



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

10 August 2026

DIVISION MEMORANDUM
SGOD-2026- 128

**ORIENTATION AND HANDS-ON WORKSHOP ON THE SCHOOL NEEDS DATA
SYSTEM (SNDS) 2.0: STRENGTHENING RESOURCE MOBILIZATION AND
PARTNERSHIP MANAGEMENT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. Anchored on the Republic Act No. 8525 (Adopt-A-School Act of 1998), the Schools Division Office of Tacurong City is committed to strengthening stakeholder engagement, resource mobilization, and school-based management. To adapt to the trends in digital resource mobilization and partnership management, this Office shall conduct the ***Orientation and Hands-on Training on the School Needs Data System (SNDS) 2.0: Strengthening Resource Mobilization and Partnership Management on August 19-20, 2026, at the SDO Conference Hall, City of Tacurong.***
2. This activity is necessary to equip school partnership focal persons and internal education stakeholders with the knowledge and skills needed to use the SNDS 2.0 platform. Specifically, the activity aims to:
 - a. Strengthen partnership skills through capacity building in the utilization of the digital and web platforms;
 - b. Assess the status of encoding and utilization of the SNDS; and
 - c. Gather issues and concerns of the school partnership focal persons on partnership management.
3. The participants in this activity are the School Partnership Focal Persons and identified members of the School Governance and Operations Division (SGOD). Further, participants are required to bring their laptops, extension



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cords, 2026 Annual Improvement Plan, List of School Needs, and Profile of Partners. These requirements are necessary for the workshop.

4. The List of Participants and the Activity Matrix are attached for your reference.
5. For inquiries and concerns, you may contact *Ma. Dianne Joy R. dela Fuente*, Senior Education Program Specialist, Division Partnership Focal Person at 09295140654 or tacurong.sgod@deped.gov.ph.
6. For information, dissemination, and compliance.

CARLOS G. SUSARNO, PHD, CESO VI

Assistant Schools Division Superintendent
Officer -in-Charge

Office of the Schools Division Superintendent

MDJRDF/SGOD/DM- ORIENTATION AND HANDS-ON WORKSHOP ON THE SCHOOL NEEDS DATA SYSTEM (SNDS)
2.0: STRENGTHENING RESOURCE MOBILIZATION AND PARTNERSHIP MANAGEMENT/August 10, 2026



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Enclosure No. 01 to Division Memorandum SGOD-2026-128

LIST OF PARTICIPANTS

A. SDO Personnel

NO	NAME	POSITION
1.	Mayflor D. Romualdo	Chief ES-SGOD
2.	Ernie P. Pama	EPS
3.	Ma. Dianne Joy R. dela Fuente	SEPS
4.	Mohani A. Paguita	SEPS
5.	Janice P. Suboc	EPS II
6.	Junaflor R. Sucaldito	EPS II
7.	John G. Bayugos	PDO-II
8.	Leonora R. Po	PDO II/OIC-PO
9.	Brendon A. Moises	PDO-I
10.	Engr. Keiff Humpfrey M. Bedia	DepEd Engr.
11.	Ivan James B. Pano, MD	MO III
12.	Dane Emmanuel Luza, DMD	Dentist II
13.	Nomer F. Buenavente	AA VI
14.	Herven A. Allado	SEPS, SDO GenSan

B. School

NO	NAME	POSITION	SCHOOL
15.	Chariben B. Sebastian	AO-II	TPES
16.	Marialina A. Toring	AO-II	DMJGMCS
17.	Mark John Cabalfin	PDO-I	PAES, SEES, TES
18.	Raddy P. Sandig	AO-II	SRES
19.	Monalyn A. Lopez	PDO-I	NICES, JHLES
20.	Diomar C. Narcilla	HT-I	KES
21.	Paulo Miguel C. Segura	AO-II	LMES
22.	Adelpha A. Abenoja	AO-II	UKNHS
23.	Heaven Grace B. Arroza	AO-II	NLES
24.	Raiza Grace O. Leynes	AO-II	MZBES
25.	Charish G. Fabrigar	AO II	JACS
26.	Roselle T. Carvajal, CPA	AO II	JVLSES
27.	Kaitlyn Deen B. Lamita	PDO-I	EPBMES, RMES M&B
28.	Raymark B. Pama	AO II	LPES
29.	Cleo Irene Daros	AO II	SENHS
30.	Ralph Jan Sespene	AO II	VFGNHS
31.	Merry Queen S. Quines	AO II	RMNHS
32.	Sarrah Jane G. Ruelan	AO II	BES
33.	Concepcion G. Paclibar	AO II	ASIS
34.	Michell M. Dorado	AO II	MAMMES
35.	Kathryna S. Celendro	AO II	SAES



