



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

JUL 24, 2025

DIVISION MEMORANDUM

No. 439, s. 2025

CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM “CREATING CARING SCHOOL COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SELF-DRIVEN SCHOOL LEADERS

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum 162 s. 2025 dated July 17, 2025 regarding the **Conduct of the Professional Development Program “Creating Caring School Communities: A Capacity Building Journey for Self-Driven School Leaders.”**
2. The identified School Head and PSDS listed in the annex as participants in this training are advised to confirm their attendance by accessing this link: bit.ly/CapB_SEL-DrivenSchoolLeaders on or before July 30, 2025.
3. The board and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Fund while transportation per diem, and other incidental expenses shall be charged to local funds, subject to the usual government accounting and auditing policies, procedures, and regulations.
4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
5. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



Enclosure : As stated
Reference : RM 136 s. 2025
Allotment : N/A
No. of Pages: _____

To be indicated in the **Perpetual Index** under the following subjects:
TRAINING OF COACHES AND MENTORS

FN: DCD/JBA/HRD/SGOD



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

(Enclosure No. 1 to Division Memorandum No. 439, s. 2025)

Name	School	Position	Date & Venue
Benjie Baustista	SDO Sagay	PSDS	August 10-13, 2025, NEAP Baguio
Joe Arvy Natan	Pedro Katalbas Sr. I Elementary School	Head Teacher III	August 10-13, 2025, NEAP Baguio



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 17 2025

REGIONAL MEMORANDUM

No. 162 s. 2025

CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM "CREATING CARING SCHOOL COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SELF-DRIVEN SCHOOL LEADERS"

To: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is DM-OUHROD-2025-1823 dated July 7, 2025, from the Human Resource and Organizational Development regarding the **Conduct of the Professional Development Program "Creating Caring School Communities: A Capacity Building Journey for Self-Driven School Leaders."**
2. Attention is particularly invited to paragraphs 1, 3, 4, 6, 7, and 8 of the said Memorandum.
3. Attached are the List of Identified Participants, Indicative Program of Activities, Accommodation, and Meal Provision Guide. The participants are advised to register through this link: bit.ly/CapB_SEL-DrivenSchoolLeaders on or before July 30, 2025.
4. Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any personnel for professional learning and development regardless of age, gender, civil status, disability, region, ethnic group, and political beliefs.
5. For further queries, contact Mr. Joe Marie C. Dolino, OIC-SEPS, NEAP-R at +639391825379.



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

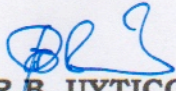
Website:

<https://sites.google.com/deped.gov.ph/nir/home>



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Department of Education
NEGROS ISLAND REGION

6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: DM-OUHROD-2025-1823
To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAMS

ORIENTATION

JMCD/BBOG/HRDD-RM- PDP CREATING CARING SCHOOL COMMUNITIES
034/July 17, 2025



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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	bit.ly/CapB_SEL-DrivenSchoolLeaders 
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 / fleura.lorenzo@deped.gov.ph / 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 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							
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		Health Break			Health Break		
3:00pm – 4:30pm	Opening Program	Discussion of Module 3	Continuation of Module 5	Opening Program	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 ACCOMODATION 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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NEGROS ISLAND REGION

Enclosure 1- List of Endorsed Participants

**Conduct of the Professional Development Program “Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders**

No.	Name	Sex	RO/SDO/School	Position	DepEd Email
1	Lorelee D. Asignacion	Female	SDO Bacolod	Education Program Supervisor	lorelee.asignacion@deped.gov.ph
2	Ej V. Sy	Female	Luisa Medel National High School	Principal III	ej.villena@deped.gov.ph
3	Ma. Teresa F. Salhay	Female	SDO Bago	Education Program Supervisor	materesa.salhay@deped.gov.ph
4	Analyn Jocson	Female	Mailum Elementary School	Principal I	analyn.jocson001@deped.gov.ph
5	Cristina A. Domocol	Female	SDO Bais City	Education Program Supervisor I	cristina.domocol001@deped.gov.ph
6	Robert J. Fernandez	Male	Okot Elementary School	School Principal I	robert.fernandez001@deped.gov.ph
7	Mary Grace N. Guerrero	Female	SDO Bayawan	PSDS	marygrace.guerrero@deped.gov.ph
8	Jimmy T. Martinez	Male	Bugay Elementary School	HT-1	jimmy.martinez@deped.gov.ph
9	Jerry A. Azucena	Male	SDO Cadiz City	EPS-1	jerry.azucena@deped.gov.ph
10	Ma. Sufia C. Depositario	Female	SPED High School	Principal I	masufia.depositario@deped.gov.ph



