



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

May 6, 2025

DIVISION MEMORANDUM

SGOD-2025 - 286

To : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers

Subject: **INFORMATION DISSEMINATION REGARDING PROFESSIONAL DEVELOPMENT ACTIVITIES FOR SCHOOL LEADERS AND TEACHERS**

This is in reference to the 1st Indorsement dated April 24, 2025, signed by Allan G. Farnazo, Director IV, the herein communication from Jeffrey M. Mayor, Executive Director and Conference Convenor, Philippine Educators for Professional Development Inc., inviting participation on the conduct of various activities for school leaders and teachers.

Participation in the activity should only be voluntary and prior arrangement of the concerned school heads and teachers shall be made in compliance with DepEd Order No. 9 s. 2005 re: "Instituting Measures, to Increase Engaged Time-on Task and Ensuring Compliance Therewith" ensuring that no classes shall be disrupted and no DepEd funds shall be used.

Relevant details and information are provided in the enclosures.

Attendance/participation is on official time only.

Immediate and wide dissemination of this Memorandum is directed.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent 

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: MAY 08 2025 TIME: 8:50a
BY: 

Enclosed: As stated.
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Davao City
RECORDS SECTION
RECEIVED
28 APR 2025
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1:11

1st Indorsement
April 24, 2025

Respectfully referred to the Schools Division Superintendents, the herein basic communication from Jeffrey M. Mayor, Executive Director and Conference Convenor, Philippine Educators for Professional Development Inc., inviting participation on the conduct of various activities, subject to the availability of funds, learning and development priorities and discretion of the approving authority.

ALLAN G. FARNAZO
Director IV

Encl.: As Stated.
ROH7/jlb

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: [Signature]
Date: April 28, 2024



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





Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03 BIR TIN 669-803-180

22 APR 2025

470/20236
9-26

Date: April 16, 2025

To: Regional Directors and Schools Division Superintendent Department of Education

Re: **Request to Disseminate Information regarding Professional Development Activities for School Leaders and Teachers**

In light of the pressing need to improve teacher quality and school leadership across all levels of basic education, and in support of ongoing national efforts to address learning recovery and enhance instructional competence, we respectfully request your assistance in disseminating information regarding an upcoming training initiative for school leaders and teachers within your jurisdiction.

This training program is informed by the findings of the Second Congressional Commission on Education (EDCOM II), which highlighted critical gaps in teacher preparation, continuing professional development, and instructional leadership. Among its key findings, EDCOM II emphasized the urgent need to align teacher development initiatives with classroom realities, ensure sustainability of training programs, and strengthen school leadership as a catalyst for effective teaching and learning.

In line with these directives, the upcoming training seeks to equip school heads and teachers with evidence-based strategies in curriculum planning, assessment design, inclusive education, and instructional leadership. It is designed to be responsive, practical, and aligned with national goals on quality and equity in education.

**International Seminar Workshop on Educational Management,
School Administration and Instructional Leadership
for Educational Excellence in a Globalized World**
May 16-18, 2025 via Zoom App (Purely online)

PEPD, Inc. Summer Institute for Educators
**National Seminar Workshop on Mastering Future-Ready Teaching Strategies
in MATATAG Curriculum in All Subject Areas
with Teaching Demonstration Festival for Innovative Education**
May 15-17, 2025 Helena Z. Benitez National Program & Training Center, Tagaytay City
May 23-25, 2025 Divine Word College-Legazpi, Legazpi City, Albay

Theme: *Transforming Classrooms, Shaping Futures:
Deep Dive into Learner-Centered Education*

We respectfully seek your support in disseminating the training details to all concerned school personnel. We fully recognize that, pursuant to DepEd Order No. 28, s. 2001, your office is not authorized to endorse or accredit external goods and services. Nonetheless, we hope that you may assist in informing potential participants about this professional development opportunity.

Participation in the training is entirely voluntary, and interested individuals may opt to attend using personal funds.

This initiative is aligned with the Department of Education's Five-Point Agenda, particularly the commitment to promoting the welfare and well-being of teachers and ensuring efficient and effective learning delivery in all its forms. Moreover, it supports the implementation of DepEd Order No. 9, s. 2025, which highlights the importance of reducing work-related stress through continuous professional development. By building teachers' capacity in instructional strategies, curriculum implementation, and classroom management, this program seeks to enhance both professional competence and teacher well-being.

