

# Department of Education

DIGOS CITY DIVISION

# Office of the Schools Division Superintendent DIVISION MEMORANDUM

SGOD-2025- 749

To :

Nedymar D. Andrade, P-I, Arcaflor Maniapao ES

Jay Paul Cabural, P-I, Rizal Central ES Julius Castañares, P-I, Igpit NHS

Juvic Sucayre, P-I, Matti NHS

Subject:

EMPOWERING EDUCATION LEADERS: CAPACITY BUILDING

WORKSHOP ON POLICY REVIEW AND MONITORING FOR

TRANSFORMATIVE GOVERNANCE

Date

November 24, 2025

In reference to the attached Regional Memorandum PPRD-2025-106, re: "Empowering Education Leaders: Capacity Building Workshop on Policy Review and Monitoring for Transformative Governance", this Office hereby informs the personnel mentioned above to participate in the activity on Dec. 3-5, 2025, at the Star Hotel, Davao City.

Meals and accommodation of the participants shall be charged against the regional funds, while travel and incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For information, guidance, and compliance.

MELANIE P. ESTACIO, Phd, CESO VI

Schools Division Superintendent

RECORDS SECTION

Enclosed: As stated.

SGOD/PR/mbr













# Department of Education

DAVAO REGION



November 3, 2025

REGIONAL MEMORANDUM PPRD-2025-106

EMPOWERING EDUCATION LEADERS: CAPACITY BUILDING WORKSHOP ON POLICY REVIEW AND MONITORING FOR TRANSFORMATIVE GOVERNANCE

To: Schools Division Superintendents
Functional Division Chiefs- PPRD, CLMD, HRDD and AD

- 1. Relative to DepEd Order No. 24, s. 2020 re: "National Adoption and Implementation of the Philippine Professional Standards for School Heads or PPSSH," school leaders are expected to possess the capacity for effective policy implementation. This competency is vital for efficient instructional leadership and sound governance contributing to the attainment of the Departments' Five-Point Reform Agenda.
- 2. In this regard, this office will conduct capacity building workshop on policy review and monitoring on December 3-5, 2025 at Star Hotel, Davao City. This activity aims to (a) demonstrate understanding of education policy frameworks; (b) utilize policy analysis approach to formulate evidence-based and context-responsive solutions, and (c) integrate policy analysis into strategic and operational planning processes. Enclosed are the list of Technical Working Committee and Program Matrix.
- 3. The Schools Division Office are requested to identify four participants who meet the criteria and register through https://forms.office.com/r/9jquVLgynT on or before November 26, 2025.

Participant Criteria	No. of Pax	School Level Assignment	
Newly installed Principal I within the last 2 years	2	Elementary	
	2	Secondary	

- 4. Participants' meals and accommodation is chargeable against regional funds while travel and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and procedures.
- 5. Queries shall be channeled to the Policy, Planning and Research Division through pprd.region11@deped.gov.ph.

6. Dissemination and compliance with this Memorandum is desired.

RELEASED

Director IVAL

Encl: as stated ROP4/jbac

Pate:

Address: F. Torres St., Davao City (8000)

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Email Address: region11@deped.gov.pb





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#### **ACTIVITY MATRIX**

Day 1 | December 3, 2025

TIME	ACTIVITY	DETAILS/DISCUSSANT	
8:00-10:00 am	Arrival and Registration	TWG	
10:00- 10:30 am	Preliminaries National Anthem, Prayer, DepEd QMS Policy, Davao Region Hymn	AVP	
	Acknowledgement of Participants	Emmanuel Alpha D. Sicam PO III, PPRD	
	Welcome Message	Rebonfamil R. Baguio Director III	
	Rationale	Cherry Ann D. Into Chief, PPRD	
	Message	Allan G. Farnazo Director IV	
10:30-10:45 am	QAME and Pre-test	QAD Representative	
10:45- 12:00 am	Lecture 1: Public Policy	Atty. Loren C. Pitulan Atty IV, Legal Unit	
12:00- 1:00 pm	Lunch		
1:00-3:00 pm	Lecture 2: Policy Development Process in DEPED	Cherry Ann D. Into Chief, PPRD	
3:00-5:00 pm	Lecture 3: Introduction to Policy Issue Paper Writing	Janice T. Gamalong SAO, AD	
5:00- 5:10pm	Day 1 QAME Evaluation QAD Representative		

Day 2 | December 4, 2025

TIME ACTIVITY		DETAILS/DISCUSSANT	
8:00- 8:30 am	Preliminaries Prayer & Nationalistic Song	AVP	
8:30 am- 12:00 pm	Lecture 4: Introduction to Policy Analysis and Problem Structuring	Jomar Boy A. Cuyos EPS II, PPRD	
12:00- 1:00 pm	Lunch		
Lecture 5: 1:00-3:00 pm Policy Alternatives		Esther Khrysmaye Roble AO II, PPRD	
3:00-5:00 pm	Lecture 6: Assessment of Policy Alternatives	Jomar Boy A. Cuyos EPS II, PPRD	









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5:00- 5:10pm Day 2 QAME Evaluation

QAD Representative

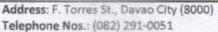
#### Day 3 | December 5, 2025

TIME	ACTIVITY	DETAILS/DISCUSSANT	
8:00- 8:30 am	Preliminaries Prayer & Nationalistic Song	AVP	
8:30 am- 11:00 pm	Lecture 7: Selection of Best Policy Alternatives	Esther Khrysmaye Roble AO II, PPRD	
11:00-12:00 am	Workshop: Conduct of Policy Analysis Report	Jomar Boy A. Cuyos Esther Khrysmaye Roble Janice T. Gamalong Facilitators	
12:00-1:00 pm	Lunch		
1:00-2:30 pm	Continuation of workshop		
2:30-4:00 am	Presentation and Feedback	Jomar Boy A. Cuyos Esther Khrysmaye Roble Janice T. Gamalong Reactors	
4:00-5:00 pm	Day 3 QAME Evaluation and Post Test	QAD Representative	
	Awarding of Certificate of Completion		
	Insights	Selected Participants	
	Closing Remarks	Cherry Ann D. Into Chief, PPRD	
	Pictorial	TWG	

Emmanuel Alpha D. Sicam Moderator







Email Address: region11@deped.gov.ph





## Department of Education

DAVAO REGION

#### TECHNICAL WORKING COMMITTEE

Name	Position	Functional Division	Task
Cherry Ann D. Into	CES	PPRD	Resource Speaker
Emmanuel Alpha D. Sicam	PO III	PPRD	Moderator
Jomar Boy A. Cuyos	EPS II	PPRD	Resource Speaker
Shella Lu Dela Cerna	Stat I	PPRD	Documenter
Esther Khrysmaye Roble	AO II	PPRD	Resource Speaker
Loren C. Pitulan	Atty IV	LU	Resource Speaker
Janice T. Gamalong	SAO	AD	Resource Speaker
QAD Representative	-+-	QAD	QAME

Note: Participants shall bring laptop and extension wire.





