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Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
OSDS-2025-0042

To : **GLENN B. SEPARIS, CPA, CESE**

Subject : **PARTICIPATION TO THE NEAP FIRST QUARTERLY ASSEMBLY  
AND LEARNING SESSION**

Date : **March 21, 2025**

Attached herewith is Memorandum No. DM-OUHROD-2025-0706 from the Office of the Undersecretary for Human Resource and Organizational Development dated March 17, 2025 and Regional Memorandum No. HRDD-2025-070 dated March 19, 2025 relative to the participation to the **NEAP First Quarterly Assembly and Learning Session for FY 2025 on March 23-28, 2025** (inclusive of travel time) at **NEAP Baguio**.

With this, you are hereby advised to attend the said activity, accomplish the pre-work activity through <https://tinyurl.com/PreWorkNEAP>, and register through <https://forms.office.com/r/kgzaY3zs5R> on or before **March 21, 2025**.

Board and lodging will be charged against NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to Division HRD support funds/local funds subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent ✓

**RELEASED**

**MAR 21 2025**

RECORDS SECTION - SDO PANABO CITY  
BY 

Enclosed as stated  
OSDS/gbs/mjcs





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

March 19, 2025

REGIONAL MEMORANDUM  
HRDD-2025-070

PARTICIPATION TO THE NEAP FIRST QUARTERLY ASSEMBLY  
AND LEARNING SESSION

To: Assistant Regional Director  
Schools Division Superintendent of Panabo City  
Chiefs of the Curriculum and Learning Management Division, Quality Assurance Division, and Human Resource Development Division

1. This has reference to DM-OUHROD-2025-0706 titled NEAP First Quarterly Assembly and Learning Session dated March 17, 2025. Relevant details are found in the enclosures. The participants of the activity are:

Participants	Position	Office/SDO
Allan G. Farnazo	Regional Director	RO XI
Mary Jeanne B. Aldeguer	Chief Education Supervisor	RO XI-CLMD
Nelma Lyn R. Barnija	Chief Education Supervisor	RO XI-HRDD
Jenielito S. Atillo	Chief Education Supervisor	RO XI-QAD
Maureen Ava B. Acuña	Education Program Specialist II	HRDD-RNEAP
Glenn B. Separis	Accountant III	SDO-Panabo City

2. The participants are requested to register <https://forms.office.com/r/kgzaY3zs5r> on or before March 21, 2025.

3. For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).

4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated  
ROH3/glv

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
Date: *March 20, 2025*  
47592





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

19 MAR 2025

4531

8:18

## MEMORANDUM

DM-OUHROD-2025-0706

TO : **Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs / NEAP R Focal Persons**  
**Concerned Central Office Bureaus/Services/Offices**  
Bureau of Curriculum Development  
Bureau of Learning Delivery  
Bureau of Alternative Education  
Bureau of Learning Resources  
External Partnerships Service  
Administrative Service  
Finance Service – Office of the Director  
Finance Service – Education Programs Management Office  
Finance Service – Operations and Data Management Division  
Bureau of Learner Support Services – Youth Formation Division  
Policy and Planning Service – Planning and Programming Division  
Literacy Coordinating Council Secretariat  
Indigenous Peoples Education Office

FROM : **WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

*Carmela C. Oracion*  
**CARMELA C. ORACION**  
*Assistant Secretary*  
*Human Resource and Organizational Development*  
*(National Educators Academy of the Philippines)*

SUBJECT : **NEAP FIRST QUARTERLY ASSEMBLY AND LEARNING SESSION**

DATE : 17 March 2025

1. To support the effective and efficient implementation of professional development (PD) programs for teachers and school leaders and ensure the judicious utilization of the Human Resource Development (HRD) Funds and other funds for capability building and training, the National Educators Academy of the Philippines (NEAP) will conduct its **First Quarterly Assembly and Learning Session for FY 2025** on **23-28 March 2025** (inclusive of travel time) at **NEAP Baguio**.



2. This activity has the following objectives:

- a. **Strategic Direction.** Provide clear guidance and expectations for the year, ensuring alignment with NEAP's directions.
- b. **Programmatic Professional Development.** Establish comprehensive and sustained PD programs, including workshops, seminars, and conferences, to enhance educators' skills and knowledge, and track progress through a centralized database.
- c. **Sustainable Funding.** Explore diverse sources of funding, including grants, sponsorships, and partnerships, to support NEAP's programs and activities.
- d. **Data-Driven Decision Making.** Develop and implement a centralized database to track educators' information, program participation, and progress, ensuring efficient data management and informing data-driven decisions.
- e. **Transparency and Communication.** Share updates on the new management's vision, goals, and strategies for NEAP, ensuring transparency, open communication, and stakeholder engagement.