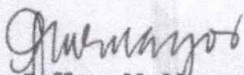
For your reference and information, we have enclosed the individual invitation letters for each training program. These include essential details such as the training rationale, objectives, schedule, venue, registration fee, and the proposed program of activities.

We are hopeful that, through your valuable support, we can reach educators who are eager to continue growing in their profession and contributing meaningfully to learner success. Together, let us strengthen our shared commitment to quality education by investing in the continuous development and well-being of our teachers and school leaders.

Thank you very much for your time, understanding, and continued partnership in advancing professional excellence in the basic education sector.

Should you require further information or clarification, please do not hesitate to contact us at phedpd.inc@gmail.com or 09989925601.

Sincerely yours,


Mr. Jeffrey M. Mayor, LPT, CLDP®
Executive Director and Conference Convenor



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03 BIR TIN 669-803-180

Date: March 25, 2025

To: School Librarians, Clerk, Administrative, Project Development, Human Resource, Finance, Records, Facility Management and Public Information Officers and All Non-Teaching Personnel from Public and Private Institutions

Re: **International Seminar Workshop on Enhancing Administrative Excellence: Roles and Responsibilities of Non-Teaching Personnel in Supporting Quality Global Education** May 1-4, 2025 via Zoom App (Purely online)

Dear Sir and Madam:

We are pleased to extend this formal invitation to you and your esteemed institution to participate in this capacity building and professional development activity intended for non-teaching personnel. This significant professional development activity is designed to empower and equip our dedicated non-teaching personnel with the latest knowledge, skills, and best practices to further strengthen their crucial role in fostering a supportive and effective educational environment.

This seminar workshop is anchored on the commitment of the Department of Education (DepEd) to continuously improve the quality of education through the professional development of all its personnel, both teaching and non-teaching.

This seminar-workshop is part of the ongoing efforts to provide professional development opportunities for non-teaching personnel in accordance with the Department of Education (DepEd) issuances. In particular, we refer to DepEd Order No. 39, s. 2017, which mandates the continuous professional development of non-teaching personnel, as well as DepEd Memorandum No. 43, s. 2019, that emphasizes the importance of skills training in leadership, office management, and organizational quality. Consistent to D.O. 9 s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, this training program will be conducted outside DEPED official time/working hours.

We are confident that this seminar will provide valuable knowledge and skills that will contribute significantly to DepEd's ongoing initiatives to enhance the Philippine education system. We kindly request the participation of your non-teaching personnel in this transformative activity.

Thank you and see you there!

Sincerely yours,

Mr. Jeffrey M. Mayor, LPT, CLDP®
Executive Director and Conference Convenor

108 Roadside Banaba West, Batangas City 4200 Philippines
+632 9989925601 phedpd.inc@gmail.com



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

Registration process:

Early registration until April 25, 2025 ₱1,199 per head

Group rate until April 22, 2025 ₱999 per head minimum of 5 pax

Regular registration from April 26-May 1, 2025 ₱1,349 per head

Pay using GCash 09989925601 or 09602681848 (J*****Y M.)

Inclusion: Access to training, 7 digital certificates and e-handouts

Option for printed certificates is available and free of charge however shipping fee must be shouldered by the requesting party.

Please use this form to register and submit your proof of payment

<https://forms.gle/XnZajN7LwoYh7ZuT7>

For inquiries, please email us at phedpd.inc@gmail.com.

Program of Activities (Training Matrix)

May 1, 2025 (Day 1)

9:00 A.M.	Log-in to Zoom App
9:15	Opening program and Orientation
9:45	Pre-assessment
9:50	Introduction of the Speaker
10:00	Session 1: Introduction to the Role of Non-Teaching Personnel in Global Education Systems Dr. Rommel Maglaya Faculty Member, Flinders University Academy South Australia
11:00	Health break
11:15	Continuation of session
11:45	Open forum (Question and Answer)
12:00 P.M.	Lunch break
1:45	Log-in to Zoom App
1:55	Introduction of the Speaker
2:00	Session 2: Global Best Practices in Administrative Support for Educators Ms. Jelvie Advincula, Educator in Texas, USA
3:30	Health break
	Continuation of session
4:00	Open forum (Question and Answer)

108 Roadside Banaba West, Batangas City 4200 Philippines
+632 9989925601 phedpd.inc@gmail.com

5:00 End of day 1

May 2, 2025 (Day 2)

