



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 042, s. 2025

To: **CID Chief
Public Schools District Supervisors
Concerned Public School Heads**

Subject: **ADVISORY ON THE UPDATED SCHEDULE AND VENUE ON THE CONDUCT OF SEMINAR-WORKSHOP EMPOWERING COMMUNITIES OF PRACTICE: BUILDING UNITY, SUSTAINABILITY & INNOVATION FOR LEARNING ADVANCEMENT KNOWLEDGE (BUSILAK) OF DIVISION & DISTRICT LAC COORDINATORS**

Date: **December 3, 2025**

This is in reference to Regional Memorandum HRDD-2025-296 dated November 28, 2025 signed by Allan G. Farnazo, Director IV, re: Advisory on the Updated Schedule and Venue on the Conduct of Seminar-Workshop on Empowering Communities of Practice: Building Unity, Sustainability Innovation for Learning Advancements & Knowledge (BUSILAK) of Division & District LAC Coordinators on December 8-10, 2025 at Villa De Maria Homestay/Suites located along the Davao-Bukidnon Highway, Marilog District, Arakan in front of Megan's Fuel Station.

The participants (LAC Coordinators) of the activity are the following:

Names	Schools/Districts
Analyn P. Manapol	Digos City CES/Digos Occidental
Ana Landero	P. Garcia ES/Digos Oriental
Mizraim May Rebuta	C. Nonol ES/ Digos South
Dama Glein Manlabi	Rizal CES/ Mt. Apo
Denzel B. Aquino	Igpit NHS/Secondary Schools

The board and lodging of the participants shall be charged against the HRD Funds while transportation, per diem, and other incidental expenses shall be



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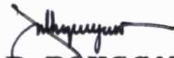

charged to School/Division/local funds subject to the usual accounting and auditing rules and regulations.

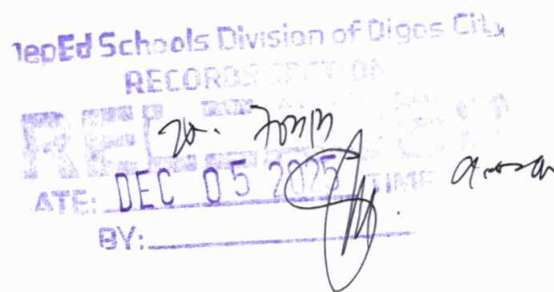
The participants are entitled to earn one day service credit for the services rendered on December 8, 2025 (Holiday) in accordance with DO 53, s. 2023, re: "Granting of Vacation Service Credits and Compensatory Overtime Credit for the non-teaching personnel".

All other details of the said activity are found in the enclosures for ready reference.

For information, guidance, and compliance.

For and in the absence of the
Schools Division Superintendent


NEIL D. BONGCAYAO
Public Schools District Supervisor
Officer-In-Charge 



cid/rbd



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Republic of the Philippines
Department of Education
DAVAO REGION

November 28, 2025

REGIONAL MEMORANDUM
HRDD-2025-296

ADVISORY ON THE UPDATED SCHEDULE AND VENUE
RELATIVE TO RM HRDD-2025-284

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM HRDD-2025-284 dated November 13, 2025, be informed that the BUSILAK: Building Unity, Sustainability, and Innovation for Learning Advancement and Knowledge Seminar-Workshop for Division and District LAC Coordinators, previously scheduled on November 27-29, 2025, will be moved to December 8 - 10, 2025 at Villa De Maria Homestay/Suites, located along the Davao-Bukidnon Highway, Marilog District, Arakan, in front of Megan's Fuel Station. For directions, access <https://maps.app.goo.gl/kthhJQd1XW4x4snL9>.
2. Participants are requested to confirm attendance through <https://tinyurl.com/BUSILAKRegistration> on or before December 3, 2025, to facilitate accommodation. In the event that the listed participant is unavailable on the revised schedule, the Schools Division Office is advised to identify a qualified replacement to ensure full representation in the professional development program.
3. Participants are advised to attend a virtual orientation on December 4, 2025, at 10:00 AM to 12:00 NN via MS Teams, <https://tinyurl.com/BUSILAKVirtualOrientation>, to discuss matters in relation to the activity.
4. Food and accommodation shall be charged against Regional HRD Funds. Travel and other incidental expenses shall be charged against HRD-downloaded funds to the Schools Division Offices or other local funds., subject to existing accounting and auditing rules and regulations.
5. For queries, email hrddneapro11@gmail.com.
6. Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION RO:
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH/lrc

