



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

June 20, 2025

DIVISION MEMORANDUM

SGOD-2025 - 746

To: Assistant Schools Division Superintendent
Division Chiefs (CID & SGOD)
All Others Concerned

Subject: **ATTENDANCE IN THE CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM IN KADAKLAN (KEEPING ACCOUNTABILITY AT THE CORE DRIVING ACTION, KNOWLEDGE, LEADERSHIP TO ACCELERATE AND NURTURE)**

This is in reference to Regional Memorandum HRDD-2025-139 dated June 9, 2025, signed by Allan G. Farnazo, Director IV, re: **Attendance in the Conduct of the Professional Development Program in KADAKLAN (Keeping Accountability at the Core Driving Action, Knowledge, Leadership to Accelerate and Nurture)**.

This program intensifies strong collaboration among instructional leaders in the Regional Office and SDOs toward effective learning outcomes and good governance of accountability and ethical leadership.

The conduct of this program is divided into 2 phases:

Activity	Dates	Participants	Venue
KADAKLAN Batch 1	July 13-19, 2025 (inclusive of travel dates)	Beverly S. Daugdaug - CID Chief	Cebu Ecotech Center, Cebu City
KADAKLAN Batch 2	July 27, 2025 - August 2, 2025	Janice S. Alquizar - EPS II (HRD)	NEAP Baguio City

The confirmation of attendance is open on or before July 4, 2025 through <https://tinyurl.com/REGISTRATION-KADAKLAN-2025> or through <https://forms.office.com/r/bNA5eA76jy> and <https://tinyurl.com/KADAKLAN-EndorsementForm> or <https://forms.office.com/r?UdzOX4XRB> for SEPS.

The expenses for the board and lodging be charged against NEAP Human Resource Development (HRD) fund while transportation, per diem and other incidental expenses will be charged to RO/SDO HRD/ Local Funds subject to the usual accounting and auditing rules and regulations.

Further details are explained in the enclosure.

Immediate dissemination and compliance with this Memorandum is directed.

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

JedEd Schools Division of Digos City

RECORDS SECTION

RELEASED
DATE: JUN 25 2025 TIME: 1:00 PM

BY: _____

For and in the absence of the
Schools Division Superintendent

CHERRIE ANNE B. BOHOL

EPS- SGOD
Officer-In-Charge

Enclosed: As stated.
SGOD/fjsa



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos City

RECORDS SECTION

RECEIVED

11 JUN 2025

June 9, 2025

REGIONAL MEMORANDUM
HRDD-2025-139

ATTENDANCE TO THE CONDUCT OF THE PROFESSIONAL DEVELOPMENT
PROGRAM IN **KADAKLAN** (KEEPING ACCOUNTABILITY AT THE CORE:
DRIVING ACTION, KNOWLEDGE, LEADERSHIP
TO ACCELERATE AND NURTURE)

To: Assistant Regional Director
Schools Division Superintendents
RO Functional Division Chiefs

1. This has reference to DM- OUHROD-2025-1337 for the conduct of **KADAKLAN** as Professional Development Program of the National Educators Academy of the Philippines (NEAP) for school leaders, dated May 30, 2025.
2. This program intensifies strong collaboration among instructional leaders in the Regional Office and SDOs toward effective learning outcomes and good governance of accountability and ethical leadership.
3. The conduct of this program is divided into 2 phases:

Activity	Dates	Participants	Venue
KADAKLAN Batch 1	July 14-18, 2025	Chiefs of the CID, CLMD, FTAD, ESSD and AD	NEAP Baguio City
KADAKLAN Batch 2	July 28-August 01, 2025	Chiefs of the SGOD, PPRD, QAD, HRDD and FD SEPS to serve as Classroom Manager	

4. The confirmation of attendance is open on or before July 4, 2025 through <https://tinyurl.com/REGISTRATION-KADAKLAN-2025> or through <https://forms.office.com/r/bNA5eA76jv> and <https://tinyurl.com/KADAKLAN-EndorsementForm> or <https://forms.office.com/r/UidzQX4XRB> for SEPS.
5. The expenses for the board and lodging be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO HRD/Local Funds subject to the usual accounting and auditing rules and regulations.
6. Further details are explained in the enclosure.



