



Republic of the Philippines  
Department Of Education  
Region XI  
Schools Division of Panabo

40792

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-0282

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum Implementation Division

Subject: **ATTENDANCE TO THE CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM IN KADAKLAN (KEEPING ACCOUNTABILITY AT THE CORE: DRIVING ACTION, KNOWLEDGE, LEADERSHIP TO ACCELERATE AND NURTURE)**

Date: June 19, 2025

Attached is Regional Memorandum HRDD – 2025 – 139 and Advisory dated June 10, 2025 re: **Attendance to the Conduct of The Professional Development Program in KADAKLAN (Keeping Accountability at the Core: Driving Action, Knowledge, Leadership to Accelerate and Nurture)** on July 14-18, 2025 at DepEd Ecotech Center, Cebu City and July 28-August 01, 2025 at NEAP Baguio City. Other details are found in the enclosures.

With this, the following personnel are hereby directed to attend the said activity, to wit:

NO.	NAME	POSITION	SCHEDULE	VENUE
1.	JANWARIO YAMOTA	E. CHIEF EDUCATION SUPERVISOR - CID	KADAKLAN BATCH 1 (JULY 14-18, 2025)	DepEd ECOTECH CENTER, CEBU CITY
2.	AILENE AÑONUEVO PhD	B. CHIEF EDUCATION SUPERVISOR - SGOD	KADAKLAN BATCH 2 (JULY 28- AUGUST 01, 2025)	To be Announced

Meals, board and lodging will be charged against NEAP Human Resource Development (HRD) Fund, while transportation, per diem, and other incidental expenses shall be chargeable against Central Office/RO/SDO HRD/local funds subject to the usual accounting and auditing rules and regulations.

Participants shall be entitled to service credits or Compensatory Time-Off (CTO) for the services rendered on Saturdays, Sundays, and Holidays as per DepEd Order No. 53, s. 2003 known as Updated Guidelines on Grants of Service Credits to Teachers.

For your information and guidance.

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

Enclosed: As stated.  
SGOD/ABA/HRTD/LSS

**RELEASED**



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066

**JUN 20 2025**

RECORDS SECTION SDO PANABO CITY

BY *[Signature]*

DEPARTMENT OF EDUCATION  
OFFICE OF THE ASSISTANT SECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

June 10, 2025

**ADVISORY**

In reference to DepEd Memorandum DM-OUHRD-2025-1337, titled "*Conduct of the Professional Development Program: KADAKLAN (Keeping Accountability at the Core: Driving Action, Knowledge, and Leadership to Accelerate and Nurture)*," dated May 27, 2025, this is to inform all participating chiefs and classroom managers from the various Regional and Schools Division Offices that there is a change in venue for KADAKLAN Batch 1, as detailed below:

ACTIVITY	PARTICIPANTS	CLASSROOM MANAGER/S	ORIGINAL VENUE	NEW VENUE
KADAKLAN Batch 1 (14-18 July 2025)	<ul style="list-style-type: none"><li>Curriculum Implementation Division (CID) Chiefs</li><li>Curriculum and Learning Management Division (CLMD) Chiefs</li><li>Field Technical Assistance Division (FTAD) Chiefs</li><li>Education Support Services Division (ESSD) Chiefs</li><li>Administrative Division Chiefs</li></ul>	<ul style="list-style-type: none"><li>CAR</li><li>NCR</li><li>Region I</li><li>Region II</li><li>Region III</li><li>Region IV-A CALABARZON</li></ul>	NEAP Baguio, Baguio City	DepEd Ecotech Center, Cebu City

Classroom managers are expected to arrive at the venue on the evening of Sunday, July 13, 2025. Dinner will be the first meal served for the members of the Program Management Team.

Participants are advised to strictly follow the training schedule and are required to complete all assigned outputs in order to earn 15 Continuing Professional Development (CPD) credit units from the professional development program.



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Email Address: oas.hrod-neap@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity: 09.20.21 Page: 1 of 2



Any rebooking expenses incurred due to this change of venue may be charged to Central Office (CO), Regional Office (RO), or Schools Division Office (SDO) local and HRD funds, subject to the usual accounting and auditing rules and regulations.

For further inquiries or clarifications, you may contact the NEAP – Professional Development Division via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline at (02) 8715-9919.

Thank you for your continued understanding and cooperation.

