft Skills Transformative Training Program “Module 1: Adaptability and Motivation on May 31-June 1, 2025**, at Galilee Wonderland Resort, Bulacan.
2. GAD Module 1: Adaptability and Motivation aims to:
 - a. understand the role of resilience and importance of adaptability in thriving in today's rapidly changing work environment;
 - b. explore ways to continuously refine motivation skills for personal growth and organizational effectiveness; and
 - c. learn and reflect on how to effectively communicate and collaborate with others to foster adaptability and motivation within a team and organization.
3. Target participants in this activity are **all teaching, teaching-related, non-teaching personnel** and **SSLG Officers** of this school (*see Enclosure 2*). All participants are required to answer the pick-up and drop off survey form at **forms.office.com/r/hJgMvAYCYM** on or before May 28, 2025 at 5pm.
4. Meals to be served on Day 1 are am snacks, lunch, pm snacks, and dinner while Day 2 meals are breakfast, am snacks, and lunch.
5. Other relative expenses of participants shall be charged against Regional/School MOOE funds or other available local funds, subject to the existing accounting and auditing rules and regulations.
6. In addition, pursuant to Department Order No. 53, s. 2003, titled “*Updated Guidelines on Grant Vacation Service Credits to Teachers*” and for Compensatory Time-Off in place of the writeshop days that will fall on either holiday or weekend and under Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004, for the non-teaching personnel, all participants who will be attending activities during holidays/weekends shall be entitled to whichever is applicable.



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

7. For any clarification or inquiry, contact Mr. Oliver V. Arevalo and Mr. Jomar Dela Cruz, GAD Focal Persons of the Administrative Division or email at hr.bhsa.bataan@deped.gov.ph.
8. Enclosed are the Training Matrix, List of Participants, and Consent Form, for reference.
9. Immediate and wide dissemination of this Memorandum is earnestly desired.


MIA ARIANA P. MANCIONCO, PhD
Director III
School Director

Encl.: None
Reference: as stated
To be indicated in the Perpetua Index under the following subjects

GAD TRAINING

AD02/AD06 May 26, 2025



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

Enclosure 1 of School Memorandum No. ___, s. 2025

Gender and Development (GAD) Soft Skills Transformative Training Program
Module 1: Adaptability and Motivation

Training Matrix

May 31 – June 1, 2025 | Galilee Wonderland Resort, Bulacan

Time	Activity	In-Charge
Day 1 8:00am–8:30am	Registration	Administrative Division
8:30am–9:00am	Opening Program Prayer National Anthem DepEd Region III Hymn Bataan Hymn Quality Policy Statement Roll Call Welcome Remarks Message Statement of Purpose Energizer	AVP Alvin P. Hulipas Chief Administrative Officer Administrative Division Mia Ariana P. Tanciongco Director III School Director Oliver V. Arevalo/ Jomar D. Dela Cruz GAD Focal Persons AVP
9:00am–10:30am	Workplace Flexibility	Maria Lucille C. Galang <i>Resource Person</i>
10:30am–10:45am	Uninterrupted Health Break	
10:30am–12:00nn	Continuation of Workplace Flexibility	Maria Lucille C. Galang <i>Resource Person</i>
12:00nn–1:00pm	Lunch Break	
1:00pm–3:00pm	Tips to Overcome Hindrances in the Workplace	Maria Lucille C. Galang <i>Resource Person</i>
3:00pm–3:45pm	Uninterrupted Health Break	
3:45pm–5:45pm	Workshop: Developing your Motivation	Maria Lucille C. Galang <i>Resource Person</i>
5:45pm–7:00pm	Dinner/Check in	
7:00pm–8:00pm	Workshop: Workplace to Workplace Flexibility	Maria Lucille C. Galang <i>Resource Person</i>



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

Time	Activity	In-Charge
DAY 2 7:30am–8:00am	Management of Learning	Administrative Division
8:00am–10:00am	Insights to Module 1: Adaptability and Motivation	Maria Lucille C. Galang <i>Resource Person</i>
10:00am–10:15am	Uninterrupted Health Break	
10:00am–12:00nn	Continuation of Insights to Module 1	Maria Lucille C. Galang <i>Resource Person</i>
12:00nn–1:00pm	Lunch Break	
1:00pm–2:00pm	Beyond the Glass Ceiling: Leading with Confidence, Empowerment, and Equality	Maria Lucille C. Galang <i>Resource Person</i>
2:00pm– 2:30pm	Closing Program	Administrative Division



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

Enclosure 2 of School Memorandum No. ___, s. 2025

Gender and Development (GAD) Soft Skills Transformative Training Program
Module 1: Adaptability and Motivation
May 31 – June 1, 2025 | Galilee Wonderland Resort, Bulacan