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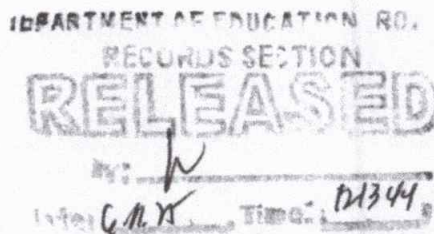


Republic of the Philippines
Department of Education
DAVAO REGION

7. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH7/jlb



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1337

DEPARTMENT OF EDUCATION BOX
RECEIVED
By: *[Signature]*
Date: 29 MAY 2025
12/13/25
4-07

TO : Regional Directors
Regional Office Chiefs
Schools Division Office Chiefs
All Others Concerned

FROM : *[Signature]*
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

[Signature]
CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM
"KADAKLAN (KEEPING ACCOUNTABILITY AT THE CORE:
DRIVING ACTION, KNOWLEDGE, AND LEADERSHIP TO
ACCELERATE AND NURTURE)"

DATE : 27 May 2025

1. In line with initiatives to enhance the quality of school leaders, the National Educators Academy of the Philippines (NEAP) will conduct the professional development program titled **KADAKLAN (Keeping Accountability at the Core: Driving Action, Knowledge, and Leadership to Accelerate and Nurture)**, with schedule as follows:

Activity	Date	Venue/Modality
KADAKLAN Batch 1	14-18 July 2025	NEAP Baguio (face-to-face)
KADAKLAN Batch 2	28 July - 01 August 2025	

2. The program aims to enhance the instructional leadership skills of the Regional Office (RO) and the Schools Division Office (SDO) Chiefs to bring about improved teaching and learning outcomes, strengthen their governance strategies for a more effective school leadership, and develop a culture of accountability and ethical leadership.

3. In this regard, we would like to request the participation of RO and SDO Chiefs in the program, based on the following allocation per functional division:

Activity	Participants	Allocation
KADAKLAN Batch 1 (14-18 July 2025)	Curriculum Implementation Division (CID) Chiefs	219
	Curriculum and Learning Management Division (CLMD) Chiefs	17
	Field Technical Assistance Division (FTAD) Chiefs	17
	Education Support Services Division (ESSD) Chiefs	17
	Administrative Division Chiefs	17
	Total	287
KADAKLAN Batch 2 (28 July – 01 August 2025)	School Governance and Operations Division (SGOD) Chiefs	219
	Policy, Planning, and Research Division (PPRD) Chiefs	17
	Quality Assurance Division (QAD) Chiefs	17
	Human Resource Development Division (HRDD) Chiefs	17
	Finance Division Chiefs	17
	Total	287

4. The identified participants are advised to confirm their attendance through the registration link <https://tinyurl.com/REGISTRATION-KADAKLAN-2025> (alternate link: <https://forms.office.com/r/bNA5eA76iy>) on or before 04 July 2025.
5. The ROs are also requested to endorse Senior Education Program Specialists (SEPS) and/or Education Program Specialists (EPS) II from the RO or any SDOs within their jurisdiction to serve as Classroom Managers for the whole duration of the program. The endorsement shall be accomplished by the designated RO personnel through the link <https://tinyurl.com/KADAKLAN-EndorsementForm> (alternate link: <https://forms.office.com/r/UldzQX4XRB>). The regional allocation of RO/SDO SEPS/EPS II is as follows:

Activity	Region	Allocation
KADAKLAN Batch 1 (14-18 July 2025)	CAR	2
	NCR	2
	I	2
	II	2
	III	2
	IV-A	2
Total		12
KADAKLAN Batch 2 (28 July – 01 August 2025)	IV-B	2
	V	1
	VI	1
	VII	1
	VIII	1
	IX	1
	X	1
	XI	1
	XII	1
	XIII	1
	NIR	1
Total		12

6. Enclosed are the following documents, for reference:

- a. **Enclosure 1** – Program of Activities
- b. **Enclosure 2** – Meal Provision Guide
- c. **Enclosure 3** – NEAP Program Management Team Members

7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to Central Office/RO/SDO HRD/local funds subject to the usual accounting and auditing rules and regulations.

9. Should you have questions and concerns, please contact **NEAP Professional Development Division** through email neap.pdd@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



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Effectivity	03.23.23	Page	3 of 3





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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1:

PROGRAM OF ACTIVITIES
Conduct of Keeping Accountability at the Core: Driving with Action, Knowledge, and Leadership to Accelerate and Nurture (KADAKLAN)
Batches 1 (July 14 – 18, 2025) & 2 (July 28 – August 1, 2025)
NEAP Baguio

