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

**DIVISION MEMORANDUM**  
SGOD-2025-0740

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

Attention: **CHERRYL LYN V. BALBACAL, MT II – RIZAL ELEMENTARY SCHOOL**

Subject: **UPDATED SCHEDULE AND VENUE FOR THE BUSILAK: BUILDING  
UNITY, SUSTAINABILITY, AND INNOVATION FOR LEARNING  
ADVANCEMENT AND KNOWLEDGE SEMINAR-WORKSHOP FOR  
DIVISION AND DISTRICT LAC COORDINATORS**

Date: December 5, 2025

Please be informed that the BUSILAK SEMINAR WORKSHOP will be on December 8-10, 2025, at Villa De Maria Homestay/Suites, Marilog District, Davao City.

With this, you are hereby directed to attend the said activity in lieu of MARIA NENITA G. TUAZON, who is attending an equally important activity on these dates.

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

For your information and guidance.

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

**RELEASED**

**DEC 05 2025**

RECORDS SECTION, SDO PANABO CITY  
BY 

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



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Panabo City, Davao del Norte  
Telephone No: (084) 823-1469, (084) 628-4066  
Email: panabocity.division@deped.gov.ph  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

November 28, 2025

REGIONAL MEMORANDUM  
HRDD-2025-296

ADVISORY ON THE UPDATED SCHEDULE AND VENUE  
RELATIVE TO RM HRDD-2025-284

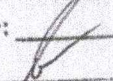
To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to RM HRDD-2025-284 dated November 13, 2025, be informed that the BUSILAK: Building Unity, Sustainability, and Innovation for Learning Advancement and Knowledge Seminar-Workshop for Division and District LAC Coordinators, previously scheduled on November 27-29, 2025, will be moved to December 8 - 10, 2025 at Villa De Maria Homestay/Suites, located along the Davao-Bukidnon Highway, Marilog District, Arakan, in front of Megan's Fuel Station. For directions, access <https://maps.app.goo.gl/kthhJQd1XW4x4snL9>.
2. Participants are requested to confirm attendance through <https://tinyurl.com/BUSILAKRegistration> on or before December 3, 2025, to facilitate accommodation. In the event that the listed participant is unavailable on the revised schedule, the Schools Division Office is advised to identify a qualified replacement to ensure full representation in the professional development program.
3. Participants are advised to attend a virtual orientation on December 4, 2025, at 10:00 AM to 12:00 NN via MS Teams, <https://tinyurl.com/BUSILAKVirtualOrientation>, to discuss matters in relation to the activity.
4. Food and accommodation shall be charged against Regional HRD Funds. Travel and other incidental expenses shall be charged against HRD-downloaded funds to the Schools Division Offices or other local funds., subject to existing accounting and auditing rules and regulations.
5. For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
6. Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION RO:  
RECORDS SECTION  
**RELEASED**

ALLAN G. FARNAZO  
Director IV

Encl.: As stated  
ROH/lrc

By:  DEC 01 2025  
Date: \_\_\_\_\_ Time: \_\_\_\_\_



RECORDS

Annex 1

11/14/25

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

November 13, 2025

REGIONAL MEMORANDUM  
HRDD-2025-284

EMPOWERING COMMUNITIES OF PRACTICE: BUILDING UNITY, SUSTAINABILITY  
& INNOVATION FOR LEARNING ADVANCEMENT & KNOWLEDGE (BUSILAK)  
OF DIVISION & DISTRICT LAC COORDINATORS

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DepEd Order No. 35, s. 2016 and RM HRDD-2025-221, be informed that the Human Resource Development Division will conduct an innovation training, titled, BUSILAK: Building Unity, Sustainability and Innovation for Learning Advancement and Knowledge of Division and District LAC Coordinators on November 27-29, 2025, in a venue to be determined.

2. The participants are requested to confirm their attendance via <https://tinyurl.com/BUSILAKRegistration>. Their expected time of arrival will be on November 26, 2025. First meal to be served is dinner on Day 0, and the last meal will be afternoon snacks on Day 3, November 29, 2025. List of participants and other details are found in the enclosures.

3. The participants are advised to bring their own laptops, chargers, extension cords, and alternative sources of internet connectivity (pocket wifi, mobile data, etc.)

4. The board and lodging of the participants shall be charged against the Human Resource Development (HRD) Funds while transportation, per diem, and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. The participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays, and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers", and the non-teaching personnel is entitled to Compensatory Overtime Credit (COC). Further, teacher-participants shall adhere to Regional Memorandum No. 025, s. 2023, known as Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.

6. For queries, email [hrddncapri1@gmail.com](mailto:hrddncapri1@gmail.com).

7. Immediate dissemination of this Memorandum is desired.

RECEIVED  
RECORDS SECTION  
RELEASED

ALLAN G. FARRAZO  
Director IV

Encl.: As stated  
ROH/lrc

By: *[Signature]*

Date: *Nov. 14, 2025*  
*1:17 PM*

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