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11	Lester C. Pabalinas	Male	SDO Canlaon City	Education Program Supervisor	lester.pabalinas@deped.gov.ph
12	Resty R. Ablong	Male	Bucalan Elementary School	Head teacher 1	resty.ablong@deped.gov.ph
13	Sofia A. Tundag	Female	SDO Dumaguete City	EPS-Kindersgarten	sofia.tundag@deped.gov.ph
14	Edeltrudes B. Dales	Female	Junob Elementary School	Principal II	edeltrudes.dales@deped.gov.ph
15	Chona M. Prietos	Female	SDO Escalante City	Education Program Supervisor	chona.prietos001@deped.gov.ph
16	Rizalina P. Maxilom	Female	Dian-ay National High School	Principal I	rizalina.maxilom001@deped.gov.ph
17	Rolando S. Roa	Male	SDO Guihulngan City	EPS-MATH	rolando.roa@deped.gov.ph
18	Maricel Y. Allamorin	Female	Balogo National High School	Head Teacher I	maricel.allamorin@deped.gov.ph
19	Jessica E. Castrillo	Female	SDO Himamaylan City	Education Program Supervisor-Filipino	jessica.castrillo01@deped.gov.ph
20	Sarah Jane Barcelona	Female	Sibucan Integrated School	School Principal I	sarahjane.barcelona002@deped.gov.ph
21	Saturnino T. Pabalinas, Jr. PhD	Male	SDO Kabankalan City	PSDS	saturnino.pabalinas@deped.gov.ph
22	Teto C. Pilar	Male	ERAMS-East	Principal I	teto.pilar001@deped.gov.ph



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23	Mithos V. Hiponia	Female	SDO La Carlota	Education Program Supervisor-MAPEH	mithos.hiponia001@deped.gov.ph
24	Ma. Lumina V. Rumbines	Female	La Granja National High School	Principal II	malumina.rumbines@deped.gov.ph
25	Leilanie Soberano	Female	Sto. Rosario Elementary School	Principal I	lelanie.soberano001@deped.gov.ph
26	Anielyn Abule	Female	Amayco Elementary School	Principal I	anielyn.abule@deped.gov.ph
27	Darlene Grace Malsi	Female	District of Candoni	PSDS	darlenegrace.malsi@deped.gov.ph
28	Monina Ebano	Female	District of La Castellana 1	PSDS	monina.ebano001@deped.gov.ph
29	Hydon B. Libradilla	Male	SDO Negros Oriental	Principal I	hydon.libradilla@deped.gov.ph
30	Louelyn L. Jomoc	Female	Santa Catalina National High School	Principal I	louelyn.jomoc@deped.gov.ph
31	Benjie Baustista	Male	SDO Sagay	PSDS	benjie.bautista@deped.gov.ph
32	Joe Arvy Natan	Male	Pedro Katalbas Sr. I Elementary School	Head Teacher III	joearvy.natan001@deped.gov.ph
33	Ma. Elma P. Magaso	Female	SDO San Carlos City	Education Program Supervisor-English	ma.magaso@deped.gov.ph
34	Emmylo V. Nillama	Female	Lagha Elementary	Principal I	emmylo.nillama@deped.gov.ph



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			School Extension		
35	Rizalyn A. Elambayo	Female	Lantawan Integrated School	Head Teacher I	rizalyn.elambayo001@deped.gov.ph
36	Inocencia A. Deles	Female	SDO Silay	PSDS	inocencia.deles@deped.gov.ph
37	Ruth A. Borres	Female	SDO Sipalay City	PSDS	ruth.borres001@deped.gov.ph
38	Jovelyn V. Vallota	Female	Vista Alegre Integrated School	Principal I	jovelyn.vallota@deped.gov.ph
39	Reynaldo M. Santos	Male	SDO Siquijor	PSDS	reynaldo.santos@deped.gov.ph
40	Mart J. Caulawon	Male	Siquijor Integrated School	Princila II	mart.caulawon@deped.gov.ph
41	Maria Cristina P. Claros	Female	SDO Tanjay City	Education Program Supervisor-Val. Ed.	macristina.claros@deped.gov.ph
42	Richard Acojido	Male	Tanjay National High School	Secondary School Principal II	richard.acojido001@deped.gov.ph
43	Roberto C. Desin Jr.	Male	SDO Victorias	Education Program Supervisor	roberto.desin@deped.gov.ph
44	Anna Mae Dacayo	Female	DJ Gaston Elementary School	Principal I	annamae.dacayo@deped.gov.ph



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