



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

S/DS  
45821

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0386 8.

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Concerned Personnel

Subject: **ATTENDANCE TO THE PROFESSIONAL DEVELOPMENT PROGRAM “CREATING CARING SCHOOL COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SELF-DRIVEN SCHOOL LEADERS”**

Date: July 31, 2025

Attached is Regional Memorandum HRDD-2025-185 re: Attendance to the Professional Development Program “Creating Caring School Communities: A Capacity Building Journey for Self-Driven School Leaders, details are found in the enclosures, contents of which are self-explanatory.

With this, the following participants are required to attend the activity to wit:

NO.	NAME	DATE	VENUE
1.	Cezen M. Paculanang	August 13-16, 2025	NEAP Baguio City
2.	Ronilo B. Labrador		

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 HRD/local funds/ School MOOE/Division MOOE 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.



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REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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For guidance and compliance.

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

Enclosed: As stated.  
SGOD/ABA/HRDS/KSD

**RELEASED**

**JUL 31 2025**

RECORDS SECTION 200 PANABO CITY  
BY 



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

July 16, 2025

REGIONAL MEMORANDUM  
HRDD-2025-185

## ATTENDANCE TO THE PROFESSIONAL DEVELOPMENT PROGRAM “CREATING CARING SCHOOL COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS”

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1803 titled Conduct of the PD Program-Creating Caring School Communities: A Capacity Building Journey for Socio-Emotional Learning (SEL)-Driven School Leaders dated July 7, 2025.
2. Schools Division Offices are directed to inform the participants to attend the PD Program for the supervisors and school heads on August 13-16, 2025, at NEAP, Baguio City. The activity will be participated in by the following:

Name/Designation	SDOs
Jonathan C. Araneta-EPS Lumie J. Geverola-SH	Davao Occidental
Paz G. Tacder-EPS Alicia A. Peñaranda- P II	Mati City
Julieta I. Sumalinog-PSDS Bernrence Escovilla-HT II	Davao Oriental
Arniel G. Castillo -EPS Allan S. Madino-SP I	Davao De Oro
Jessica G. Lucero- PSDS Rex C. Sayson-Principal I	Digos City
Leilanie L. Tingzon-EPS Ida May P. Gumamay- P I	Davao del Sur
Filomena M. Lopez-EPS Joann M. Benoya-Principal II	IGACOS
Nancy B. Gonzales- EPS Felannie M. Caasi-ASP II	Tagum City
Dominic M. Dizon- PSDS Jeovanbrylle D. Tumale-SH	Davao Del Norte
Leonida A. Polentinos-PSDS Andro Perr B. Requizo-P I	Davao City
Cezen M. Paculanang- EPS Ronilo B. Labrador- School Head	Panabo City

3. The participants are advised to register for confirmation of their attendance through [bit.ly/CapB\\_SEL-DrivenSchoolLeaders](http://bit.ly/CapB_SEL-DrivenSchoolLeaders) on or before July 30, 2025.

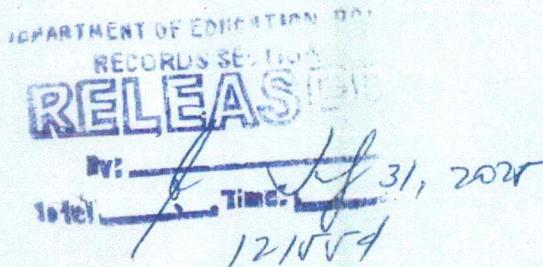


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Department of Education  
DAVAO REGION

4. Further details are found in the enclosures.
5. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to SDO/school/local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated.  
ROH7/jlb





Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2025-1823

TO : **Regional Directors  
Schools Division Superintendents  
HRDD Chiefs / NEAP R Focal Persons  
All Others Concerned**

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  
“CREATING CARING SCHOOL COMMUNITIES: A CAPACITY  
BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS”**

DATE : 07 July 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the professional development program **“Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders,”** with the following schedule and details:

