



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the
Schools Division Superintendent**

05 August 2025

DIVISION MEMORANDUM
No. 261, s. 2025

**PARTICIPATION TO THE PD PROGRAM CREATING CARING SCHOOL
COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL
LEADERS**

To: **LINDO M. CAYAGONG**, *Principal I*
All Others Concerned
This Division

1. Regarding RM 557, s.2025, *Re: Conduct of PD Program Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders*, this Office enjoins the above cited personnel to attend the aforesaid training on August 13-16, 2025 at NEAP Baguio City.
2. To ensure the smooth continuity of school operations, the participant is advised to make the necessary arrangements for school management. An Officer-in-Charge may be designated to oversee essential matters, excluding financial concerns and other issues that require the direct attention of the immediate school head. Kindly endorse documents relative to this designation to your Technical Assistance Provider.
3. Participant's travel and other related expenses shall be charged against School MOOE and other available local funds, subject to the usual accounting and auditing rules and regulations.
4. Further, this Memorandum also serves as the *Official Authority to Travel* of the identified participant.
5. The Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For guidance and strict compliance.

To be indicated in the Perpetual Index
under the following subjects:

SGOD/KRAS/hrd

PD Program


RANDOLPH B. TORTOLA
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



July 22, 2025

REGIONAL MEMORANDUM
No. 557, s. 2025

CONDUCT OF THE PD PROGRAM CREATING CARING SCHOOL COMMUNITIES:
A CAPACITY BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS

To: Schools Division Superintendents
All Others Concerned

- Regarding **DepEd Memorandum DM-OUHROD-2025-1823** on the **Conduct of the PD Program Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders**, the National Educators Academy of the Philippines (NEAP) will conduct the professional development program titled **Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders** with the following schedule and details:

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

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

- The participants shall secure their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.

4. 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.
5. The Schools Division Offices (SDOs) shall implement necessary arrangements to ensure that the participation of concerned personnel in the program will not cause class disruptions and hamper office operations.
6. 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 the RO/SDO/school HRD/local funds, subject to the usual accounting and auditing rules and regulations.
7. To efficiently manage the session activities, the participants shall accomplish the attached template for the report presentation and prepare any relevant activity photos for submission. Likewise, attached are the program of activities and the list of endorsed participants for reference.
8. For coordination, please contact Ms. Millie Jane Fudolig or Ms. Fleura Karina Lorenzo, NEAP Professional Development Division, at neap.pdd@deped.gov.ph / fleura.lorenzo@deped.gov.ph / millie.fudolig@deped.gov.ph or at (02) 8715-9919.
9. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL LEADERS TRAINING PROGRAMS

RE: Conduct of the PD Program Creating Caring School Communities:
 A Capacity Building Journey for SEL-Driven School Leaders

HRDD/ranie

Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders
NEAP Baguio | August 13-16, 2025

Batch 2 Participants

No.	Name	Position	Gender	Division
1.	Arabejo, Elvira S.	PSDS	F	Bukidnon
2.	Alindo, Jean B.	P I	F	Ozamiz City
3.	Aparejo, Susan T.	PSDS	F	Gingoog City
4.	Bagsican, Orlando	P I	M	Lanao del Norte
5.	Booc, Jeniffer A.	HT III	F	Iligan City
6.	Branzuela, Edrix A.	P I	M	Bukidnon
7.	Caballes, Dennis	PSDS	M	Valencia City
8.	Cayadong, Lindo M.	P I	M	El Salvador City
9.	Dungog, Mark	HT I	M	Misamis Occidental
10.	Gumilao, Sonia N.	P I	F	Lanao del Norte
11.	Gurrea, Carmen B.	HT II	F	Gingoog City
12.	Gutang, Junnifer R.	P I	M	Tangub City
13.	Lato, Rosalyn M.	PSDS	F	Ozamiz City
14.	Macala Jr., Lucio A.	P II	M	Oroquieta City
15.	Magdale, Mary Ann	DIC	F	Misamis Oriental
16.	Marohom, Jasmine M.	DIC	F	Lanao del Norte
17.	Nacua, Rona R.	DIC	F	Lanao del Norte
18.	Omandam, Melba S.	P I	F	Cagayan de Oro City
19.	Ramos, Marife A.	PSDS	F	Cagayan de Oro City
20.	Remolado, Maria S.	HT I	F	Iligan City
21.	Revelo, Marydil T.	PSDS	F	Misamis Occidental
22.	Romapa, Norolain T.	PSDS	F	Iligan City
23.	Sapanta, Loraine E.	HT II	F	Valencia City
24.	Taytay, Michael M.	HT V	M	Misamis Oriental
25.	Trapal, Marylen	DIC	F	Misamis Oriental
26.	Uba, George	P I	M	Camiguin
27.	Ulla, Eva V.	PSDS	F	Oroquieta City
28.	Zea, Arjay B.	HT III	M	Misamis Oriental