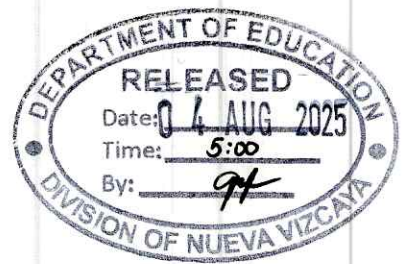




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA



01 August 2025

DIVISION MEMORANDUM
No. 361, s. 2025

SDO NUEVA VIZCAYA ATTENDANCE TO THE REGIONAL STAFF ORIENTATION WORKSHOP (RSOW) FOR THE CONDUCT OF THE TRAINING OF SCHOOL LEADERS

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. With reference to RM No. 400, s. 2025 Re Adjustments for the Conduct of the Training of School Leaders, the Regional Staff Orientation Workshop (RSOW) will be scheduled on August 5-6, 2025.
2. SDO Nueva Vizcaya participants in the said activity are the following:

Name	Position	Office / School/ District
Adonis C. Ceperez EdD, CESE	ASDS	OSDS
Romulo S. Ancheta PhD	SGOD Chief	SGOD
Maricel S. Franco PhD	CID Chief	CID
Melany M. Asuncion PhD	EPS	SGOD
Ronnie B. Bibas PhD	EPS	CID
Nimfa Norie A. Aquino PhD	EPS	CID
Noli Mar M. Navarro EdD	SEPS	SGOD
Florence F. Esparrago	HT V / OIC-SEPS	SGOD
Marivic C. Bacud EdD	PSDS	Bayombong I District
Arnel Panganiban PhD	PSDS	Bambang I District
Arnel Batalla	Principal IV	Sta. Fe District
Irene B. Bosque	Principal IV	Aritao I District
Trecy Ucol	Principal III	Bambang CS-ISC
Menalyn A. Salvador EdD	Principal III	Quezon NHS
Roselle R. Mendoza PhD	Principal III	Ambaguio NHS

3. All other provisions of RM 400, s. 2025 and RM 322, s. 2025 remain in effect.
4. For information, guidance, and compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

08-2025-348



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY

072125070

July 21, 2025

REGIONAL MEMORANDUM

No. 400, s. 2025

ADJUSTMENTS FOR THE CONDUCT OF THE TRAINING OF SCHOOL LEADERS

To: Schools Division Superintendents
All Others Concerned

1. This refers to Regional Memorandum No. 322, s. 2025 titled "*Training of School Leaders under the K-12 Curriculum.*" Please be informed that the **schedule of the Regional Staff Orientation Workshop (RSOW)** to be conducted at the Main Conference Hall, DepEd Regional Office II has been moved from July 24-25, 2025 to **August 5-6, 2025.**

2. This activity intends to:

- walk through the training resource package and harmonize activity matrix;
- clarify the terms of reference of the program management team;
- prepare the proposal package ready for PRC accreditation; and
- draft the Program Implementation Plan ready for submission.

3. Participants in the said activity are the following:

Office/Participant	ASDS	SGOD	CID	LEAD RPs
Batanes	At least 2 representatives			
Cagayan	1	1 Chief 1 EPS 1 HRD 1 SMME	1 Chief 2 EPS	15
Cauayan City				2
City of Ilagan				2
Isabela				17
Nueva Vizcaya				7
Quirino				4
Santiago City				3
Tuguegarao City				1

4. Participants are requested to bring their laptops and extension cords.

5. The board and lodging of the participants shall be charged to RO HRD Fund (OSEC-2-25-02704) while travel and incidental expenses is chargeable against local funds subject to existing accounting and auditing rules and regulations.

6. This issuance also clarifies that the previously downloaded Human Resource Development (HRD) funds amounting to **Twenty-Eight Million Three Hundred**



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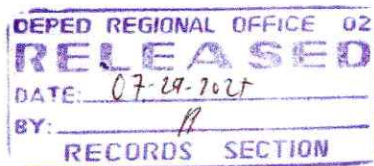



Twenty-Five Thousand Four Hundred Pesos Only (P28,325,400.00) are chargeable to **OSEC-2-25-02704**.

7. Other provisions of RM 322, s. 2025 remain in effect.
8. For concerns or clarifications, please contact Ms. Joy S. Ferrer-Lopez, Education Program Supervisor, HRDD, at 0915-692-7631 or via email at hrdd.region2@deped.gov.ph.
9. For immediate dissemination and appropriate action.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

For the Regional Director:




FLORANTE E. VERAGARA
Assistant Regional Director
Officer-in-Charge

Encls: None
Reference: As stated

To be indicated under perpetual index

TRAINING PROGRAMS

HRDD/RBC/jsfl



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
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Republic of the Philippines
Department of Education
Region II – Cagayan Valley

