



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

Office of the Schools Division Superintendent

July 4, 2025

DIVISION MEMORANDUM

SGOD-2025 - 764

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

Subject: **PARTICIPATION TO THE ONLINE MASTERCLASSES FOR SCHOOL LEADERS**

This is in reference to Memorandum HRDD-2025-155 dated June 19, 2025, signed by Allan G. Farnazo, Director IV, re: **Participation to the Online Masterclasses for School Leaders for FY 2025**, be informed that the series of activities and target schedule are found in the enclosures.

In this regard, Schools Division Offices through the School Governance and Operations Division-Human Resource Development Sections are advised to coordinate with Curriculum Implementation Division in the identification of the participants via corresponding Regional links for Public Schools District Supervisors, <https://tinyurl.com/mphhkyaw>, School Heads, <https://tinyurl.com/3v3ptmh8>, Learning Area Specialists, <https://tinyurl.com/4rtf453> and for the Central Office submission via **bit.ly/JobGroupEndorsement** on or before July 4, 2025.

For queries, email hrddneaprol1@gmail.com.

The virtual program is set on the following schedules via Microsoft Teams:

Immediate dissemination of this Memorandum is directed.

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

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
Enclosed/As stated:
SGOD/jss
RELEASED
DATE: JUL 07 2025 TIME: 7:54
BY: [Signature]

PETER-JASON C. SENARILLOS
SEPS-SMN
Officer In-Charge [Signature]



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

Ed Schools Division of Digos
RECORDS SECTION
RECEIVED
07280
71022
02 JUL 2025
10:10

June 30, 2025

REGIONAL MEMORANDUM
HRDD-2025-155

PARTICIPATION TO THE ONLINE MASTERCLASSES FOR SCHOOL LEADERS

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1653 dated June 19, 2025 entitled Online Masterclasses for School Leaders for FY 2025, be informed that the series of activities and target schedule are found in the enclosures.
2. In this regard, Schools Division Offices through the School Governance and Operations Division-Human Resource Development Sections are advised to coordinate with the Curriculum Implementation Division in the identification of the participants via the corresponding Regional level links for Public Schools District Supervisors, <https://tinyurl.com/mphhkyaw>, School Heads, <https://tinyurl.com/3v3ptmh8>, Learning Area Specialists, <https://tinyurl.com/4rtef453>, and for Central Office submission via bit.ly/JobGroupEndorsement on or before July 4, 2025.
3. For queries, email hrddneaprol1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION ROH
RECORDS SECTION
RELEASED

121020
02, 2025



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

JUN 26 2025

10:12 am

DEPARTMENT OF EDUCATION ROXAS
RECORDS SECTION

RECEIVED

2025 JUN 2025 Time 8:13

MEMORANDUM

DM-OUHROD-2025-1653

TO : Regional Directors
Schools Division Superintendents
School Governance and Operations Division Chiefs
All Others Concerned

FROM : WILFREDO E. CAJRAL
Undersecretary
Human Resource and Organizational Development

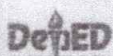
Carmela C. Oracion
CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : ONLINE MASTERCLASSES FOR SCHOOL LEADERS FOR FY 2025

DATE : 19 June 2025

- The Department of Education, through the National Educators Academy of the Philippines (NEAP), will conduct the **Online Masterclasses for School Leaders for FY 2025**, with the following objectives:
 - Enhance the technical competencies of school leaders to effectively contribute to improved learning outcomes and overall school performance;
 - Strengthen instructional leadership and innovative capacity of school leaders to respond to the evolving needs of basic education; and
 - Provide Professional Regulation Commission (PRC)-accredited professional development programs for teachers, school heads, and supervisors.
- The program has the following schedule and details:

Activity	Date	Expected Participants
Turning Assessment Data into Insight: Interpretation and Utilization via Technology-Based Tools	26 July 2025 9:00 a.m. – 12:00 p.m.	PSDS or Acting PSDS of SDOs
Ensuring School Success: A Masterclass for Public Schools District Supervisors (PSDS) on Effective Support Strategies	30 August 2025 9:00 a.m. – 12:00 p.m.	For Small SDOs: Any Learning Area Supervisor or School Head (SH) of a Big/Large School



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



From Tension to Resolution: A Masterclass for School Heads on Conflict Management	09 August 2025 9:00 a.m. – 12:00 p.m.	Principals, Assistant Principals, Elementary Head Teachers, TICs, OICs
Leading with Impact: Advancing Instructional Leadership for School Heads	06 September 2025 9:00 a.m. – 12:00 p.m.	
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies in Learning Areas Aligned with PPST Indicators (1.1.2, 1.4.2, 1.5.2, 2.3.2, 2.6.2)	22 July 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (GMRC/ Values Education) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (EPP/TLE/ TVL Track)	<p>From each SDO:</p> <ul style="list-style-type: none"> - Education Program Supervisor (EPS) or Acting EPS for the specific learning area - One (1) Secondary SH specializing in the learning area - One (1) Elementary SH specializing in the learning area - One (1) Secondary Head Teacher or Master Teacher specializing in the learning area - One (1) Elementary Master Teacher specializing in the learning area
	24 July 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (English) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Filipino)	
	05 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (MAPEH) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Araling Panlipunan)	
	16 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (Mathematics) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Science)	
	19 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (GMRC/ Values Education) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (EPP/TLE/ TVL Track)	
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies in Learning Areas Aligned with PPST Indicators (3.1.2, 4.1.2, 4.5.2, 5.1.2)	20 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (English) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Filipino)	
	02 September 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (MAPEH) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Araling Panlipunan)	
	04 September 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (Mathematics) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Science)	

3. In this regard, all Schools Division Offices (SDOs), through their School Governance and Operations Division – Human Resource Development Sections (SGOD-HRDS), are advised to coordinate with their respective Curriculum Implementation Divisions (CID) to identify the participants for the program.

