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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

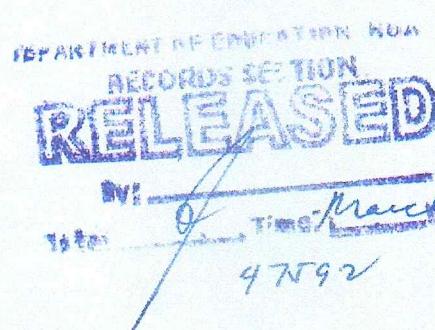
2. The participants are requested to register
<https://forms.office.com/r/kgzaY3zs5r> on or before March 21, 2025.

3. For queries, email hrddneapro11@gmail.com.

4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
 Director IV

Encl.: As stated
 ROH3/glv





OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

19 MAR 2025 *07531* 8:18

MEMORANDUM

DM-OUHRD-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

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

DATE : 17 March 2025

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

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 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
CENTRAL OFFICE		
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	Xyrille Ann Arrabis	NEAP-OAS
41	Felipe Digo	NEAP-OAS
42	Representative	BHROD
43	Representative	BHROD
44	Representative	BCD
45	Representative	BCD
46	Representative	BLD
47	Representative	BLD
48	Representative	BLR
49	Representative	BLR
50	Representative	IPSEO
51	Representative	IPSEO
52	Representative	BAE
53	Representative	BAE
54	Representative	LCC

55	<i>Representative</i>	LCC
56	<i>Representative</i>	BLSS
57	<i>Representative</i>	BLSS
58	<i>Representative</i>	External Partnership Service
59	<i>Representative</i>	PS – Planning and Programming Division
60	<i>Representative</i>	PS – Planning and Programming Division
61	<i>Representative</i>	FS – Education Programs Management Office
62	<i>Representative</i>	FS – Education Programs Management Office
REGIONAL OFFICE		
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	