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



Republic of the Philippines  
Department of Education  
DAVAO REGION

June 9, 2025

REGIONAL MEMORANDUM  
HRDD-2025-139

ATTENDANCE TO THE CONDUCT OF THE PROFESSIONAL DEVELOPMENT  
PROGRAM IN **KADAKLAN** (KEEPING ACCOUNTABILITY AT THE CORE:  
DRIVING ACTION, KNOWLEDGE, LEADERSHIP  
TO ACCELERATE AND NURTURE)

To: Assistant Regional Director  
Schools Division Superintendents  
RO Functional Division Chiefs

1. This has reference to DM- OUHROD-2025-1337 for the conduct of **KADAKLAN** as Professional Development Program of the National Educators Academy of the Philippines (NEAP) for school leaders, dated May 30, 2025.
2. This program intensifies strong collaboration among instructional leaders in the Regional Office and SDOs toward effective learning outcomes and good governance of accountability and ethical leadership.
3. The conduct of this program is divided into 2 phases:

Activity	Dates	Participants	Venue
KADAKLAN Batch 1	July 14-18, 2025	Chiefs of the CID, CLMD, FTAD, ESSD and AD	NEAP Baguio City
KADAKLAN Batch 2	July 28- August 01, 2025	Chiefs of the SGOD, PPRD, QAD, HRDD and FD SEPS to serve as Classroom Manager	

4. The confirmation of attendance is open on or before July 4, 2025 through <https://tinyurl.com/REGISTRATION-KADAKLAN-2025> or through <https://forms.office.com/r/bNA5eA76jy> and <https://tinyurl.com/KADAKLAN-EndorsementForm> or <https://forms.office.com/r/UidzQX4XRB> for SEPS.
5. The expenses for the board and lodging be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO HRD/Local Funds subject to the usual accounting and auditing rules and regulations.
6. Further details are explained in the enclosure.

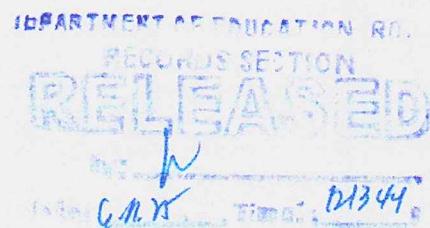


Republic of the Philippines  
**Department of Education**  
DAVAO REGION

7. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated  
ROH7/jlb



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-137

TO : **Regional Directors**  
**Regional Office Chiefs**  
**Schools Division Office Chiefs**  
**All Others Concerned**

29 MAY 2025

4-09

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 : **CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM  
"KADAKLAN (KEEPING ACCOUNTABILITY AT THE CORE:  
DRIVING ACTION, KNOWLEDGE, AND LEADERSHIP TO  
ACCELERATE AND NURTURE)"**

DATE : 27 May 2025

1. In line with initiatives to enhance the quality of school leaders, the National Educators Academy of the Philippines (NEAP) will conduct the professional development program titled **KADAKLAN (Keeping Accountability at the Core: Driving Action, Knowledge, and Leadership to Accelerate and Nurture)**, with schedule as follows:

Activity	Date	Venue/Modality
KADAKLAN Batch 1	14-18 July 2025	NEAP Baguio
KADAKLAN Batch 2	28 July – 01 August 2025	(face-to-face)

2. The program aims to enhance the instructional leadership skills of the Regional Office (RO) and the Schools Division Office (SDO) Chiefs to bring about improved teaching and learning outcomes, strengthen their governance strategies for a more effective school leadership, and develop a culture of accountability and ethical leadership.

3. In this regard, we would like to request the participation of RO and SDO Chiefs in the program, based on the following allocation per functional division:

Activity	Participants	Allocation
KADAKLAN Batch 1 (14-18 July 2025)	Curriculum Implementation Division (CID) Chiefs	219
	Curriculum and Learning Management Division (CLMD) Chiefs	17
	Field Technical Assistance Division (FTAD) Chiefs	17
	Education Support Services Division (ESSD) Chiefs	17
	Administrative Division Chiefs	17
<b>Total</b>		<b>287</b>
KADAKLAN Batch 2 (28 July – 01 August 2025)	School Governance and Operations Division (SGOD) Chiefs	219
	Policy, Planning, and Research Division (PPRD) Chiefs	17
	Quality Assurance Division (QAD) Chiefs	17
	Human Resource Development Division (HRDD) Chiefs	17
	Finance Division Chiefs	17
<b>Total</b>		<b>287</b>

4. The identified participants are advised to confirm their attendance through the registration link <https://tinyurl.com/REGISTRATION-KADAKLAN-2025> (alternate link: <https://forms.office.com/r/bNA5eA76jy>) on or before 04 July 2025.