By: DEC 01 2025
Date: Time:



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



RECORDS

Annexed

11/14/25

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Republic of the Philippines
Department of Education
DAVAO REGION

November 13, 2025

REGIONAL MEMORANDUM
HRDD-2025-284

EMPOWERING COMMUNITIES OF PRACTICE: BUILDING UNITY, SUSTAINABILITY
& INNOVATION FOR LEARNING ADVANCEMENT & KNOWLEDGE (BUSILAK)
OF DIVISION & DISTRICT LAC COORDINATORS

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DepEd Order No. 35, s. 2016 and RM HRDD-2025-221, be informed that the Human Resource Development Division will conduct an innovation training, titled, BUSILAK: Building Unity, Sustainability and Innovation for Learning Advancement and Knowledge of Division and District LAC Coordinators on November 27-29, 2025, in a venue to be determined.
2. The participants are requested to confirm their attendance via <https://tinyurl.com/BUSILAKRegistration>. Their expected time of arrival will be on November 26, 2025. First meal to be served is dinner on Day 0, and the last meal will be afternoon snacks on Day 3, November 29, 2025. List of participants and other details are found in the enclosures.
3. The participants are advised to bring their own laptops, chargers, extension cords, and alternative sources of internet connectivity (pocket wifi, mobile data, etc.)
4. The board and lodging of the participants shall be charged against the Human Resource Development (HRD) Funds while transportation, per diem, and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. The participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays, and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers", and the non-teaching personnel is entitled to Compensatory Overtime Credit (COC). Further, teacher-participants shall adhere to Regional Memorandum No. 025, s. 2023, known as Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.
6. For queries, email hrddneaproi@gmail.com.
7. Immediate dissemination of this Memorandum is desired.

RECEIVED
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director

Encl.: As stated
ROH/lrc

By:

Date:

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Website: www.depedoxi.ph





Republic of the Philippines
Department of Education
DAVAO REGION

DAVAO OCCIDENTAL			
54.	IRINE C. MAHINAY	DIVISION LAC COORDINATOR	EPS
55.	JOVELIE C. BRANZUELA	SARANGANI DISTRICT	PRINCIPAL I
56.	JEFFREY CHARL D. LIGAN	JAS 2 DISTRICT	PRINCIPAL I
57.	PRECY N. NEW	DON MARCELINO DISTRICT	PRINCIPAL I
58.	GUILLERMO NAVAREZ JR.	MALITA SOUTH DISTRICT	HEAD TEACHER I
59.	ARGIE M. ABREGANA	MALITA EAST DISTRICT	HEAD TEACHER I
60.	LESTER GENE V. AREVALO	MALITA WEST DISTRICT	PRINCIPAL I
61.	RAVEN FRITZIE CERNAL	STA MARIA EAST DISTRICT	HEAD TEACHER I
DIGOS CITY DIVISION			
62.	RONALD B. DEDACE	DIVISION LAC COORDINATOR	PSDS
63.	JERWIN GRANADA	DIGOS OCCIDENTAL DISTRICT	PRINCIPAL II
64.	ABDUL GAPOR DE GUZMAN	DIGOS ORIENTAL DISTRICT	PRINCIPAL II
65.	JAY PAUL CABURAL	MT. APO DISTRICT	PRINCIPAL I
66.	JULIUS CASTANARES	SECONDARY SCHOOLS	PRINCIPAL I
DAVAO DEL SUR DIVISION			
67.	LEONORA LIZA DACILLO	DIVISION LAC COORDINATOR	EPS
68.	JIMMY REY O. CABARDO	BANSALAN EAST DISTRICT	PRINCIPAL I
69.	SHARYLL MAE A. ALBOÑA	MAGSAYSAY NORTH	PRINCIPAL I
70.	MICHAEL M. HERAMIZ	MALALAG	PRINCIPAL I
71.	ELENE MARIE A. GAMBOA	MATANAO I	PRINCIPAL III
72.	MERCY FE M. MOPAL	PADADA	PRINCIPAL III
73.	CARLITO D. RAMOS	STA CRUZ SOUTH	PRINCIPAL I

OFFICE	NO. OF PARTICIPANTS
Learning Facilitators/Resource Facilitators	5
Regional PMT	5

MEAL SCHEDULE

Meals	Nov. 26, 2025 Day 0	Nov. 27, 2025 Day 1	Nov. 28, 2025 Day 2	Nov. 29, 2025 Day 3
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch		✓	✓	✓
PM Snacks		✓	✓	✓
Dinner	✓	✓	✓	



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