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

**DIVISION MEMORANDUM**

SGOD-2025-0693

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD)  
 Chief Education Supervisor (CID)  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Selected School Heads  
 All concerned personnel

Subject: **EMPOWERING EDUCATION LEADERS: CAPACITY BUILDING WORKSHOP ON POLICY REVIEW AND MONITORING FOR TRANSFORMATIVE GOVERNANCE**

Date: November 19, 2025

Attached is Regional Memorandum PPRD – 2025- 106 re: *Empowering Education Leaders: Capacity Building Workshop on Policy Review and Monitoring for Transformative Governance* on December 3-5, 2025 at Star Hotel, Davao City. Other details are found in the enclosures.

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

NAME	SCHOOL
1. EDARLINA C. BITANG	Panabo City Senior High School
2. SARAH JANE R. OMBLERO	Manay National High School
3. JONALYN D. BADUA	Concordia A. Sison Elementary School
4. IRIS G. SEPARIS	Kasilak Elementary School

Meals, Board and lodging shall be charged against regional funds, while Transportation, per diem and other incidental expenses shall be chargeable against Local/School MOOE Funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

For and in the absence of the Schools Division Superintendent

**JANWARIO E. YAMOTA**  
 Chief Education Supervisor – CID  
 Officer-In-charge

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

RELEASED

NOV 20 2025

RECORDS SECTION SDO PANABO CITY



**Address:** City Hall Compound, Km 31, JP Laurel,  
 Panabo City, Davao del Norte  
**Telephone No:** (084) 823-1469, (084) 628-4066  
**Email:** panabocity.division@deped.gov.ph  
**Website:** www.depedpanabocity.com





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

# 1125102320

November 3, 2025

REGIONAL MEMORANDUM  
PPRD-2025-106

**EMPOWERING EDUCATION LEADERS: CAPACITY BUILDING WORKSHOP ON  
POLICY REVIEW AND MONITORING FOR TRANSFORMATIVE GOVERNANCE**

To: Schools Division Superintendents  
Functional Division Chiefs- PPRD, CLMD, HRDD and AD

1. Relative to DepEd Order No. 24, s. 2020 re: "National Adoption and Implementation of the Philippine Professional Standards for School Heads or PPSSH," school leaders are expected to possess the capacity for effective policy implementation. This competency is vital for efficient instructional leadership and sound governance contributing to the attainment of the Departments' Five-Point Reform Agenda.

2. In this regard, this Office will conduct capacity building workshop on policy review and monitoring on December 3-5, 2025 at Star Hotel, Davao City. This activity aims to (a) demonstrate understanding of education policy frameworks; (b) utilize policy analysis approach to formulate evidence-based and context-responsive solutions, and (c) integrate policy analysis into strategic and operational planning processes. Enclosed are the list of Technical Working Committee and Program Matrix.

3. The Schools Division Office are requested to identify four participants who meet the criteria and register through - <https://forms.office.com/r/9jqvVLgynT> on or before November 26, 2025.

Participant Criteria	No. of Pax	School Level Assignment
Newly installed Principal I within the last 2 years	2	Elementary
	2	Secondary

4. Participants' meals and accommodation is chargeable against regional funds while travel and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and procedures.

5. Queries shall be channeled to the Policy, Planning and Research Division through [pprd.region11@deped.gov.ph](mailto:pprd.region11@deped.gov.ph).

6. Dissemination and compliance with this Memorandum is desired.

DEPARTMENT OF EDUCATION REGIONAL OFFICE  
RECORDS SECTION  
**RELEASED**

By:

**ALLAN G. FARNAZO**  
Director IV

Encl: as stated  
ROP4/jbac

Date:

Nov. 18, 2024  
12/01/25



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)







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## ACTIVITY MATRIX

### Day 1 | December 3, 2025

TIME	ACTIVITY	DETAILS/DISCUSSANT
8:00-10:00 am	Arrival and Registration	TWG
10:00- 10:30 am	Preliminaries National Anthem, Prayer, DepEd QMS Policy, Davao Region Hymn	AVP
	Acknowledgement of Participants	Emmanuel Alpha D. Sicam PO III, PPRD
	Welcome Message	Rebonfamil R. Baguio Director III
	Rationale	Cherry Ann D. Into Chief, PPRD
	Message	Allan G. Farnazo Director IV
10:30-10:45 am	QAME and Pre-test	QAD Representative
10:45- 12:00 am	Lecture 1: Public Policy	Atty. Loren C. Pitulan Atty IV, Legal Unit
12:00- 1:00 pm	Lunch	
1:00-3:00 pm	Lecture 2: Policy Development Process in DEPED	Cherry Ann D. Into Chief, PPRD
3:00-5:00 pm	Lecture 3: Introduction to Policy Issue Paper Writing	Janice T. Gamalong SAO, AD
5:00- 5:10pm	Day 1 QAME Evaluation	QAD Representative

### Day 2 | December 4, 2025

TIME	ACTIVITY	DETAILS/DISCUSSANT
8:00- 8:30 am	Preliminaries Prayer & Nationalistic Song	AVP
8:30 am- 12:00 pm	Lecture 4: Introduction to Policy Analysis and Problem Structuring	Jomar Boy A. Cuyos EPS II, PPRD
12:00- 1:00 pm	Lunch	
1:00-3:00 pm	Lecture 5: Policy Alternatives	Esther Khrysmaye Roble AO II, PPRD
3:00-5:00 pm	Lecture 6: Assessment of Policy Alternatives	Jomar Boy A. Cuyos EPS II, PPRD



Address: F. Torres St., Davao City (8000)  
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5:00- 5:10pm	Day 2 QAME Evaluation	QAD Representative
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**Day 3 | December 5, 2025**

TIME	ACTIVITY	DETAILS/DISCUSSANT
8:00- 8:30 am	Preliminaries Prayer & Nationalistic Song	AVP
8:30 am- 11:00 pm	Lecture 7: Selection of Best Policy Alternatives	Esther Khrysmaye Roble AO II, PPRD
11:00-12:00 am	Workshop: Conduct of Policy Analysis Report	Jomar Boy A. Cuyos Esther Khrysmaye Roble Janice T. Gamalong Facilitators
12:00-1:00 pm	Lunch	
1:00-2:30 pm	<i>Continuation of workshop</i>	
2:30-4:00 am	Presentation and Feedback	Jomar Boy A. Cuyos Esther Khrysmaye Roble Janice T. Gamalong Reactors
4:00-5:00 pm	Day 3 QAME Evaluation and Post Test	QAD Representative
	Awarding of Certificate of Completion	
	Insights	Selected Participants
	Closing Remarks	Cherry Ann D. Into Chief, PPRD
	Pictorial	TWG

**Emmanuel Alpha D. Sicam**  
Moderator





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**Department of Education**  
DAVAO REGION

**TECHNICAL WORKING COMMITTEE**

Name	Position	Functional Division	Task
Cherry Ann D. Into	CES	PPRD	Resource Speaker
Emmanuel Alpha D. Sicam	PO III	PPRD	Moderator
Jomar Boy A. Cuyos	EPS II	PPRD	Resource Speaker
Shella Lu Dela Cerna	Stat I	PPRD	Documenter
Esther Khrysmaye Roble	AO II	PPRD	Resource Speaker
Loren C. Pitulan	Atty IV	LU	Resource Speaker
Janice T. Gamalong	SAO	AD	Resource Speaker
QAD Representative	---	QAD	QAME

Note: Participants shall bring laptop and extension wire.