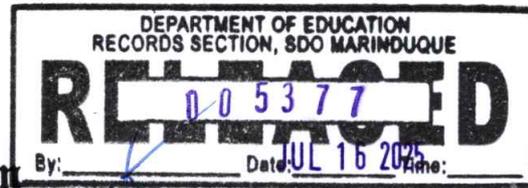




Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
 SGOD-2025-092

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID/OIC, SGOD
 School Head, Marinduque National High School
 All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

SUBJECT: **PARTICIPANTS IN THE PROFESSIONAL DEVELOPMENT PROGRAM
 "CREATING CARING SCHOOL COMMUNITIES: A CAPACITY BUILDING
 JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS" BATCH 1**

DATE: July 15, 2025

1. Attached is Memorandum HRDD-2025-008 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III dated July 10, 2025 regarding the conduct of the **Professional Development Program "Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders" Batch 1 on August 10-13, 2025 at NEAP Baguio.**

2. In relation to this, the Schools Division Office of Marinduque, through the School Governance and Operations Division – Human Resource Development Section, has identified and endorsed the following school leaders, based on their recent Individual Development Plan (IDP), to participate in the said professional development program:

NAME	POSITION	SCHOOL/OFFICE
1. Pinky J. Cuello	Head Teacher I	Marinduque National High School
2. Dr. Nestor T. Rualo	Education Program Supervisor	Curriculum Implementation Division

3. **Identified participants shall accomplish the registration form through bit.ly/CapB_SEL-DrivenSchoolLeaders to confirm their participation.** Furthermore, they are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.

4. Transportation, per diem, and other incidental expenses shall be charged to the Division HRD Fund, subject to the usual accounting and auditing rules and regulations.



Address: T. Roque St., Malusak, Boac, Marinduque
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Email: marinduque@deped.gov.ph
 Website: <https://depedmarinduque.com>

5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

6. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

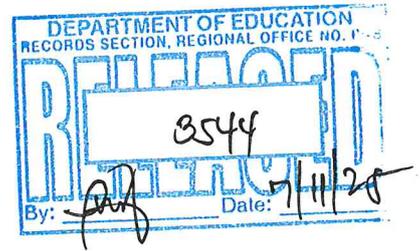
/SGOD-HRDS-KDA



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>



Republic of the Philippines
Department of Education
 MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
 HRDD-2025-008

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
ALL OTHERS CONCERNED

FROM : **NICOLAS T. CAPULONG, PhD, CESO III**
 Director IV
 Regional Director

SUBJECT : **CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM**
“CREATING CARING SCHOOL COMMUNITIES: A CAPACITY
BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS”

DATE : **July 10, 2025**

Per Memorandum DM-OUHROD-2025-1823, s. 2025, dated July 07, 2025, from the Office of the Undersecretary Human Resource and Organizational Development, the National Educators’ Academy of the Philippines (NEAP) shall conduct the “Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders” with the following schedule and details:

Activity	Date and Venue	Target Participants	Registration Link
A Capacity Building Journey for SEL-Driven School Leaders- Batch 1	August 10-13, 2025 Venue: NEAP Baguio	1 School Head and 1 Supervisor from each Schools Division Office	Bit.ly/CapB_SEL-DrivenSchoolLeaders 

The program aims to:

- a. Equip school heads with practical evidence-based tools and leadership insights to help them foster emotionally supportive and inclusive school environments; and
- b. Capacitate school leaders to effectively guide teachers in modeling emotionally intelligent leadership institutionalizing practices that foster positive relationships and safe learning spaces.



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph



Certificate No. PHP QMS 24 93 0192

This program is expected to contribute to advancing learner well-being, strengthening positive behavior, and developing resilience among students and personnel.

In this regard, the Schools Division Offices are requested to nominate Supervisors and School Heads to participate in the program. Below is the allocation of participant slot for the DepEd MIMAROPA Region:

Schools Division Office	BATCH 1 August 10-13, 2025	
	School Head or Head Teacher	Supervisor
Romblon	1	1
Marinduque	1	1
Calapan City	1	1
Oriental Mindoro	1	1
Occidental Mindoro	1	1
Palawan	1	1
Puerto Princesa City	1	1
TOTAL	7	7

Nominations should be submitted using the prescribed template (*Enclosure 5: Endorsement Template for Official List of Participants* of the attached CO memorandum). Submissions must be endorsed to the Regional Office through the Human Resource Development Division-National Educators' Academy of the Philippines (HRDD-NEAP R) via email mimaropa.region@deped.gov.ph on or before **July 17, 2025, at 5:00 PM**.