3. For reference, please see the following documents:

- a. *Enclosure 1 – List of Participants*
- b. *Enclosure 2 – Indicative Activity Matrix*

4. The participants are instructed to accomplish a pre-work activity through the link <https://tinyurl.com/PreWorkNEAP> which includes the following:

- a. FY 2024 Program and Budget Accomplishments, including but not limited to, i) Programs, Projects, and Activities (PPAs) to the HRD Fund, ii) PPAs Charged to Other DepEd Fund Sources, and iii) Local Government Unit-funded Training Activities
- b. FY 2025 Implementation Plan and Budget

5. The participants are requested to confirm their attendance through the registration link <https://forms.office.com/r/kgzaY3zs5r> on or before 21 March 2025.

6. The participants are advised to check in on 23 March 2025 (Sunday), 2:00 p.m. and check out on 28 March 2025 (Friday), 12:00 p.m. Please see the meal schedule below.

Meals	23 March 2025 Sun	24 March 2025 Mon	25 March 2025 Tue	26 March 2025 Wed	27 March 2025 Thu	28 March 2025 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

7. The participants are reminded to bring materials/references related to the purpose of the activity, as well as their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).



8. The participants' board and lodging will be charged against NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to Central Office/Regional Office/Schools Division Office HRD support funds/local funds subject to the usual accounting and auditing rules and regulations.
9. Should you have other questions and concerns, please coordinate with **NEAP Office of the Director**, through email [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8638-8638.
10. For immediate dissemination and appropriate action.

*Copy furnished:*

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS





Republika ng Pilipinas

## Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### Enclosure 1

#### NEAP Quarterly Assembly and Learning Session

NEAP Teachers Camp, Baguio City

March 24-28, 2025

#### LIST OF PARTICIPANTS

	Name	Office
	<b>CENTRAL OFFICE</b>	
1	Undersecretary Wilfredo Cabral	OUHROD
2	Assistant Secretary Carmela Oracion	NEAP
3	Director Jennifer Lopez	NEAP
4	Director Margarita Consolacion Ballesteros	NEAP
5	Director Leah Apao	NEAP
6	Marife Morcilla	NEAP-PDD
7	Alexander Simagala	NEAP-PDD
8	Ariel Dagar	NEAP-QAD
9	Millie Jane Fudolig	NEAP-PDD
10	Ailene Duterte	NEAP-PDD
11	Dustin Troy Joson	NEAP-PDD
12	Joy Magalona	NEAP-PDD
13	Rizza Pereyra	NEAP-PDD
14	Anna Maria Patricia Santos	NEAP-PDD
15	Florentino Varron, Jr.	NEAP-PDD
16	Richie Carla Vasagas	NEAP-PDD
17	Marvin Villafuerte	NEAP-PDD
18	Jhoanna Javier	NEAP-PDD
19	Billy Rei Pagba	NEAP-QAD
20	Alvin Fulgencio, Jr.	NEAP-QAD



21	Mark Alvin Cruz	NEAP-QAD
22	Sarah Jane Atienza	NEAP-QAD
23	Lee Macalisang	NEAP-QAD
24	Gerald Magno	NEAP-QAD
25	Anna Marie San Diego	NEAP-QAD
26	John Christopher Lorenzo	NEAP-QAD
27	Greta Fe Dumallay	NEAP-OD
28	Eric Sarmiento	NEAP-OD
29	Maria Elena Deacosta	NEAP-OD
30	Caroline Anne Miranda	NEAP-OD
31	Camille Bolos	NEAP-OD
32	Mildren Panol	NEAP-OD
33	Rocky Carbonilla	NEAP-OD
34	Joel Ian Rubio	NEAP-OD
35	Susan Dela Merced	NEAP-OD
36	John Rey Abellano	NEAP-OD
37	Reymark Quintana	NEAP-OD
38	Katya Areeya Berco	NEAP-OD
39	Jose Rivera	NEAP-OD
40	Xyrrille Ann Arrabis	NEAP-OAS
41	Felipe Digo	NEAP-OAS
42	<i>Representative</i>	BHROD
43	<i>Representative</i>	BHROD
44	<i>Representative</i>	BCD
45	<i>Representative</i>	BCD
46	<i>Representative</i>	BLD
47	<i>Representative</i>	BLD
48	<i>Representative</i>	BLR
49	<i>Representative</i>	BLR
50	<i>Representative</i>	IPSEO
51	<i>Representative</i>	IPSEO
52	<i>Representative</i>	BAE
53	<i>Representative</i>	BAE
54	<i>Representative</i>	LCC



55	Representative	LCC
56	Representative	BLSS
57	Representative	BLSS
58	Representative	External Partnership Service
59	Representative	PS – Planning and Programming Division
60	Representative	PS – Planning and Programming Division
61	Representative	FS – Education Programs Management Office
62	Representative	FS – Education Programs Management Office
	<b>REGIONAL OFFICE</b>	
63 to 78	Regional Directors	
179 to 94	HRDD Chiefs	
95 to 110	CLMD Chiefs	
111 to 126	QAD Chiefs	
127 to 142	NEAP-RO SEPS	
143 to 158	RO Finance Personnel	
159 to 161	Resource Persons	
162 to 165	Other Staff	