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36.	Neil D. Casador	HT I	AFSCES
37.	Glory Grace C. Albaran	AO II	CPVES
38.	Glaiza S. Dasmарinas	AO II	VPDES
39.	Charlote M. Garcia	AO II	TNHS
40.	Mary Ann S. Villamor	AO II	SPNHS
41.	Catherine M. Lozano	AO II	ASBNHS



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Enclosure No. 02 to Division Memorandum SGOD-2026-128

**ORIENTATION AND HANDS-ON TRAINING ON THE SCHOOL NEEDS DATA
 SYSTEM (SNDS) 2.0: STRENGTHENING RESOURCE MOBILIZATION AND
 PARTNERSHIP MANAGEMENT**

MATRIX OF ACTIVITY

Date/Time	Activity	Person/s Responsible
Day 1- August 18, 2026		
7:30 AM – 8:00 AM	Settling In and Registration	Brendon A. Moises PDO-I- YFD
8:00 AM – 8:30 AM	Opening Program National Anthem Opening Prayer City Hymn Opening Remarks Statement of Purpose Message	AVP Nomer F. Buenaente AA Gilbert B. Barrera, CESE ASDS Mayflor D. Romualdo CES-SGOD Carlos G. Susarno, PHD, CESO VI ASDS OIC-Office of the SDS
8:31 AM – 10:15 AM	Partnership Implementation in the Clusters	Secondary Cluster North Cluster East Cluster West Cluster South Cluster Central Cluster
10:16 AM – 10:30 AM	Health Break	
10:31 AM – 10:45 AM	Session 1. SNDS Overview	Herven A. Allado, RN SEPS, SMN-GenSan
10:46 AM – 11:00 AM	Session 2 Uploading School Logo, Location, School Profile	Ma. Dianne Joy R. dela Fuente SEPS
11:01 AM – 11:15 AM	Session 3 Encoding Partnership Engagement Activities	Ma. Dianne Joy R. dela Fuente SEPS Herven A. Allado, RN SEPS
11:16 AM – 12:00 NN	Workshop 1 Encoding PPAs	Junaflor R. Sucaldito



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		EPS II
12:01 PM - 1:00 PM	Lunch Break	
1:01 PM – 1:15 PM	Management of Learning	
1:15 PM – 1:45 PM	Session 4 Encoding AIP-based Needs	Herven A. Allado, RN SEPS Ma. Dianne Joy R. dela Fuente SEPS Junaflor R. Sucaldito EPS II
1:46 PM – 2:30 PM	Workshop 2 Encoding AIP-based Needs	
2:31 PM – 2:45 PM	Session 5 Stakeholder Registration Process	Ma. Dianne Joy R. dela Fuente SEPS Herven A. Allado, RN SEPS Junaflor R. Sucaldito EPS II
2:46 PM – 3:15 PM	Workshop 3 Stakeholder Account Registration	
3:15 PM- 3:30 PM	Health Break	
3:31 PM – 3:45 PM	Session 5 Engaging Stakeholders & Updating Needs	Herven A. Allado, RN SEPS Ma. Dianne Joy R. dela Fuente SEPS Junaflor R. Sucaldito EPS II
3:45 PM – 4:15 PM	Workshop 4. Engaging Stakeholders & Updating Needs	
4:16 PM – 4:30 PM	Session 6 Account Settings/ Change Password	Herven A. Allado, RN SEPS
4:31 PM – 4:45 PM	Open Forum	
4:46 PM – 5:00 PM	End of Day Assessment	SMME
Day 2- August 19, 2026		
8:00 AM -8:30 AM	Management of Learning	
8:31 AM – 9:00 AM	Session 7 Encoding PPA Plan and Accomplishment of Program Holders	Herven A. Allado, RN SEPS
9:01 AM – 10:00 AM	Workshop 8 Encoding of PPA Plan and Accomplishment	
10:01 AM – 10:15 AM	Health Break	
10:16 AM – 12:00 AM	Continuation of Workshop 8	Herven A. Allado, RN SEPS
12:00 NN – 1:00 PM	Lunch Break	



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1:00 PM - 1:15 PM	Management of Learning	
1:16 PM – 2:30 PM	Continuation of Workshop 8	Herven A. Allado, RN SEPS
2:30 PM -2:45 PM	Open Forum	Junaflor R. Sucaldito EPS II
2:45 PM – 3:00 PM	End of Day Evaluation	SMME
3:00 PM – 4:00 PM	Closing Program	



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