For further details, please refer to the attached CO Memorandum and its enclosures. You may also contact:

- Ms. Millie Jane Fudolig or Ms. Fleura Karina Lorenzo of NEAP Professional Development Division, via email at neap.pdd@deped.gov.ph, millie.fudolig@deped.gov.ph, fleura.lorenzo@deped.gov.ph, or by landline at (02) 8715-9919.
- Mr. Eric G. Teñoso, Education Program Supervisor, at 0927-3724039 or via email at eric.tenoso001@deped.gov.ph.

Immediate dissemination of and compliance with this Memorandum are desired.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1823

TO : Regional Directors
 Schools Division Superintendents
 HRDD Chiefs / NEAP R Focal Persons
 All Others Concerned

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


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

SUBJECT : CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM
 “CREATING CARING SCHOOL COMMUNITIES: A CAPACITY
 BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS”

DATE : 07 July 2025

- The National Educators Academy of the Philippines (NEAP) will conduct the professional development program “**Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders,**” with the following schedule and details:

Activity	Date & Venue	Registration Link
A Capacity Building Journey for SEL-Driven School Leaders – Batch 1	10-13 August 2025 Venue: NEAP Baguio	bit.ly/CapB_SEL-DrivenSchoolLeaders  Deadline: 30 July 2025
A Capacity Building Journey for SEL-Driven School Leaders – Batch 2	13-16 August 2025 Venue: NEAP Baguio	

- This program aims to equip school heads with practical evidence-based tools and leadership insights to help them foster emotionally supportive and inclusive school



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 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

NATIONAL TECHNICAL WORKING GROUP MEMBERS
*Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders*

DEPED CENTRAL OFFICE	
Name	Position
1. Marife T. Morcilla	Overall Program Manager
2. Millie Jane T. Fudolig	Program Lead
3. Eric T. Sarmiento	Member
4. Fleura Karina C. Lorenzo	Member
5. Jojet T. Gabriel	Member

EXTERNAL MEMBERS	
Name	Affiliation
6. Sheila Marie G. Hocson	Far Eastern University
7. John Mark S. Distor	Polytechnic University of the Philippines
8. Maria Agnes B. Bonifacio	University of Santo Tomas
9. Elgin B. Clavecillas	ActiveOne Health
10. Maryrose Cortez-Macaraan	De La Salle University

DEPED REGIONAL MEMBERS	
Name	Region
11. Aura D. Tomol	VIII
12. Urbano Q. Jumamil Jr.	XI
13. Mariz P. Borgoños-Pales	IV-A
14. Aries L. Librea	IV-A
15. Lhester Jay C. Gaba	I



Republic of the Philippines
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

REGIONAL ALLOCATION OF PARTICIPANTS PER BATCH
Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders

REGION	BATCH 1 August 10 – 13, 2025		BATCH 2 August 13 – 16, 2025	
	Supervisor	School Head or Head Teacher	Supervisor	School Head or Head Teacher
NCR	16	16		
CAR	8	8		
I	14	14		
II	9	9		
III	21	21		
IV-A	23	23		
IV-B	7	7		
V	13	13		
VI			8	8
NIR			22	22
VII			11	11
VIII			13	13
IX			8	8
X			14	14
XI			11	11
XII			8	8
XIII			12	12
TOTAL	111	111	107	107
Grand Total	222		214	



Republic of the Philippines
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

INDICATIVE PROGRAM OF ACTIVITIES
Creating Caring School Communities:
A Capacity Building Journey For SEL-Driven School Leaders