Day 1

TIME	ACTIVITY														
1:00 – 2:00 p.m.	Registration														
2:01 – 3:30 p.m.	Opening Program														
	<table><tr><td>Nationalistic Song</td><td rowspan="3">AVP</td></tr><tr><td>Prayer</td></tr><tr><td>Quality Policy</td></tr><tr><td>Message of Support</td><td>WILFREDO E. CABRAL Undersecretary Human Resource and Organizational Development</td></tr><tr><td>Inspirational Message</td><td>CARMELA C. ORACION Assistant Secretary Human Resource and Organizational Development (National Educators Academy of the Philippines)</td></tr><tr><td>Welcome Remarks</td><td>JENNIFER E. LOPEZ Director IV National Educators Academy of the Philippines</td></tr><tr><td>Overview</td><td>MARIFE T. MORCILLA Project Development Officer V National Educators Academy of the Philippines</td></tr><tr><td>Acknowledgement of Participants</td><td>ALEXANDER SIMAGALA Project Development Officer IV National Educators Academy of the Philippines</td></tr></table>	Nationalistic Song	AVP	Prayer	Quality Policy	Message of Support	WILFREDO E. CABRAL Undersecretary Human Resource and Organizational Development	Inspirational Message	CARMELA C. ORACION Assistant Secretary Human Resource and Organizational Development (National Educators Academy of the Philippines)	Welcome Remarks	JENNIFER E. LOPEZ Director IV National Educators Academy of the Philippines	Overview	MARIFE T. MORCILLA Project Development Officer V National Educators Academy of the Philippines	Acknowledgement of Participants	ALEXANDER SIMAGALA Project Development Officer IV National Educators Academy of the Philippines
Nationalistic Song	AVP														
Prayer															
Quality Policy															
Message of Support	WILFREDO E. CABRAL Undersecretary Human Resource and Organizational Development														
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Overview	MARIFE T. MORCILLA Project Development Officer V National Educators Academy of the Philippines														
Acknowledgement of Participants	ALEXANDER SIMAGALA Project Development Officer IV National Educators Academy of the Philippines														
3:3 – 4:30 p.m.	Pre-Assessment														
4:31 – 5:00 p.m.	End of Day Evaluation														

Day 2 (Hearts that Lead)

TIME	TOPICS	OBJECTIVES At the end of the session, the School Heads will be able to do the following:
8:00 – 8:30 a.m.	MANAGEMENT OF LEARNING	
8:31 – 10:30 a.m.	Leading with Purpose – The Role of Supervisors in Shaping Educational Culture	<ul style="list-style-type: none">• understand the influence of leadership behavior on organizational culture in educational settings• analyze and reflect on current leadership practices that shape workplace culture• value the importance of leading by example in fostering a positive, inclusive, and learner-centered environment
10:31 – 10:45 a.m.	HEALTH BREAK	
10:46 a.m. – 12:00 p.m.	Leading with Purpose – The Role of Supervisors in Shaping Educational Culture	
12:01 – 1:00 p.m.	LUNCH BREAK	



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01 – 3:00 p.m.	Values-Based Leadership in Curriculum and Change Management	<ul style="list-style-type: none">• recognize principles of values-based leadership in curriculum implementation and change processes• apply ethical frameworks in making curriculum-related decisions• advocate for fairness, inclusivity, and respect in leading curricular and systemic changes
01 – 3:15 p.m.	HEALTH BREAK	
16 – 4:30 p.m.	Values-Based Leadership in Curriculum and Change Management	
31 – 5:00 p.m.	END-OF-DAY EVALUATION	

Day 3 (Hands that Build)

TIME	TOPICS	OBJECTIVES At the end of the session, the School Heads will be able to do the following:
00 – 8:30 a.m.	MANAGEMENT OF LEARNING	
01 – 10:30 a.m.	Technology for Curriculum Monitoring and Instructional Support	<ul style="list-style-type: none">• identify key new technological and AI tools and their application in curriculum monitoring and instructional support• use new technological and AI platforms to analyze data on curriculum implementation and learning outcomes• appreciate the role of innovation and technology in improving educational supervision
03 – 10:45 a.m.	HEALTH BREAK	
04 – 12:00 p.m.	Technology for Curriculum Monitoring and Instructional Support	
01 – 1:00 p.m.	LUNCH BREAK	
01 – 3:00 p.m.	Leading Continuous Improvement and Innovation	<ul style="list-style-type: none">• recognize the principles and tools of continuous improvement in education• facilitate data-informed reflection and innovation initiatives; and• embrace a mindset of learning, adaptability, and growth
01 – 3:15 p.m.	HEALTH BREAK	
06 – 4:30 p.m.	Leading Continuous Improvement and Innovation	
01 – 5:00 p.m.	END-OF-DAY EVALUATION	

Day 4 (Minds that Illuminate)

TIME	TOPICS	OBJECTIVES
		At the end of the session, the School Heads will be able to do the following:
0 – 8:30 a.m.	MANAGEMENT OF LEARNING	
1 – 10:30 a.m.	Building Shared Accountability Frameworks	<ul style="list-style-type: none">• understand the elements and processes of an effective shared accountability framework• design a system that tracks progress and clarifies stakeholder roles in achieving educational goals• promote collaboration and trust among education stakeholders
1 – 10:45 a.m.	HEALTH BREAK	
6 a.m. – 12:00	Building Shared Accountability Frameworks	
1 – 1:00 p.m.	LUNCH BREAK	



