



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

August 17, 2026

DIVISION MEMORANDUM

No. 648, s. 2026

**UPDATES ON DIVISION MEMO NO. 419 S. 2026 RE : CAPABILITY BUILDING
ON COACHING AND MENTORING OF SCHOOL LEADERS
THROUGH PROJECT TASK FORCE**

TO: This Division
Clusters In-charge
School Heads (Elementary & Secondary)
All others Concerned

1. Relative to Division Memorandum No. 419, s. 2026 dated May 19, 2026, titled "*Capability Building on Coaching and Mentoring of School Leaders Through Project TASK FORCE*," this Office informs the field of the updates regarding its project title, final schedule, technical working group and specific venue.

2. The changes are detailed below:

Item Reference	From	To
Project Title	Project TASK FORCE	Project TAGDON 3.0
Date of Conduct	June 30, 2026	August 25, 2026 (8:00 AM)
Venue	Within the City of Baybay (TBD)	BCDEC Hall B

3. In addition, all Cluster In-charge (CICs) and School Heads are strictly reminded to bring a laptop to be utilized during the interactive workshops and hands-on sessions.
4. Given the significance of this capacity-building activity, complete attendance for all CICs, School Heads, and SGOD personnel is necessary.



Diversion Road, Brgy. Gaas, Baybay City, Leyte
(53) 563-7615
baybay.city@deped.gov.ph
Department of Education, Schools Division of Baybay City

5. All other provisions, objectives, guidelines, and lists of identified participants stated in the original Memorandum remain in effect and unchanged.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


MANUEL P. ALBAÑO PhD, CESO V
Schools Division Superintendent
8/19/26

Enclosures: As stated

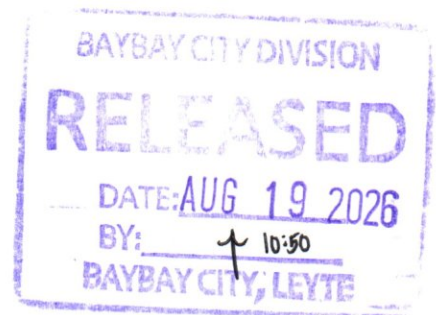
Reference: Division Memo 419 s. 2026

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

CAPABILITY BUILDING

SCHOOL LEADERS

TECHNICAL ASSISTANCE



Diversion Road, Brgy. Gaas, Baybay City, Leyte
(53) 563-7615

baybay.city@deped.gov.ph

Department of Education, Schools Division of Baybay City

Technical Working Group

Committee/ Assignment	Person Responsible
Tarp, Program, and Invitation	Jo-Ann Cerna-Rapada & Vivian Joy Roluna
Decoration	Ma. Liwayway N. Lumanta, Arsenia Baliad & Leonilyn Tabaranza
Registration & Attendance	Ma. Lourdes Varron & Janette Hammond
Documentation	Alexander Gallego & Joshua Albiola
ACR	Carlet Gay Lingatong & Judith Baslan
Health & Wellness	Dr. Liryc Luis Arradaza & SHNS
Program Flow, Learning Facilitation & Mentoring of the sharers	Jasper Paul Ycoy, Deowel F. Abapo, Romeo Sonio, Jerwin Javier and Mariel Itlanas
Audio-Visual Technical & Hall Preparation	Crisanto Escasinas, Richard Dano, & Raymund Sacro
Tokens for Presenters	Ireneo Rodriguez & Engr James Gonzales
QAME	Rosalinda Pael



Diversion Road, Brgy. Gaas, Baybay City, Leyte
(53) 563-7615
baybay.city@deped.gov.ph
Department of Education, Schools Division of Baybay City