August 10 – 16, 2025

TIME	DAY 0 (Sunday)	DAY 1 (Monday)	DAY 2 (Tuesday)	DAY 3 (Wednesday)	DAY 4 (Thursday)	DAY 5 (Friday)	DAY 6 (Saturday)
8:00am - 8:30am		Management of Learning					
8:30am - 10:00am		Overview of the activity	Discussion of Module 4	Q&A Session, Commitment, and Ways Forward	Overview of the activity	Discussion of Module 4	Q&A Session, Commitment, and Ways Forward
10:00am - 10:30am		Health Break					
10:30am - 12:00pm		Discussion of Module 1	Continuation of Module 4	Closing Program	Discussion of Module 1	Continuation of Module 4	Closing Program
12:00pm - 1:00pm		Lunch Break					
1:00pm - 2:30pm	Registration	Discussion of Module 2	Discussion of Module 5	Registration	Discussion of Module 2	Discussion of Module 5	
2:30pm - 3:00pm	Opening Program	Health Break		Opening Program	Health Break		
3:00pm - 4:30pm		Discussion of Module 3	Continuation of Module 5		Discussion of Module 3	Discussion of Module 5	
4:30pm - 5:00pm	End-of-Day Evaluation						End-of-Day Evaluation

*Luzon Cluster
 **Vis-Min Cluster



2nd Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 97159919
 Email Address: neap.pdd@deped.gov.ph | Website: www.deped.gov.ph

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Republic of the Philippines
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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

MEAL PROVISION AND ACCOMODATION GUIDE
Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders

A. Batch 1

Participants are advised to check-in on Day 0 (Sunday) and check-out on Day 3 (Wednesday). The first meal to be served is an afternoon snack and last meal is lunch. Please see the details below.

Accom	DAY 0 Aug. 10, 2025 Sunday	DAY 1 Aug. 11, 2025 Monday	DAY 2 Aug. 12, 2025 Tuesday	DAY 3 Aug. 13, 2025 Wednesday
Meals				
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. Batch 2

Participants are advised to check-in on Day 3 (Wednesday) and check-out on Day 6 (Saturday). The first meal to be served is lunch and the last meal is morning snack. Please see the details below.

Accom	DAY 0 Aug. 13, 2025 Wednesday	DAY 1 Aug. 14, 2025 Thursday	DAY 2 Aug. 15, 2025 Friday	DAY 3 Aug. 16, 2025 Saturday
Meals				
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 5

<REGIONAL OFFICE HEADER>

<Month> <day>, 2025

CARMELA C. ORACION

Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

Dear Asec. Oracion:

Respectfully submitting the list of participants to attend the conduct of **Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders**.

No.	Name	Sex	RO/SDO/School	Position	DepEd Email
1					
2					

Thank you very much.

Very truly yours,

<Signature>

<Full Name of Regional Director>

<Position>

environments, aligned with the Philippine Professional Standards for School Heads (PPSSH). Further, it capacitates school leaders to effectively guide teachers in modeling emotionally intelligent leadership and institutionalizing practices that foster positive relationships and safe learning spaces. In turn, this program is expected to contribute to advancing learner well-being, strengthening positive behavior, and developing resilience among students and personnel.

3. In this regard, **each Regional Offices (RO) is requested to endorse one (1) Supervisor and one (1) School Head/Head Teacher** to participate in the program. **The Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are advised to submit the official list of endorsed participants to the NEAP Central Office** using the prescribed template through the email addresses provided below **on or before 18 July 2025, with subject line "ENDORSEMENT Region _____ - Participants to the Capacity Building Journey for SEL-Driven School Leaders."**
4. Enclosed are the following documents, for reference:
 - a. **Enclosure 1** *National Technical Working Group Members*
 - b. **Enclosure 2** *Regional Allocation of Participants per Batch*
 - c. **Enclosure 3** *Indicative Program of Activities*
 - d. **Enclosure 4** *Meal Provision and Accommodation Guide*
 - e. **Enclosure 5** *Endorsement Template for Official List of Participants*
5. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
6. The participants are entitled to *Vacation Service Credits (VSCs)* in accordance with DepEd Order No. 013, s. 2024 "*Revised Guidelines on the Grant of VSCs for Teachers*" or *Compensatory Time-Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "*Non-Monetary Remuneration for Overtime Services Rendered,*" whichever is applicable.
7. All are reminded to implement necessary arrangements to ensure that participation in the program of concerned personnel will not cause class disruptions and hamper office operations.
8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school HRD/local funds, subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please coordinate with **Ms. Millie Jane Fudolig** or **Ms. Fleura Karina Lorenzo**, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph / fleura.lorenzo@deped.gov.ph / millie.fudolig@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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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