5:45 Log-in to Zoom App

5:55 Introduction of the Speaker

6:00 Session 3: **Fostering Inclusivity and Equity through Administrative Support**

Dr. Julianne Thesa Y. Baldo-Cubelo, Professor University of the Philippines
Diliman- College of Mass Communication

8:00 End of day 2

May 3, 2025 (Day 3)

9:45 A.M. Log-in to Zoom App

9:50 Introduction of the Speaker

10:00 Session 4: **Adapting International Standards for Quality Assurance**

Mr. Reynier A. Olivares, LPT, MA Special Science Teacher V,
Philippine Science High School CALABARZON Region Campus, Batangas City

11:00 Health break

11:15 Continuation of session

11:45 Open forum (Question and Answer)

12:00 P.M. Lunch break

2:45 Log-in to Zoom App

2:55 Introduction of the Speaker

3:00 Session 5: **Understanding Legal and Ethical Responsibilities of Non-Teaching Personnel**

Atty. Emily A. Balungay, Former Director CSC CAR and Law Professor from the
University of the Cordilleras, Baguio City

4:30 Open forum (Question and Answer)

5:00 End of day 3

May 4, 2025 (Day 4)

9:45 Log-in to Zoom App

9:55 Introduction of the Speaker

10:00 Session 6: **Building Effective Collaboration Between Teaching and Non-Teaching Personnel**

Ms. Herziela C. Valerio, Guidance Associate Our Lady of Peace School Antipolo

11:00 Health break

11:15 Continuation of session

11:30 Open forum (Question and Answer)

11:45 Closing Program
12:00 P.M. End of the seminar-workshop

All sessions are accessible via recorded video for limited time only.



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

Date: March 25, 2025

To: School Principals, School Heads, School Directors, School Administrators, Subject-Area Coordinators Aspiring School Leaders

Re: **International Seminar Workshop on Educational Management, School Administration and Instructional Leadership for Educational Excellence in a Globalized World** May 16-18, 2025 via Zoom App (Purely online)

We are pleased to extend this formal invitation to you and your esteemed institution to participate in this capacity building and professional development activity intended for current and aspiring school leaders. This significant professional development activity aims to equip you with the knowledge, skills, and perspectives necessary to drive educational excellence in the 21st century, integrating recent Department of Education (DepEd) policies and priorities with global best practices.

In an increasingly interconnected world, it is crucial for educational leaders to understand and implement international standards while effectively addressing the unique needs of the Philippine educational landscape. This program will focus on key areas such as the MATATAG Curriculum, learning recovery, school-based management, inclusive education, and the integration of cutting-edge educational technology, all within a global context.

The Department of Education recognizes the pivotal role of school leaders in shaping the quality of education. As outlined in DepEd Order No. 024, s. 2020, the Philippine Professional Standards for School Heads (PPSSH), continuous professional development is essential to meet the evolving demands of our educational system. The theme of the program is **Future-Ready Leaders: Leading Filipino Schools in a Globalized World**, this program directly addresses the competencies outlined in the PPSSH, focusing on strategic leadership, school operations management, and instructional leadership, all within a global context. Consistent to D.O. 9 s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, this training program will be conducted outside DEPED official time/working hours.

We are confident that this seminar will provide valuable knowledge and skills that will contribute significantly to DepEd's ongoing initiatives to enhance the Philippine education system. We kindly request the participation of your non-teaching personnel in this transformative activity.

Thank you and see you there!

Sincerely yours,

Mr. Jeffrey M. Mayor, LPT, CLDP®
Executive Director and Conference Convenor



Philippine Educators for Professional Development Inc.

SEC Registration no. 2025020188988-03

Registration process:

Early registration until May 3, 2025 ₱1,199 per head

Group rate until May 3, 2025 ₱999 per head minimum of 5 pax

Regular registration from May 4-16, 2025 ₱1,349 per head

Pay using GCash 09989925601 or 09602681848 (J*****Y M.)

Inclusion: Access to training, 7 digital certificates and e-handouts

Option for printed certificates is available and free of charge however shipping fee must be shouldered by the requesting party.

Please email your names and proof of payment with subject **LEAD2025** at phedpd.inc@gmail.com.

