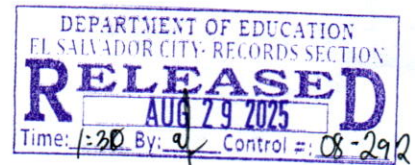




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 28, 2025

DIVISION MEMORANDUM
No. 292, s. 2025

**PARTICIPATION TO THE REGIONAL TRAINING OF SCHOOL LEADERS FOR THE
REVISED K TO 12 CURRICULUM PHASE 2 – TRAINING OF TRAINERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
School Heads
All Others Concerned

1. Regarding Regional Memorandum No. 619, s. 2025 titled Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum Phase 2 – Training of Trainers (TOT), this Office enjoins the **Participation to the Regional Training of School Leaders for the Revised K to 12 Curriculum Phase 2 – Training of Trainers (TOT)** on September 10-12, at NEAP RX, Lapasan, Cagayan de Oro City. The following are the identified participants to this training:

No.	Name	Position	Gender	Station
1	Rolly A. Molina	Head Teacher I	M	Bolisong ES
2	Helen S. Palasan	School Principal III	F	Molugan CS
3	Bob T. Paquinol	Head Teacher I	M	Cogon ES
4	Melanie M. Fabrea	School Principal I	F	Cogon NHS
5	Sammy S. Tres Reyes	Head Teacher I	M	El Salvador City CS
6	Nilo L. Lomomgo	Head Teacher III	M	El Salvador City NHS
7	Zigger E. Villahermosa	Head Teacher I	M	Himaya ES
8	Lindo M. Cayadong	School Principal I	M	Hinigdaan NHS
9	Chuchie A. Quiring	Head Teacher I	F	Kalabaylabay IS
10	Ma. Lou Lea C. Nob	School Principal II	F	Kibonbon ES
11	Marivic S. Torres	School Principal I	F	Molugan NHS
12	Charlotte J. Ytang	School Principal I	F	PSB ES
13	Rosemarie U. Saguing	Head Teacher III	F	Sambulawan ES
14	Joey A. Oco	Teacher III	M	Sambulawan NHS
15	Ivy Mae P. Bergado	Teacher I	F	San Francisco de AES
16	Mark Anthony G. Arrieta	Teacher III	M	San Francisco de ANHS
17	Merogim P. Mugot	Master Teacher I	M	Sinaloc NHS
18	Ian Khay H. Castro	School Principal I	M	Taytay ES

2. The activity aims to capacitate school leaders on the principles, content, and instructional shifts under the Revised K to 12 Curriculum. This initiative is aligned with the national goal of strengthening curriculum implementation and ensuring effective instructional leadership.

3. The participants' travel and other incidental expenses shall be charged to the downloaded funds, subject to the usual accounting and auditing rules and regulations.

4. The endorsed participants shall register through this link <https://bit.ly/RTSLreg>.

5. Attached is Regional Memorandum No. 16, s. 2025 for reference.

6. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols 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. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

CURRICULUM TRAINING

RE: Participation to the Regional Training of School Leaders for the Revised K to 12 Curriculum Phase 2 – Training of Trainers (TOT)

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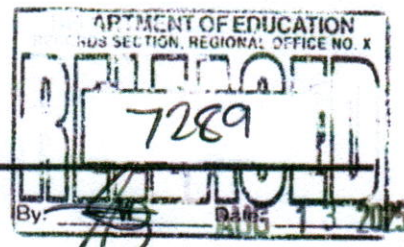
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

Ab 25-137101

August 8, 2025



REGIONAL MEMORANDUM
No. 619, s. 2025

CONDUCT OF REGIONAL TRAINING OF SCHOOL LEADERS FOR THE REVISED K
TO 12 CURRICULUM PHASE 2 - TRAINING OF TRAINERS (TOT)

To: Schools Division Superintendents
All Others Concerned

1. Regarding **DepEd Memorandum DM-OUHROD-2025-1064**, titled **Conduct of Revised K to 12 Curriculum Capacity Building Activities (Phase 2 Implementation)**, the Department of Education (DepEd) Regional Office X will spearhead the **Regional Training of School Leaders** as part of the continuing professional development activities under the Revised K to 12 Curriculum Rollout.
2. The activity aims to capacitate school leaders, including School Heads and District Supervisors, in Grades 2, 3, 5, and 8 on the principles, content, and instructional shifts under the Revised K to 12 Curriculum. This initiative is aligned with the national goal of strengthening curriculum implementation and ensuring effective instructional leadership.
3. Attached are the training Resource Speakers/Facilitators, Program Management Team, Training Activities, Training Matrix, Participants' Number of Allocation per division, the Guidelines in the Section of Participants for the Training, and Terms of References.
4. The target participants of this training are School Heads and District Supervisors-in-Charge across the 14 divisions of Region X.
5. Travel, board and lodging, and training supplies shall be charged to the downloaded funds amounting to P34,295,800.00 for Region X, subject to the usual accounting and auditing rules and regulations. Part of this fund will be downloaded to the 14 SDOs of the Region.
6. The Schools Division Offices (SDOs) shall extend full support in mobilizing and preparing the identified participants.
7. The SDOs shall submit their Lists of Endorsed Participants per Cluster using the template found in this link bit.ly/RTSLendorse.

