



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

October 16, 2025

DIVISION MEMORANDUM

No. 653, s. 2025

**REGIONAL TRAINING ON THE REVISED K TO 12 CURRICULUM
IMPLEMENTATION FOR SCHOOL LEADERS OF NEGROS OCCIDENTAL
CLUSTER (PHASE 2) BATCH 2-CLASS A**

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

1. The Schools Division Office of Sagay City, through its Human Resource Development Section shall participate in the **Regional Training on the Revised K to 12 Curriculum Implementation for School Leaders of the Negros Occidental Cluster (Phase 20, Batch 2 – Class A)**, to be held on October 20–23, 2025, at Acacia Hotel, Bacolod City, Negros Occidental, in compliance with Regional Memorandum No. 477, s. 2025.
2. The participants are advised to bring laptop and extension cord to be used for training sessions. Further details of the activity are attached in the enclosures.
3. The food and lodging, and training materials are charged against Central Office-downloaded funds, while travelling expenses of the participants are charged to School MOOE, and other local funds subject to the usual accounting and auditing rules 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 : RM 477 s. 2025
Reference : RM 477 s. 2025
Allotment : N/A

No. of Pages: _____

To be indicated in the Perpetual Index under the following subjects:

Regional Training Revised K to 12 Curriculum Implementation

FN: Junmarl Alconga/HRD/SGOD



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SCHOOLS DIVISION OF SAGAY CITY

(Enclosure No. 1 to Division Memorandum No. 653, s. 2025)

Activities	Dates	Expected Participants	Meals and Accommodation
Day 0- Travel Time, Preparation and Final Briefing of PMT/ Training Facilitators	October 19, 2025	HRDs: Junmarl B, Alconga Decelyn B. Doletin Training Facilitator: Alma M. Mirasol, PhD.	AM snacks Lunch PM Snacks Dinner Accommodation
Day 1— Arrival, Registration and Opening Program	October 20, 2025 Participants expected to arrive at Grand Pavilion, Acacia Hotel First Sesscion starts at 1:00 PM	All School Heads/All PSDs	AM snacks Lunch PM Snacks Dinner Accommodation
Day 3- Closing Program	October 23, 2025 at 2:00 PM	All School Heads/All PSDs	Last Meal- PM Snacks (packed)



Republic of the Philippines
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OCT 13 2025

REGIONAL MEMORANDUM

No. 477 s. 2025

**REGIONAL TRAINING ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION
FOR SCHOOL LEADERS OF NEGROS OCCIDENTAL CLUSTER (PHASE 2)
BATCH 2 - CLASS A**

To: OIC-Assistant Regional Director
Schools Division Superintendents of San Carlos City, Escalante City, Cadiz City,
Sagay City, and Negros Occidental
Regional Functional Division Chiefs
All Others Concerned

1. This Office, through the Human Resource Development Division and in coordination with the Curriculum and Learning Management Division, will conduct a face-to-face **Regional Training on the Revised K to 12 Curriculum Implementation for School Leaders of Negros Occidental Cluster (Phase 2) Batch 2 - Class A** on **October 20 - October 23, 2025** at the **Acacia Hotel, Bacolod City, Negros Occidental**.

2. This activity aims to:

- empower school leaders in creating responsive, learner-centered environments by applying the principles of the Whole School Approach (WSA) in school operations, curriculum planning, and leadership practices aligned with professional standards;
- strengthen instructional coaching and supervision by using effective pedagogical frameworks;
- utilize assessment data for instructional decision-making and school-wide improvement; and
- use school-based research and analytics to inform leadership decisions and improvements.