4. Likewise, each SGOD-HRDS must submit the list of identified participants using the prescribed template (*Enclosure 1*; editable file with instructions accessible through the link bit.ly/EndorsementExcel) through the link bit.ly/JobGroupEndorsement on or before 04 July 2025.
5. All endorsed participants will receive an email notification five (5) days prior to the activity, confirming their slots/attendance and the link/credentials for the online masterclasses.
6. The Indicative Program of Activities (*Enclosure 2*) and the List of Program Management Team Members (*Enclosure 3*) are attached, for reference.
7. Should you have further questions or concerns, please coordinate with Mr. Florentino Varron Jr. or Mr. Marvin Villafuerte, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
8. For dissemination and appropriate action.

cat

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUIHROD	Rev	00
Effectivity	03.23.2023	Page	3 of 3





Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

TEMPLATE FOR LIST OF SDO IDENTIFIED PARTICIPANTS

Link of Downloadable Excel File: bit.ly/EndorsementExcel

TOPIC 1 FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)					
Turning Assessment Data into Insight, Interpretation and Utilization via Technology-Based Tools Implementation Date: July 26, 2025 (9:00 am to 12:00 pm)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (e.g. jean.cruz@deped.gov.ph)	Is this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attached is the preview of the sheet for participants in the master classes for PSDSs from the attached file. Please download the file and edit it as instructed and upload it in this **form**: bit.ly/JobGroupEndorsement

TOPIC FOR PRINCIPALS, ASSISTANT PRINCIPALS, OFFICER-IN-CHARGE (OICs) and TEACHER-IN-CHARGE (TICs)					
From Transition to Resolution: A Master Class for School Heads on Conflict Management Implementation Date: August 30, 2025 (9:00 am to 12:00 pm)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (e.g. jean.cruz@deped.gov.ph)	Is this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attached is the preview of the sheet for participants in the master classes for School Heads from the attached file. Please download the file and edit it as instructed and upload it in this **form**: bit.ly/JobGroupEndorsement

TOPIC 1 FOR SCHOOL LEADERS					
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies Aligned with PPST Indicators (1.1.2, 1.4.2, 1.5.2, 2.3.2, 2.6.2) July 22, 2025 Morning Session (9:00 AM to 12:00 PM) Good Manners and Right Conduct (GMR)/ Values Education/Edukasyon sa Pagpapalago (EaP)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (e.g. jean.cruz@deped.gov.ph)	Is this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1		Education Program Supervisor			
2		Secondary School Head			
3		Elementary School Head			
4		Secondary Head Teacher or Master Tc...			
5		Elementary Master Teacher			

Attached is the preview of the sheet for participants in the master classes for school leaders from the attached file. Please input the five (5) requested participants in each learning area as stipulated: One (1) Education Program Supervisor (EPS) or Acting EPS for the specific learning area; One (1) selected Secondary School Head (SH) specializing in the learning area; One (1) selected Elementary School Head (SH) specializing in the learning area; One (1) Secondary Head Teacher (HT) or Master Teacher (MT) specializing in the learning area; One (1) Elementary Master Teacher (MT) specializing in the learning area. Upload the file in this **form**: bit.ly/JobGroupEndorsement

To check the **expected participants and schedule of online activities**, please refer to the following link for your guidance: <https://tinyurl.com/ycr2e58z>



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Note: This training matrix shall be followed for all sessions, both in the morning and in the afternoon.

Time		Activity	In-Charge
Morning Session	Afternoon Session		
8:30 AM - 9:00 AM	1:30 PM - 2:00 PM	Opening Program <ul style="list-style-type: none">- Nationalistic Song- Prayer- Messages	Host
9:01 AM - 11:45 AM	2:01 PM - 4:45 PM	Training Proper <ul style="list-style-type: none">- Discussion- Workshop- Completion of Additional Activities	Session's Resource Person
11:45 AM - 12:00 PM	4:45 PM - 5:00 PM	Q & A Portion	Session's Resource Person
12:00 PM	5:00 PM	Closing Program <ul style="list-style-type: none">- Session Evaluation- Messages	Host



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

PROGRAM MANAGEMENT TEAM

NAME	POSITION	OFFICE/ STATION
Jennifer E. Lopez	Director IV	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
Marvin DJ. Villafuerte	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Florentino L. Varron Jr.	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Billy Rei M. Pagba	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Jessica Kristel C. Abeleda	Education Program Specialist II	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
Roselle D. Cabiling	Technical Assistant II	NEAP-PDD, DepEd Central Office
Toni Rose H. Rosales	Technical Assistant II	NEAP-PDD, DepEd Central Office