DepEd Regional Office No. 02



DOC'S ID No:
071525019

Created by:HRDD
Date Created:07/15/2025

July 14, 2025

REGIONAL MEMORANDUM

No. **322**, s. 2025

**CONDUCT OF TRAINING FOR THE SCHOOL LEADERS UNDER
THE REVISED K TO 10 MATATAG CURRICULUM**

1. In line with the ongoing implementation of the Revised K to 10 MATATAG Curriculum, this Office, through the Schools Division Offices, shall conduct Training of School Leaders as a key component of capacity building for instructional and contextual leadership. The activity shall be carried out through the following phases:

Activity	Indicative Date	Venue
a) Regional Staff Orientation Workshop (RSOW)	July 24–25, 2025	Main Conference Hall, DepEd Regional Office II
b) Conduct of the Training of School Leaders	August–September 2025	To be identified by respective SDOs
c) Post Conference	October 2025	NEAPR, DepEd Regional Office II

2. This training aims to equip school heads with the necessary leadership competencies through developing their capacity to apply data-informed decision-making processes; strengthen their ability to balance directive and supportive leadership styles; lead reflective and inclusive school improvement initiatives responsive to the unique contexts and needs of their respective learning communities; and demonstrate competencies such as service orientation, results focus, effective communication, and integrity, in support of instructional leadership and curriculum implementation.

3. In line with the continuing professional development of school leaders, the training program shall be accredited by the Professional Regulation Commission (PRC) for Continuing Professional Development (CPD) units.

4. The training shall be funded through previously downloaded Human Resource Development (HRD) funds amounting to Twenty-eight Million Three Hundred Twenty-Five Thousand Four Hundred Pesos only (**P28,325,400.00**) chargeable to **OSEC-2-25-3449**.

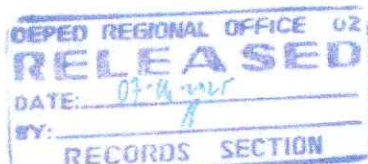
5. These funds shall cover eligible expenses such as:



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- a) board and Lodging- procurement of full board and lodging for all participants at **P2,000 per participant per night** for a total of four nights;
 - b) supplies and materials- purchase of training supplies and materials to be used for the activity at **P200.00 per participant**;
 - c) Travel expenses- reimbursement of travel expenses of participants at **P2000 each**.
6. Attached are the following documents for ready reference:
- a) Approved Letter to Download and Allocation of Funds per SDO (*Enclosure 1*).
 - b) List of Participants for the RSOW and Post Conference (*Enclosure 2*)
 - c) Qualification Standards of Training Faculty (*Enclosure 3*)
7. Each SDO is requested to submit a **Certificate of Concurrence** (*Please, see Enclosure 4*) not later than **July 25, 2025**, affirming its readiness to implement the activity and committing proper fund utilization in accordance with existing financial and auditing regulations.
8. Upon receipt of the Sub-Allotment Release Order (Sub-ARO), SDO NEAP/HRD Focal Persons are directed to:
- a) coordinate with their respective Budget and Planning Officers to ensure accurate recording and updating in the Program Management Information System (PMIS);
 - b) encode the details of the training, fund purpose, and participants in the PMIS;
 - c) facilitate the prompt disbursement of funds to eligible participants; and
 - d) ensure proper documentation and timely submission of liquidation reports in accordance with government accounting and auditing standards.
9. Any savings generated from the conduct of the activity may be utilized for other allowable NEAP-aligned undertakings, subject to existing accounting and auditing rules and regulations. In cases where the allocated funds are insufficient, SDOs are advised to explore augmentation through local funds, following standard financial procedures.
10. For concerns or clarifications, please contact Ms. Joy S. Ferrer-Lopez, Education Program Supervisor, HRDD, at 0915-692-7631 or via email at hrdd.region2@deped.gov.ph.
11. For immediate and appropriate action.



BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

For:
FLORANTE E. VERGARA
DIRECTOR III

Reference: Memorandum DM-OUHROD-2025-1289
Encls: As stated



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Enclosure 2: List of Participants for the Regional Staff Orientation-Workshop and Post Conference

OFFICE	POSITION.	NO.
Regional Office	ORD	1
	OARD	1
	CLMD	5
	HRDD-NEAP	9
	QAD	2
	ESSD	1
	FTAD	2
Total		21

Office/Participant	ASDS	SGOD	CID	LEAD RPs
Batanes	1	1 Chief 1 EPS 1 HRD 1 SMME	1 Chief 2 EPS	1
Cagayan				15
Cauayan City				2
City of Ilagan				2
Isabela				17
Nueva Vizcaya				7
Quirino				4
Santiago City				3
Tuguegarao City				1
Total	9	32	27	52

Enclosure 3 (Qualification Standards Reference in the Selection of Training Faculty)

QUALIFICATION STANDARDS

The following Qualification Standards (QS) may serve as a reference for the Schools Division Offices (SDOs) in the selection of **Training Faculty** for the conduct of the Training of School Leaders under the Revised K to 10 MATATAG Curriculum. These standards are intended to ensure that selected facilitators possess the appropriate expertise, experience, and professional disposition necessary to deliver high-quality and effective training sessions.