Activity	Date & Venue	Registration Link
A Capacity Building Journey for SEL-Driven School Leaders – Batch 1	10-13 August 2025 Venue: NEAP Baguio	<a href="http://bit.ly/CapB_SEL-DrivenSchoolLeaders">bit.ly/CapB_SEL-DrivenSchoolLeaders</a> 
A Capacity Building Journey for SEL-Driven School Leaders – Batch 2	13-16 August 2025 Venue: NEAP Baguio	 Deadline: 30 July 2025

2. This program aims to equip school heads with practical evidence-based tools and leadership insights to help them foster emotionally supportive and inclusive school

environments, aligned with the Philippine Professional Standards for School Heads (PPSSH). Further, it capacitates school leaders to effectively guide teachers in modeling emotionally intelligent leadership and institutionalizing practices that foster positive relationships and safe learning spaces. In turn, this program is expected to contribute to advancing learner well-being, strengthening positive behavior, and developing resilience among students and personnel.

3. In this regard, **each Regional Offices (RO) is requested to endorse one (1) Supervisor and one (1) School Head/Head Teacher** to participate in the program. **The Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are advised to submit the official list of endorsed participants to the NEAP Central Office** using the prescribed template through the email addresses provided below **on or before 18 July 2025, with subject line "ENDORSEMENT Region \_\_\_\_\_ Participants to the Capacity Building Journey for SEL-Driven School Leaders."**
4. Enclosed are the following documents, for reference:
  - a. **Enclosure 1** *National Technical Working Group Members*
  - b. **Enclosure 2** *Regional Allocation of Participants per Batch*
  - c. **Enclosure 3** *Indicative Program of Activities*
  - d. **Enclosure 4** *Meal Provision and Accommodation Guide*
  - e. **Enclosure 5** *Endorsement Template for Official List of Participants*
5. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
6. The participants are entitled to *Vacation Service Credits (VSCs)* in accordance with DepEd Order No. 013, s. 2024 *"Revised Guidelines on the Grant of VSCs for Teachers"* or *Compensatory Time-Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 *"Non-Monetary Remuneration for Overtime Services Rendered,"* whichever is applicable.
7. All are reminded to implement necessary arrangements to ensure that participation in the program of concerned personnel will not cause class disruptions and hamper office operations.
8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school HRD/local funds, subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please coordinate with **Ms. Millie Jane Fudolig** or **Ms. Fleura Karina Lorenzo**, NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) / [fleura.lorenzo@deped.gov.ph](mailto:fleura.lorenzo@deped.gov.ph) / [millie.fudolig@deped.gov.ph](mailto:millie.fudolig@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



Republic of the Philippines  
Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

**NATIONAL TECHNICAL WORKING GROUP MEMBERS**  
*Creating Caring School Communities:  
A Capacity Building Journey for SEL-Driven School Leaders*

DEPED CENTRAL OFFICE	
Name	Position
1. Marife T. Morcilla	Overall Program Manager
2. Millie Jane T. Fudolig	Program Lead
3. Eric T. Sarmiento	Member
4. Fleura Karina C. Lorenzo	Member
5. Jojet T. Gabriel	Member

EXTERNAL MEMBERS	
Name	Affiliation
6. Sheila Marie G. Hocson	Far Eastern University
7. John Mark S. Distor	Polytechnic University of the Philippines
8. Maria Agnes B. Bonifacio	University of Santo Tomas
9. Elgin B. Clavecillas	ActiveOne Health
10. Maryrose Cortez-Macaraan	De La Salle University

DEPED REGIONAL MEMBERS	
Name	Region
11. Aura D. Tomol	VIII
12. Urbano Q. Jumamil Jr.	XI
13. Mariz P. Borgoños-Pales	IV-A
14. Aries L. Librea	IV-A
15. Lhester Jay C. Gaba	I