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

12:01 – 3:00 p.m.	Mentoring and Coaching for Leadership Development	<ul style="list-style-type: none">• understand effective mentoring and coaching principles aligned with leadership development• design mentoring strategies supported by data and AI tools• commit to empowering others through supportive professional relationships
3:01 – 3:15 p.m.	HEALTH BREAK	
3:16 – 4:30 p.m.	Mentoring and Coaching for Leadership Development	
5:31 – 5:00 p.m.	END-OF-DAY EVALUATION	

Day 5

TIME	ACTIVITY
30 – 8:00 a.m.	MANAGEMENT OF LEARNING
01 – 10:00 a.m.	Workshop on Action Planning The Chiefs will be able to do the following: <ul style="list-style-type: none">• recall and integrate key concepts from the training as foundation for their Work Action Plan;• apply what they have learned in the training to draft a well-structured and context-specific Work Action Plan; and• demonstrate commitment to transforming training learnings into actionable plans.
01 – 11:00 a.m.	Post-Assessment
1:01 a.m. – 12:00 p.m.	Closing Program
2:01 p.m. onwards	Egress



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2:

MEAL PROVISION GUIDE

**Conduct of Keeping Accountability at the core: Driving with Action, Knowledge,
and Leadership to Accelerate and Nurture (KADAKLAN)
Batch 1**

NEAP Baguio – July 14 – 18, 2025

Meals	July 14, 2025	July 15, 2025	July 16, 2025	July 17, 2025	July 18, 2025
	Monday	Tuesday	Wednesda y	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

Batch 2

NEAP Baguio – July 28 – August 1, 2025

Meals	July 28, 2025	July 29, 2025	July 30, 2025	July 31, 2025	August 1, 2025
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3:

NEAP PROGRAM MANAGEMENT TEAM
Conduct of Keeping Accountability at the core: Driving with Action, Knowledge,
and Leadership to Accelerate and Nurture (KADAKLAN)

NAME	POSITION	OFFICE/ STATION
Jennifer E. López	Director IV	NEAP -DepEd Central Office
Margarita C. Ballesteros	Director IV	NEAP -DepEd Central Office
Leah B. Apao	Director III	NEAP -DepEd Central Office
Marife T. Morcilla	Project Development Officer V	NEAP-PDD, DepEd Central Office
Alexander Simagala	Project Development Officer IV	NEAP-PDD, DepEd Central Office
Billy Rei M. Pagba	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Mathew M. Bofete	Project Development Officer II	NEAP-PDD, DepEd Central Office
Aizyl Ann E. Natanauan	Technical Assistant II	NEAP-PDD, DepEd Central Office
Eric T. Sarmiento	Administrative Officer V	NEAP-PDD, DepEd Central Office

Department of Education
OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

June 10, 2025

ADVISORY

In reference to DepEd Memorandum DM-OUHROD-2025-1337, titled ***"Conduct of the Professional Development Program: KADAKLAN (Keeping Accountability at the Core: Driving Action, Knowledge, and Leadership to Accelerate and Nurture)"***, dated May 27, 2025, this is to inform all participating chiefs and classroom managers from the various Regional and Schools Division Offices that there is a change in venue for KADAKLAN Batch 1, as detailed below:

ACTIVITY	PARTICIPANTS	CLASSROOM MANAGER/S	ORIGINAL VENUE	NEW VENUE
KADAKLAN Batch 1 (14-18 July 2025)	<ul style="list-style-type: none"> Curriculum Implementation Division (CID) Chiefs Curriculum and Learning Management Division (CLMD) Chiefs Field Technical Assistance Division (FTAD) Chiefs Education Support Services Division (ESSD) Chiefs Administrative Division Chiefs 	<ul style="list-style-type: none"> CAR NCR Region I Region II Region III Region IV-A CALABARZON 	NEAP Baguio, Baguio City	DepEd Ecotech Center, Cebu City

Classroom managers are expected to arrive at the venue on the evening of Sunday, July 13, 2025. Dinner will be the first meal served for the members of the Program Management Team.

Participants are advised to strictly follow the training schedule and are required to complete all assigned outputs in order to earn 15 Continuing Professional Development (CPD) credit units from the professional development program.



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Any rebooking expenses incurred due to this change of venue may be charged to Central Office (CO), Regional Office (RO), or Schools Division Office (SDO) local and HRD funds, subject to the usual accounting and auditing rules and regulations.

For further inquiries or clarifications, you may contact the NEAP – Professional Development Division via email at neap.pdd@deped.gov.ph or landline at **(02) 8715-9919**.

Thank you for your continued understanding and cooperation.