Inclusion: Exclusive access to all sessions, 7 digital certificates, printed and certified true copy of certificates upon request, e-handouts

**International Seminar Workshop on Educational Management,
School Administration and Instructional Leadership
for Educational Excellence in a Globalized World**

May 16-18, 2025 via Zoom App

Program Description: This intensive online professional development program is designed to equip aspiring and current school leaders and administrators in the Philippines with the knowledge, skills, and perspectives necessary to drive educational excellence in the 21st century. It addresses critical areas aligned with recent DepEd issuances, including the MATATAG Curriculum, learning recovery, and school-based management, while integrating international education standards and trends. Through interactive sessions, case studies, and collaborative learning, participants will develop their leadership capacity to create inclusive, innovative, and high-performing learning environments.

Program of Activities (Training Matrix)

May 16, 2025 (Day 1)

9:00 A.M.	Log-in to Zoom App
9:15	Opening program and Orientation
9:45	Pre-assessment
9:50	Introduction of the Speaker
10:00	Session 1: Navigating the MATATAG Curriculum and Educational Transformation Dr. Ronald Ryan L. Sion, DepEd Zambales
11:30	Open forum (Question and Answer)
12:00 P.M.	Lunch break
1:45	Log-in to Zoom App
1:55	Introduction of the Speaker
2:00	Session 2: Global Best Practices in School Leadership and Educational Management Dr. Rommel Maglaya Faculty Member, Flinders University Academy South Australia
3:15	Health break
3:30	Continuation of session
4:00	Open forum (Question and Answer)
5:00	End of day 1

May 17, 2025 (Day 2)

9:45 A.M.	Log-in to Zoom App
9:50	Introduction of the Speaker
10:00	Session 3: Addressing Learning Recovery and Enhancing Student Outcomes Mr. Jayson O Caraang, Principal SDO Antipolo City

11:30	Open forum (Question and Answer)
12:00 P.M.	Lunch break
1:45	Log-in to Zoom App
1:55	Introduction of the Speaker
2:00	Session 4: Strengthening School-Based Management and Leadership ASDS Charlie O. Fababaer, DepEd SDO Mandaluyong City
3:15	Health break
3:30	Continuation of session
4:00	Open forum (Question and Answer)
5:00	End of day 3

May 18, 2025 (Day 3)

9:45	Log-in to Zoom App
9:55	Introduction of the Speaker
10:00	Session 5: Promoting Inclusive Education and Equity: Creating Safe and Supportive Learning Environments Mr. Jeffrey M. Mayor, Colegio de San Juan de Letran Calamba
11:00	Health break
11:15	Continuation of session
11:45	Open forum (Question and Answer)
12:00 P.M.	Lunch break
1:45	Log-in to Zoom App
1:55	Introduction of the Speaker
2:00	Session 6: Future-Proofing Education and Action Planning Dr. Ernesto D. Grio, University of Asia and the Pacific
3:30	Health break
4:00	Writeshop
4:30	Closing Program and Evaluation
4:00 P.M.	End of the seminar-workshop

Note: All sessions will be done live and synchronously however participants will also be given access to recorded video for limited time only.

Important: Attending the sessions/ watching the recorded videos is required. Satisfactorily completing the pre-assessment and post-assessment is needed to earn all the certificates.



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
The SEC Headquarters
7907 Makati Avenue, Salcedo Village,
Barangay Bel-Air, Makati City, 1209, Metro Manila



COMPANY REG. NO.: 2025020188988-03

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By Laws of:

Philippine Educators for Professional Development Inc.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Revised Corporation Code of the Philippines (Republic Act No. 11232), which took effect on February 23, 2019 and copies of said Articles of Incorporation and By Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to issue, sell or offer for sale to the public, securities such as but not limited to, shares of stock, investment contracts, debt instruments and virtual currencies without prior Registration Statement approved by the Securities and Exchange Commission; nor to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing/lending company, and time shares/club shares/membership certificate issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute a permit to undertake activities for which other government agencies require a license or permit.

This Certificate DOES NOT AUTHORIZE INVESTMENT SOLICITATION AND INVESTMENT-TAKING WITHOUT A SECONDARY LICENSE FROM THIS COMMISSION.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at The SEC Headquarters 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, Metro Manila, Philippines, this day of 18 February Two Thousand Twenty Five.

GERARDO F. DEL ROSARIO

Director

Company Registration and Monitoring Department

For SEC use only
P855 (PSIC as reserved)
Non-stock Corporation
Corporation with less than 5 Incorporators

*This is a computer generated certificate,
signature is not required.*

DOCUMENTARY STAMP TAX PAID

Note: The original copy of this Certificate must be secured within 60 calendar days from the date of registration