The selection is open to the following personnel:

- At least Career Stage 3 or 4 School Heads
- Chiefs, Education Program Supervisors, and Public Schools District Supervisors

Candidates must meet the following minimum qualifications and requirements:

1. Education

- Must be a graduate of a master's degree in education, with a specialization aligned to the context of the training.

2. Training

- Must have served as a Resource Person on related topics within the last three (3) years.
- Must have completed at least 40 hours of relevant training.
- Must be capable of:
 - Designing and delivering professional development programs (e.g., LAC sessions, coaching and mentoring, job-embedded learning);
 - Demonstrating the behavioral, leadership and core skills/competencies
 - Using technology proficiently for training and instruction.
- Preferably, certified Learning Facilitator in the Division/Region/National Level

3. Skills

- Must have hands-on experience in managing quality-assured Professional Development (PD) Programs, such as MATATAG Phase I and Phase II.
- Must demonstrate competence in:
 - Team leadership and session facilitation;
 - Program implementation and monitoring;
 - Localization of learning resources;
 - Delivering effective training sessions and integrating feedback for continuous improvement.



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4. Performance Rating

- Must have received a rating of at least Very Satisfactory (VS) in the latest performance evaluation period.

DOCUMENTARY REQUIREMENTS

Interested and qualified candidates must submit the following documents to their respective Schools Division Office (SDO). This will facilitate a fair and systematic evaluation, leading to the identification of official trainers per division:

1. Letter of Intent
2. Curriculum Vitae (using the PRC-prescribed template)
3. Declaration of Availability and Willingness
 - o A signed statement confirming the candidate's availability to attend training sessions even during the vacation period (applicable to teachers only).
4. Medical Certificate
 - o Issued by a government physician, certifying the candidate's physical fitness and emotional stability.

Enclosure 4: Certificate of Concurrence

(SDO HEADER)

CERTIFICATION

This is to certify concurrence to receive the planned downloaded funds in the amount of _____ (Php xxx) for the implementation/conduct of the **Training of School Leaders**.

The said funds shall be used in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

Schools Division Superintendent



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Enclosure to Letter to Download Funds for the Training of School Leaders

SDO	No. of Pax	No. of Classes (max of 50 pax)	No. of PMT (3 per class- PM, LM, Sec/Doc)	No. of Training Faculty (5 per class)	TOT	Board and Lodging (2000 @4 nights)	Supplies and Materials (200 per pax)	TEV (2000 per pax)	Total
Batanes	23	1	2	4	29	232,000.00	5,800.00	58,000.00	295,800.00
Cagayan	770	15	45	75	890	7,120,000.00	178,000.00	1,780,000.00	9,078,000.00
Cauayan City	80	2	6	10	96	768,000.00	19,200.00	192,000.00	979,200.00
City of Ilagan	107	2	6	10	123	984,000.00	24,600.00	246,000.00	1,254,600.00
Isabela	821	17	51	85	957	7,656,000.00	191,400.00	1,914,000.00	9,761,400.00
Nueva Vizcaya	315	7	21	35	371	2,968,000.00	74,200.00	742,000.00	3,784,200.00
Quirino	177	4	12	20	209	* 1,672,000.00	41,800.00	418,000.00	2,131,800.00
Santiago City	41	1	3	5	49	392,000.00	9,800.00	98,000.00	499,800.00
Tuguegarao City	45	1	3	5	53	424,000.00	10,600.00	106,000.00	540,600.00
Total	2,379	54	161	249	2,777	22,216,000.00	555,400.00	5,554,000.00	28,325,400.00

Prepared by:

JOY S. PERRER-LOPEZ
EPS, HRDD-NEAP

Noted:

ROMEL B. COSTALES
CES, Human Resource Development Division



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY

DepEd Regional Office No. 02



DOC# ID No.
071125025

Created by: HRDD
Date Created: 07/11/2025

July 11, 2025

BENJAMIN D. PARAGAS PhD, CESO III
Director IV / Regional Director

Attention: **ROGIE A. SION, CPA**
Chief Administrative Officer

Sir:

In line with the implementation of **TRAINING OF SCHOOL LEADERS**, this Office, through the Human Resource Development Division, respectfully requests the downloading of the Human Resource Development (HRD) Fund amounting to **TWENTY-EIGHT MILLION THREE HUNDRED TWENTY-FIVE THOUSAND FOUR HUNDRED PESOS ONLY (28,325,400.00)** chargeable to **OSEC-2-25-02704**.

The allocation of the requested amount per Schools Division Office (SDO) is attached herewith.

Thank you very much.

Very truly yours,


ROMEL B. COSTALES
Chief, HRDD-NEAP

Recommending Approval:


FLORANTE E. VERGARA
Director III/Assistant Regional Director

Approved:


BENJAMIN D. PARAGAS PhD, CESO III
Director IV / Regional Director



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