5. The ROs are also requested to endorse Senior Education Program Specialists (SEPS) and/or Education Program Specialists (EPS) II from the RO or any SDOs within their jurisdiction to serve as Classroom Managers for the whole duration of the program. The endorsement shall be accomplished by the designated RO personnel through the link <https://tinyurl.com/KADAKLAN-EndorsementForm> (alternate link: <https://forms.office.com/r/UidzQX4XRB>). The regional allocation of RO/SDO SEPS/EPS II is as follows:

Activity	Region	Allocation
KADAKLAN Batch 1 (14-18 July 2025)	CAR	2
	NCR	2
	I	2
	II	2
	III	2
<b>Total</b>		<b>12</b>
KADAKLAN Batch 2 (28 July – 01 August 2025)	IV-A	2
	IV-B	2
	V	1
	VI	1
	VII	1
	VIII	1
	IX	1
	X	1
	XI	1
	XII	1
	XIII	1
	NIR	1
<b>Total</b>		<b>12</b>

6. Enclosed are the following documents, for reference:
  - a. *Enclosure 1 - Program of Activities*
  - b. *Enclosure 2 - Meal Provision Guide*
  - c. *Enclosure 3 - NEAP Program Management Team Members*
7. The participants are reminded to bring 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 Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to Central Office/RO/SDO HRD/local funds subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please contact NEAP Professional Development Division through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
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:**

**PROGRAM OF ACTIVITIES**  
**Conduct of Keeping Accountability at the Core: Driving with Action, Knowledge, and Leadership to Accelerate and Nurture (KADAKLAN)**  
**Batches 1 (July 14 – 18, 2025) & 2 (July 28 – August 1, 2025)**  
**NEAP Baguio**

**Day 1**

TIME	ACTIVITY
1:00 – 2:00 p.m.	Registration
2:01 – 3:30 p.m.	Opening Program Nationalistic Song Prayer Quality Policy Message of Support <b>WILFREDO E. CABRAL</b> <i>Undersecretary Human Resource and Organizational Development</i> Inspirational Message <b>CARMELA C. ORACION</b> <i>Assistant Secretary Human Resource and Organizational Development (National Educators Academy of the Philippines)</i> Welcome Remarks <b>JENNIFER E. LOPEZ</b> <i>Director IV National Educators Academy of the Philippines</i> Overview <b>MARIFE T. MORCILLA</b> <i>Project Development Officer V National Educators Academy of the Philippines</i> Acknowledgement of Participants <b>ALEXANDER SIMAGALA</b> <i>Project Development Officer IV National Educators Academy of the Philippines</i>
3:3 – 4:30 p.m.	Pre-Assessment
4:31 – 5:00 p.m.	End of Day Evaluation

**Day 2 (Hearts that Lead)**

TIME	TOPICS	OBJECTIVES
8:00 – 8:30 a.m.	MANAGEMENT OF LEARNING	At the end of the session, the School Heads will be able to do the following:
8:31 – 10:30 a.m.	Leading with Purpose – The Role of Supervisors in Shaping Educational Culture	<ul style="list-style-type: none"> <li>understand the influence of leadership behavior on organizational culture in educational settings</li> </ul>
10:31 – 10:45 a.m.	HEALTH BREAK	<ul style="list-style-type: none"> <li>analyze and reflect on current leadership practices that shape workplace culture</li> </ul>
10:46 a.m. – 12:00 p.m.	Leading with Purpose – The Role of Supervisors in Shaping Educational Culture	<ul style="list-style-type: none"> <li>value the importance of leading by example in fostering a positive, inclusive, and learner-centered environment</li> </ul>
12:01 – 1:00 p.m.	LUNCH BREAK	

1:01 – 3:00 p.m.	Values-Based Leadership in Curriculum and Change Management	<ul style="list-style-type: none"> <li>• recognize principles of values-based leadership in curriculum implementation and change processes</li> <li>• apply ethical frameworks in making curriculum-related decisions</li> <li>• advocate for fairness, inclusivity, and respect in leading curricular and systemic changes</li> </ul>
3:01 – 3:15 p.m.	HEALTH BREAK	
3:16 – 4:30 p.m.	Values-Based Leadership in Curriculum and Change Management	
3:31 – 5:00 p.m.	END-OF-DAY EVALUATION	

**Day 3 (Hands that Build)**

TIME	TOPICS	OBJECTIVES
10 – 8:30 a.m.		At the end of the session, the School Heads will be able to do the following:
1 – 10:30 a.m.	MANAGEMENT OF LEARNING Technology for Curriculum Monitoring and Instructional Support	<ul style="list-style-type: none"> <li>• identify key new technological and AI tools and their application in curriculum monitoring and instructional support</li> <li>• use new technological and AI platforms to analyze data on curriculum implementation and learning outcomes</li> <li>• appreciate the role of innovation and technology in improving educational supervision</li> </ul>
31 – 10:45 a.m.	HEALTH BREAK	
46 a.m. – 12:00	Technology for Curriculum Monitoring and Instructional Support	
1 – 1:00 p.m.	LUNCH BREAK	
– 3:00 p.m.	Leading Continuous Improvement and Innovation	<ul style="list-style-type: none"> <li>• recognize the principles and tools of continuous improvement in education</li> <li>• facilitate data-informed reflection and innovation initiatives; and</li> <li>• embrace a mindset of learning, adaptability, and growth</li> </ul>
– 3:15 p.m.	HEALTH BREAK	
– 4:30 p.m.	Leading Continuous Improvement and Innovation	
– 5:00 p.m.	END-OF-DAY EVALUATION	