3. The details of the activity are as follows:

Activities	Dates	Expected Participants
Travel time, Preparation, and Final Briefing	October 19, 2025 (Day 0) Venue: Arci Hall	Program Management Team, Learning Management Team, and Learning Facilitators
Arrival, Registration, and Opening Program	October 20, 2025 (Morning) Venue: Grand Pavilion	Participants, Program Management Team, Learning Management Team, and Learning Facilitators
Session Proper	Oct. 20, 2025 (1:30 p.m.)/ Oct. 21-23, 2025 Venue: Grand Pavilion	
Closing Program	Oct. 23, 2025 (2:00 p.m.) Venue: Grand Pavilion	



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Department of Education
NEGROS ISLAND REGION

4. Attached are the Number of Allocation of Participants and PMT per Class, Regional Monitors and Program Management Team, Learning Facilitators, Assignments with Terms of Reference, Session Topics with Assigned Learning Facilitators, and the Indicative Program of Activities. While attending the training, the participants shall see to it that the usual office operation shall not be hampered and that they are fit and healthy to attend the activity.
5. The participants are advised to bring laptop and extension cord during the said activity.
6. The food, board and lodging, and training materials shall be charged against the CO-downloaded funds while travelling expenses of the participants to their respective local funds, all subject to the usual accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
8. For more details and inquiries, contact Mr. Noel E. Santillan, OIC – Chief Education Supervisor at mobile number 09185714272 or Dr. Alan D. Bautista, OIC – Education Program Supervisor at mobile number 09159325633 of the Human Resource Development Division.
9. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ASSEMBLY

CONFERENCES

TRAINING PROGRAMS

ADB/RM_REGIONAL TRAINING ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION FOR SCHOOL LEADERS (Phase 2) BATCH 2-CLASS A
117/October 13, 2025



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Enclosure 1 – Number of Allocation of Participants per SDO

CLASS A (Acacia Hotel) – October 20 – 23, 2025		
SCHOOLS DIVISION OFFICES	School Heads	PSDS
SDO Negros Occidental	76	2
SDO San Carlos City	78	10
SDO Escalante City	48	0
SDO Sagay City	80	10
SDO Cadiz City	81	10
Sub-Total	363	32
Total	395	
Senior Education Program Specialists/Education Program Specialists II in Human Resource Development	7	
Nurses from SDO Negros Occidental	3	
REGIONAL OFFICE		
Regional Director/OIC-Asst. Regional Director	2	
Learning Facilitators	9	
Human Resource Development Division	5	
Curriculum and Learning Management Division	5	
Quality Assurance Division	2	
Information Communications Technology Unit	1	
Education Support Services (Health)	1	
Driver	1	
Sub-Total	36	
	400	32
	432	



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Enclosure 2 – Regional Monitors, Program Management Team, and Learning Facilitators

NO.	Name	Office	Designation
1	RD Ramir B. Uytico	ORD	Regional Director
2	ARD Anthony H. Liobet	ORD	OIC-Asst. Regional Director
3	Noel E. Santillan	HRDD	OIC – Chief Education Supervisor
4	G.L. John C. Haro	CLMD	OIC – Chief Education Supervisor
5	Melvin M. Niñal	QAD	OIC- Chief Education Supervisor
6	Dr. Mark Jason S. Mendoza	ESSD	OIC – Medical Officer IV
7	Nathaniel E. Lajot, Jr.	ICTU	OIC – Information Technology Officer I

Class	HRDD	CLMD	QAD	ICT
A	1. Noel E. Santillan 2. Alan D. Bautista 3. Raffy L. Berina 4. Bebce O. Gentilezo 5. Joe Marie C. Dolino 6. Angelita Socorro K. Caballo	1. G.L. John C. Haro 2. Mary Grace C. de los Reyes 3. Jose Leonardo L. Degillo 4. Jose Ernie M. Buelos 5. Ma. Melanie P. Romero	1. Melvin M. Niñal 2. John Albert S. Recto	1. Rodolfo D. Apenas Jr.