List of Participants

No.	Name	Position
1	Mia Ariana P. Tanciongco	Director III
2	Alvin P. Hulipas	Chief Administrative Officer
3	Bernadette M. Dela Cruz	Chief Administrative Officer
4	Alma R. Garcia	Chief Administrative Officer
5	Ronald P. Bantugan	Chief Education Program Specialist
6	Oliver V. Arevalo	Supervising Administrative Officer
7	Lyda V. Bantugan	Supervising Administrative Officer
8	Perlie Ann T. Samonte	Supervising Administrative Officer
9	Samuel A. Quiroz	Supervising Education Program Specialist
10	Rosie L. Basilio	Senior Education Program Specialist
11	Mark Jenor R. Gaor	Accountant III
12	Melbourne L. Salonga	Information Technology Officer I
13	Karen M. Macalinao	Budget Officer III
14	Romina D. Velasco	Administrative Officer V (Admin)
15	Avegail A. Vicente	Administrative Officer V (GS)
16	Nieva D. Adelino	Administrative Officer V (Cashier III)
17	Margioleh G. Alonzo	Project Development Officer III
18	Pepito B. Hernandez	Master Teacher I (Basic Ed.)
19	Liza Marie S. Nery	Master Teacher I (Arts Ed.)
20	Ma. Glenda P. Dela Fuente	Education Program Specialist II
21	Rennor C. Clavel	Information System Analyst II
22	Jomar D. Dela Cruz	Administrative Officer IV (HRMO II)
23	Cesiah Faith H. Tutol	AO IV (Budget Officer II)
24	Imelda R. Villanueva	AO IV (Student Affairs)
25	Timi T. Labandilo	Nurse I
26	Raymond O. Caling	Planning Officer II
27	Joseph Aaron C. Macalinao	AO III (Supply Officer II)
28	Marisol B. Cunanan	AO III (Cashier II)
29	France Joy V. Bonagua	Dentist I
30	Mayeth M. Geraldez	Administrative Officer II (Accounting)
31	Emmanuel C. Felicilda	Administrative Officer II (Budget)
32	Jereline M. Olivera	Dormitory Manager II



Republic of the Philippines
Department of Education

REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

33	Louisa Dawn A. De Guzman	Nutritionist-Dietitian I
34	Hannah Grace I. Pedrocillo	Planning Officer I
35	Marilou F. Benlirio	Administrative Officer II (Admin)
36	Marilyn F. Guevarra	Administrative Officer I (Cashier I)
37	Christian A. Rodriguez	AO I (Supply Officer I)
38	Joyce Ann V. Sartiga	Dormitory Manager I
39	Christian C. Mangalindan	Administrative Assistant II
40	Mike Jayvee C. Bantugan	Administrative Assistant II
41	Patrisse Shayne M. Arellano	Administrative Assistant II
42	Joshua M. Barrometro	Administrative Assistant II
43	Lourrie May F. Libo-on	Special Education Teacher I
44	Guilito B. Macatuggal	Special Education Teacher I
45	Michelle F. Collado	Special Education Teacher I
46	Aubrey J. Savet	Special Education Teacher I
47	Russel R. Mangalindan	Special Education Teacher I
48	Jayson T. Sarmiento	Special Education Teacher I
49	Neale Oliver V. Bonbon	Special Education Teacher I
50	Renie H. Esconde	Special Education Teacher I
51	Erwin T. Cupla	Special Education Teacher I
52	Ma. Erika Gene D. Dino	Teacher II
53	John Christopher A. Baysa	Teacher I
54	Norielyn A. Bantugan	MOOE-Utility
55	Cristi G. Caday	MOOE-Dormitory Aide
56	Niel Jonathan R. Pantaleon	MOOE-Driver
57	Raymond G. Reyes	MOOE-Watchman
58	Teofilo R. Sartiga	MOOE-Watchman
59	Kristel R. Salazar	MOOE-Clerk
60	Lorna B. Yumul	MOOE-Dormitory Aide
61	Jun A. Gaspar	PSB-Utility
62	Carlos A. Rodriguez	PSB-Utility
63	Fiona Isabel N. Sanchez	SSLG Vice President
64	Elisha B. Trajano	SSLG Treasurer
65	J-Mark Q. Santos	SSLG Public Information Officer
66	Ashleyheart A. Dasigan	SSLG Protocol Officer
67	Aria James G. Arellano	Grade 8 Representative
68	Jia Carreon	Grade 9 Representative
69	Kris Marianne Salazar	Grade 9 Representative
70	Rhian Mary Joy R. Manacmol	Grade 9 Representative
71	Amihan C. Fadrigalan	Grade 10 Representative
72	Trisha DelMundo	Grade 10 Representative
73	Micah Ella Nicole A. Busing	Grade 10 Representative



Republic of the Philippines
Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

Enclosure 3 of School Memorandum No. ____, s. 2025

CONSENT FORM
FOR LEARNER'S PARTICIPATION IN THE
2025 ANNUAL GAD TRAINING AND SEMINAR

I, _____, parent/guardian
of _____, hereby grant
permission for my child to participate in the Gender and Development (GAD)
Seminar scheduled to take place on **May 31 – June 1, 2025**, at Bulacan.

I understand that the seminar aims to provide valuable insights and
knowledge on gender equality and inclusivity, and I believe that my child will
benefit from attending this educational event. I trust that the seminar will be
conducted in a safe and supportive environment conducive to learning.

I hereby authorize the school staff to supervise my child during the seminar
and to take any necessary measures for their well-being. I also agree to inform
the school promptly of any changes to my contact information or emergency
contact details.

Please find my signature below, indicating my consent for my child to
participate in the **GAD Seminar**.

Thank you for providing this opportunity for my child, and please do not
hesitate to contact me if you require any further information.

Sincerely,

Signature Over Printer Name of Parent/Guardian

Date