**Day 4 (Minds that Illuminate)**

TIME	TOPICS	OBJECTIVES
– 8:30 a.m.		At the end of the session, the School Heads will be able to do the following:
– 10:30 a.m.	MANAGEMENT OF LEARNING Building Shared Accountability Frameworks	<ul style="list-style-type: none"> <li>• understand the elements and processes of an effective shared accountability framework</li> <li>• design a system that tracks progress and clarifies stakeholder roles in achieving educational goals</li> <li>• promote collaboration and trust among education stakeholders</li> </ul>
– 10:45 a.m.	HEALTH BREAK	
a.m. – 12:00	Building Shared Accountability Frameworks	
– 1:00 p.m.	LUNCH BREAK	

:01 – 3:00 p.m.	Mentoring and Coaching for Leadership Development	<ul style="list-style-type: none"> <li>understand effective mentoring and coaching principles aligned with leadership development</li> <li>design mentoring strategies supported by data and AI tools</li> <li>commit to empowering others through supportive professional relationships</li> </ul>
:01 – 3:15 p.m.	HEALTH BREAK	
:16 – 4:30 p.m.	Mentoring and Coaching for Leadership Development	
:31 – 5:00 p.m.	END-OF-DAY EVALUATION	

## Day 5

TIME	ACTIVITY
:30 – 8:00 a.m.	MANAGEMENT OF LEARNING
:01 – 10:00 a.m.	Workshop on Action Planning  The Chiefs will be able to do the following: <ul style="list-style-type: none"> <li>recall and integrate key concepts from the training as foundation for their Work Action Plan;</li> <li>apply what they have learned in the training to draft a well-structured and context-specific Work Action Plan; and</li> <li>demonstrate commitment to transforming training learnings into actionable plans.</li> </ul>
:01 – 11:00 a.m.	Post-Assessment
:01 a.m. – 12:00 p.m.	Closing Program
:01 p.m. onwards	Egress


  
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**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Enclosure 2:**

**MEAL PROVISION GUIDE**  
**Conduct of Keeping Accountability at the core: Driving with Action, Knowledge, and Leadership to Accelerate and Nurture (KADAKLAN)**  
**Batch 1**

NEAP Baguio – July 14 – 18, 2025

Meals	July 14, 2025	July 15, 2025	July 16, 2025	July 17, 2025	July 18, 2025
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>		✓	✓	✓	✓
<b>AM Snack</b>		✓	✓	✓	✓
<b>Lunch</b>		✓	✓	✓	✓
<b>PM Snack</b>	✓	✓	✓	✓	
<b>Dinner</b>	✓	✓	✓	✓	

**Batch 2**  
NEAP Baguio – July 28 – August 1, 2025

Meals	July 28, 2025	July 29, 2025	July 30, 2025	July 31, 2025	August 1, 2025
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>		✓	✓	✓	✓
<b>AM Snack</b>		✓	✓	✓	✓
<b>Lunch</b>		✓	✓	✓	✓
<b>PM Snack</b>	✓	✓	✓	✓	
<b>Dinner</b>	✓	✓	✓	✓	



Republika ng Pilipinas

# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3:

## NEAP PROGRAM MANAGEMENT TEAM

Conduct of Keeping Accountability at the core: Driving with Action, Knowledge, and Leadership to Accelerate and Nurture (KADAKLAN)

NAME	POSITION	OFFICE/ STATION
Jennifer E. Lopez	Director IV	NEAP -DepEd Central Office
Margarita C. Ballesteros	Director IV	NEAP -DepEd Central Office
Leah B. Apao	Director III	NEAP -DepEd Central Office
Marife T. Morcilla	Project Development Officer V	NEAP-PDD, DepEd Central Office
Alexander Simagala	Project Development Officer IV	NEAP-PDD, DepEd Central Office
Billy Rei M. Pagba	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Mathew M. Bofete	Project Development Officer II	NEAP-PDD, DepEd Central Office
Aizyl Ann E. Natanauan	Technical Assistant II	NEAP-PDD, DepEd Central Office
Eric T. Sarmiento	Administrative Officer V	NEAP-PDD, DepEd Central Office