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Class Managers	QAME	Documenters	Welfare Officers	Logistics
<p>1. Therese Marie Bedonia (EPS II, SDO Negros Occidental)</p> <p>2. Junmarl B. Alconga (SEPS-SDO Sagay City)</p> <p><i>*(EMCEE 8 during the Opening Program)</i></p> <p>3. Charmaine S. Cantones (EPS II of SDO San Carlos City)</p>	<p>1. Rogedem Marnil V. Nemenzo (SEPS of SDO San Carlos City)</p> <p>2. Decelyn C. Doletin (EPS II, SDo Sagay City)</p>	<p>1. Ma. Aileen B. Bermudo (SEPS-SDO Cadiz City)</p> <p>2. Ederick C. Miano (SEPS-SDO Escalante City)</p> <p>3. Nilbert L. Magno (EPS II, SDO Cadiz City)</p>	<p>Dr. Mark Jason S. Mendoza (OIC, Medical Officer IV)</p> <p>3 nurses (SDO Neg. Occ.)</p>	<p>1. Eddie E. Esconde</p>



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Enclosure 3 – Terms of Reference

Program Manager – **Noel E. Santillan** (OIC – Chief Education Supervisor, HRDD)
 Learning Manager – **G.L. John C. Haro** (OIC – Chief Education Supervisor, CLMD)
 Focal Persons – **Alan D. Bautista** (HRDD) and **Ma. Melanie P. Romero** (CLMD)
 Secretariat: **Angelita Socorro K. Caballo** (OIC-EPS II, HRDD)
 Lead QAME – **Melvin M. Niñal** (OIC-CES, QAD)
 Lead Welfare Officer – **Dr. Mark Jason S. Mendoza** (OIC-Medical Officer IV, ESSD)
 Lead IT – **Nathaniel E. Lajot Jr.** (OIC – ITO I)

TERMS OF REFERENCE	
Program Manager	<ul style="list-style-type: none"> Oversees the overall training management and operation.
Learning Manager	<ul style="list-style-type: none"> Oversees the content or curriculum-related concerns with learning facilitators.
RO Monitors (HRDD)	<ul style="list-style-type: none"> Manage the daily training operation. Lead the debriefing sessions. Provide feedback to the Program Manager.
RO Monitors (CLMD)	<ul style="list-style-type: none"> Monitor the attendance and performance of the learning facilitators. Lead the debriefing sessions. Provide feedback to the Learning Manager.
Lead Facilitator	<ul style="list-style-type: none"> Serves as leader and adviser of the Learning Facilitators per class. Provides feedback to the Learning Manager and the Program Manager for continuous improvement.
Lead, QAME	<ul style="list-style-type: none"> Serves as overall QAME. Provides M and E results to both program and learning management.
Class Manager	<ul style="list-style-type: none"> Manages the Management of Learning. Makes reminders and announcements. Introduces the Learning Facilitators.
QAME Associate	<ul style="list-style-type: none"> Announces the Daily Evaluation. Checks the progress and completeness of the online evaluation. Provides result during the debriefing session/s. Submits report to Lead QAME.
Documenter	<ul style="list-style-type: none"> Checks the attendance daily. Assists the class managers. Takes best photos during the sessions. Accomplishes the Documentation Tool and submits to RO Secretariat. Serves as timer during the duration of the session/activity.
Welfare Officer	<ul style="list-style-type: none"> Attends to the health and wellness of the participants. Checks and monitors the meals.
Logistics	<ul style="list-style-type: none"> Attends to the needs of PMT and the participants in case of emergency such as transportation, etc.



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Enclosure 4 – Session Topics with Assigned Learning Facilitators

Session	TOPICS	CLASS A (San Carlos City, Escalante City, Cadiz City, Sagay City, Negros Occidental)	
1	Session 1: Systems Thinking Through Whole School Approach: Advancing People Effectiveness	Dondy A. Depositario	OIC-ASDS (Sipalay City)
2	Session 2: Bridging the Gaps: Leading Curriculum Progression Across Key Stages	Eiggy D. Yap	OIC-ASDS (Himamaylan City)
3	Session 3: Empowering Pedagogy: Strengthening Instructional Coaching and Support	Jovel J. Oberio	EPS Science (Cadiz City)
4	Session 4: Leadership Through Assessment: From Classroom Evidence to School-wide Decisions	Alma M. Mirasol	CES – CID (Sagay City)
5	Session 5: Curriculum Teaching and Learning Resources	Rona F. de la Torre	EPS – LRMS (Cadiz City)
6	Session 6: Navigating the School Context: Leading with Purpose	Rhona Liza P. Arce	Principal I (San Carlos City)
7	Session 7: Context-Driven Professional Development Planning	Brenda D. Aseral	EPS, SGOD (Silay City)
8	Session 8: Context-Driven PD Programs: Adoption and Growth for Impact	Roy D. Villacorte	Education Program Supervisor-Designate (Field Technical Assistance Division)
9	Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs	Dondy A. Depositario	OIC-ASDS (Sipalay City)
10	Session 10: Leading in Action: Performance Management through Documented Practice	Alma M. Mirasol	CES – CID (Sagay City)
11	Session 11: Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership	Rhona Liza P. Arce	Principal I (San Carlos City)
12	Session 12: Action Research/Analytics/Reflection	Ma. Melanie P. Romero	Education Program Supervisor (CLMD))