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Enclosure 2

**REGIONAL ALLOCATION OF PARTICIPANTS PER BATCH**  
*Creating Caring School Communities:  
A Capacity Building Journey for SEL-Driven School Leaders*

REGION	BATCH 1 August 10 – 13, 2025		BATCH 2 August 13 – 16, 2025	
	Supervisor	School Head or Head Teacher	Supervisor	School Head or Head Teacher
NCR	16	16		
CAR	8	8		
I	14	14		
II	9	9		
III	21	21		
IV-A	23	23		
IV-B	7	7		
V	13	13		
VI			8	8
NIR			22	22
VII			11	11
VIII			13	13
IX			8	8
X			14	14
XI			11	11
XII			8	8
XIII			12	12
<b>TOTAL</b>	<b>111</b>	<b>111</b>	<b>107</b>	<b>107</b>
<b>Grand Total</b>		<b>222</b>		<b>214</b>



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Enclosure 3

**INDICATIVE PROGRAM OF ACTIVITIES**

*Creating Caring School Communities:  
A Capacity Building Journey For SEL-Driven School Leaders*  
August 10 – 16, 2025

TIME	DAY 0 (Sunday)	DAY 1 (Monday)	DAY 2 (Tuesday)	DAY 3 (Wednesday)	DAY 4 (Thursday)	DAY 5 (Friday)	DAY 6 (Saturday)	
8:00am – 8:30am		Management of Learning			Management of Learning			
8:30am – 10:00am		Overview of the activity	Discussion of Module 4	Q&A Session, Commitment, and Ways Forward	Overview of the activity	Discussion of Module 4	Q&A Session, Commitment, and Ways Forward	
10:00am – 10:30am		Health Break			Health Break			
10:30am – 12:00pm		Discussion of Module 1	Continuation of Module 4	Closing Program	Discussion of Module 1	Continuation of Module 4	Closing Program	
12:00pm – 1:00pm		Lunch Break			Lunch Break			
1:00pm – 2:30pm	Registration	Discussion of Module 2	Discussion of Module 5	Registration	Discussion of Module 2	Discussion of Module 5		
2:30pm – 3:00pm	Opening Program	Health Break		Opening Program	Health Break			
3:00pm – 4:30pm		Discussion of Module 3	Continuation of Module 5		Discussion of Module 3	Discussion of Module 5		
4:30pm – 5:00pm	End-of-Day Evaluation			End-of-Day Evaluation				

\*Luzon Cluster  
\*\*Vis-Min Cluster



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Enclosure 4

**MEAL PROVISION AND ACCOMMODATION GUIDE**  
*Creating Caring School Communities:*  
***A Capacity Building Journey for SEL-Driven School Leaders***

**A. Batch 1**

Participants are advised to check-in on Day 0 (Sunday) and check-out on Day 3 (Wednesday). The first meal to be served is an afternoon snack and last meal is lunch. Please see the details below.

Accom Meals	DAY 0 Aug. 10, 2025 Sunday	DAY 1 Aug. 11, 2025 Monday	DAY 2 Aug. 12, 2025 Tuesday	DAY 3 Aug. 13, 2025 Wednesday
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**B. Batch 2**

Participants are advised to check-in on Day 3 (Wednesday) and check-out on Day 6 (Saturday). The first meal to be served is lunch and the last meal is morning snack. Please see the details below.

Accom Meals	DAY 0 Aug. 13, 2025 Wednesday	DAY 1 Aug. 14, 2025 Thursday	DAY 2 Aug. 15, 2025 Friday	DAY 3 Aug. 16, 2025 Saturday
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Enclosure 5

<REGIONAL OFFICE HEADER>

<Month> <day>, 2025

**CARMELA C. ORACION**

Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

Dear Asec. Oracion:

Respectfully submitting the list of participants to attend the conduct of **Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders.**

No.	Name	Sex	RO/SDO/School	Position	DepEd Email
1					
2					

Thank you very much.

Very truly yours,

<Signature>

<Full Name of Regional Director>

<Position>