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Enclosure 5 – Indicative Program of Activities

Day/Time	Activities/Sessions
Day 1	
8:00 a.m. -10:00 a.m.	Registration
10:01 a.m. -10:15 a.m.	Health Break
10:15 a.m. -12:00 noon	Opening Program
12:01 noon -1:30 p.m.	Lunch Break and Check In
1:31 p.m.- 2:30 p.m. (1 hr)	Session 1: Systems Thinking Through Whole School Approach: Advancing People Effectiveness
2:31 p.m.- 2:45 p.m.	Health Break
2:46 pm- 4:15 pm (1 ½ hrs)	Session 2: Bridging the Gaps: Leading Curriculum Progression Across Key Stages
4:16 pm - 5:00 pm	Daily Evaluation and Reminders
5:00 pm – 5:30 pm	PMT Debriefing
Day 2	
8:00 a.m. -8:30 a.m.	Management of Learning
8:31 a.m. - 10:00 a.m. (1 ½ hrs)	Session 3: Empowering Pedagogy: Strengthening Instructional Coaching and Support
10:01 a.m. -10:30 a.m.	Health Break
10:31 a.m.- 12:00 p.m. (1 ½ hrs)	Session 4: Leadership Through Assessment: From Classroom Evidence to School-wide Decisions
12:00 p.m.-1:00 p.m.	Lunch Break
1:00 a.m. -2:30 p.m. (1 ½ hrs)	Session 5: Curriculum Teaching and Learning Resources
2:31 a.m. - 2:40 p.m.	Health Break
2:41 p.m. - 4:15 p.m. (1 ½ hrs)	Session 6: Navigating the School Context: Leading with Purpose
4:16 p.m. - 5:00 p.m.	Daily Evaluation and Reminders
5:00 pm – 5:30 pm	PMT Debriefing



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Day 3	
8:00 a.m. -8:30 a.m.	Management of Learning
8:31 a.m. -10:00 a.m. (1 ½ hrs)	Session 7: Context-Driven Professional Development Planning
10:01 a.m.-10:16 a.m.	Health Break
10:17 a.m.- 11:17 p.m. (1 hr)	Session 8: Context-Driven PD Programs: Adoption and Growth for Impact
11:18 a.m. -12:18 nm (1 hr)	Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs
12:19 p.m. -1:00 p.m.	Lunch Break
1:01 p.m. -3:00 p.m. (2 hrs)	Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs
3:01 p.m. - 3:15 p.m.	Health Break
3:16 p.m. - 4:45 p.m. (1 ½ hrs)	Session 10: Leading in Action: Performance Management through Documented Practice
4:45 p.m. - 5:00 p.m.	Daily Evaluation and Reminders
5:00 pm – 5:30 pm	PMT Debriefing
Day 4	
7:45 a.m. - 8:00 p.m.	Management of Learning
8:01 a.m. – 10:00 a.m. (2 hrs)	Session 11: Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership
10:01 a.m. – 10:16 a.m.	Health Break
10:17 a.m. - 11:17 a.m. (1 hr)	Session 12: Action Research/Analytics/Reflection
11:18 a.m. - 12:00 p.m.	End of Program Evaluation
12:01 p.m. - 1:00 p.m.	Lunch Break
1:01 p.m. - 2:00 p.m.	Closing Ceremony Ways Forward



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