8. The endorsed participants shall register through this link <https://bit.ly/RTSLreg>.

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:

CURRICULUM TRAINING PROGRAMS

RE: Conduct of Revised K to 12 Curriculum Capacity Building Activities
(Phase 2 Implementation)

HRDD/ranie

**Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum
Phase 2 – Training of Trainers (TOT)**

A. Resource Speakers/Facilitators

Name	Position	Gender	Station
1. Enerio E. Ebisa	Chief ES	M	HRDD – ROX, Lead LMT/PMT
2. Shambaeh Abantas Usman	SDS	F	SDO Tangub City
3. Roberto D. Napere, Jr.	ASDS	M	SDO Bukidnon
4. Myra P. Mebato	ASDS	F	SDO Iligan City
5. Mary Ann Allera	ASDS	F	SDO Misamis Oriental
6. Nancy Panistante	Chief ES	F	SDO Bukidnon
7. Ninian Alcasid	Chief ES	F	SDO El Salvador City
8. Maria Eva S. Edon	Chief ES	F	SDO Lanao del Norte
9. Francis J. Buac	Chief ES	M	SDO Oroquieta City
10. Beth Tabañag	Chief ES	F	SDO Valencia City
11. Rebecca P. Postrano	EPSvr	F	HRDD - ROX
12. Maria Fritzie Amigable	EPSvr	F	FTAD - ROX
13. Marivic D. Labitad	EPSvr	F	QAD – ROX
14. Annalyn Salcedo	EPSvr	F	QAD – ROX
15. Margie Valmoria	EPSvr	F	SDO El Salvador City
16. Mitchel V. Rodriguez	EPSvr	F	SDO Gingoog City
17. Levi Coronel	EPSvr	F	SDO Iligan City
18. Marilyn Cajeta	EPSvr	F	SDO Iligan City
19. Rowell Villarubia	EPSvr	M	SDO Ozamiz City
20. Joannette Clarpondel Caparaz	EPSvr	F	SDO Misamis Occidental
21. Mary Jane Ramo	EPSvr	F	SDO Misamis Occidental
22. Dindo Gabales	EPSvr	M	SDO Malaybalay City
23. Said Macabago	PSDS	M	SDO Bukidnon
24. Charles Mahistrado	PSDS	M	SDO Bukidnon
25. Jovy Molina	PSDS	F	SDO Malaybalay
26. Dennis Caballes	PSDS	M	SDO Valencia City

B. Program Management Team

Name	Position	Gender	Station	Role
1. Ranie Livero O. Villamin	EPSvr	M	ROX - HRDD	Program Holder
2. Owen Niko Mabaylan	SEPS	M	ROX - HRDD	Member
3. Monella Mae C. Galos	EPS II	F	ROX - HRDD	Member
4. Jason Flores	EPS II	M	SDO Misamis Oriental	Adviser, Cluster 1
5. Shareen Gay Baslot	EPS II	F	SDO Gingoog City	Adviser, Cluster 2
6. Shannon C. Labang	EPS II	M	SDO Iligan City	Adviser, Cluster 3
7. Jovanny M. Pangasian	EPS II	M	SDO Lanao del Norte	Adviser, Cluster 4
8. Mark Andrew Catane	AO II	M	SDO Oroquieta City	Documenter, Cluster 1
9. Mary Caress Galono	EPS II	M	SDO Cagayan de Oro City	Documenter, Cluster 2
10. John Perkin Sebua	PDO II	F	SDO Iligan City	Documenter, Cluster 3
11. Mohammad Jamel S. Salem	AO II	M	SDO Iligan City	Documenter, Cluster 4
12. Myra G. Yee, MD	MO III	F	ROX - ESSD	Medics

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum
Phase 2 – Training of Trainers (TOT)

Schedule of Activities

Date	Activity	Participants	Venue
August 28-29, 2025	Pre-Work Activity	Program Management Team Learning Management Team	NEAP RX, Lapasan, Cagayan de Oro City
September 3-5, 2025	Cluster 1	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
September 10-12, 2025	Cluster 2	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
September 29 – October 1, 2025	Cluster 3	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
October 6-8, 2025	Cluster 4	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
October 9-10, 2025	Post-Work Activity	Program Management Team Learning Management Team	NEAP RX, Lapasan, Cagayan de Oro City

**Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum
Phase 2 – Training of Trainers (TOT)**

Program Matrix

SCHEDULE	ACTIVITIES		
	DAY 1	DAY 2	DAY 3
7:45 – 8:00 A.M.	7:45 – 8:00 A.M. Opening Program Pre Test	Management of Learning	
(8:00-9:00 A.M.)	(8:00-9:00 A.M.) Session 1 Systems Thinking Through Whole School Approach - Advancing People Effectiveness	(8:00-9:30 A.M.) Session 6 Navigating the School Context Leading with Purpose	(8:00-9:30 A.M.) Session 10 Leading in Action: Performance Management through Documented Practice
9:00 – 9:30 A.M.	(9:00-10:30 A.M.) Session 2 Bridging the Gaps - Leading Curriculum Progression Across Key Stages	(9:30-11:00 A.M.) Session 7 Context-Driven Professional Development Planning	(9:30-11:30 A.M.) Session 11 Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership
9:30 – 10:00 A.M.			
10:00 – 10:30 A.M.			
10:30 – 11:00 A.M.	(10:30 A.M. – 12:00 P.M.) Session 3 Empowering Pedagogy - Strengthening Instructional Coaching and Support	(11:00 A.M.- 12:00 P.M.) Session 8 Context-Driven PD Programs - Adoption and Growth for Impact	
11:00 – 11:30 A.M.			
11:30 – 12:00 P.M.			
12:00 – 1:00 P.M.	LUNCH BREAK		
1:00 – 1:30 P.M.	Afternoon Management of Learning		
1:30 – 2:00 P.M.	(1:30 -3:00 P.M.) Session 4 Leadership Through Assessment - From Classroom Evidence to School-wide Decisions	(1:30 – 4:30 P.M.) Session 9 Programmatic Professional Development (PD) - Balancing Structure with Contextual Needs	(1:30-2:30 P.M.) Session 12 Action Research/ Analytics/ Reflection
2:00 – 2:30 P.M.			
2:30 – 3:00 P.M.			
3:00 – 3:30 P.M.	(3:00-4:00 P.M.)		(2:30 – 3:30 P.M.)

	Session 5 Curriculum Teaching and Learning Resources		Post Test End-of-the-Day Reminders and Evaluation 2:30 – 3:00 P.M. Closing Program Home Sweet Home
3:30 – 4:00 P.M.			
4:00 – 4:30 P.M.	End-of-the-Day Reminders and Evaluation		
4:30 – 5:00 P.M.	Debriefing	End-of-the-Day Reminders and Evaluation	Debriefing
5:00 – 5:30 P.M.		Debriefing	

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum
Phase 2 – Training of Trainers (TOT)

Allocation of Participants

Cluster	Division	No. of Participants	Total
1	Misamis Occidental	25	75
	Oroquieta City	16	
	Ozamiz City	18	
	Tangub City	16	
2	Cagayan de Oro City	20	75
	Gingoog City	25	
	El Salvador City	15	
	Camiguin	15	
3	Malaybalay City	25	75
	Valencia City	25	
	Iligan City	25	
4	Bukidnon	25	75
	Lanao del Norte	25	
	Misamis Oriental	25	

Link for the Registration of Participants: <https://bit.ly/RTSLreg>

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum
Phase 2 – Training of Trainers (TOT)

Guidelines in the Selection of Participants for the Training

To ensure the overall success of the program and uphold the quality and integrity of its implementation, DepEd ROX strongly encourages the conduct of a rigorous evaluation process at all levels of governance. This is to guarantee that only the most qualified individuals are selected and endorsed to the official pool of trainers.

All nominated participants must meet the following **Qualification Standards (QS)**:

1.	Must be currently holding any of the following positions: Master Teacher who has 3 years of school in-charge experience, Head Teacher, School Principal, Assistant School Principal, Public Schools District Supervisor and Education Program Supervisor with at least Master's degree and/or Doctorate Degree in a specialization relevant to the identified Learning Areas.
2.	Must have at least a Very Satisfactory (VS) performance rating for the last rating period.
3.	Must possess good facilitation skills to deliver professional development programs effectively and engagingly.

The participants are expected to attend the entire duration of the in-person training and complete all required tasks of the program.

Please be reminded that tardiness, absences, or failure to fulfill assigned tasks may result in non-completion of the program and disqualification from receiving certification.

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum
Phase 2 – Training of Trainers (TOT)

Terms of Reference

The **Program Management Team** members assigned to session rooms are expected to carry out the following tasks to ensure the smooth, effective, and learner-centered implementation of the program:

- 1. Assist the Regional Office - Program Management Team (HRDD-PMT)** in supervising the overall implementation of the program within the assigned session room, ensuring a constructive and engaging learning environment.
- 2. Coordinate with resource persons and/or learning area experts** to ensure that the program is delivered in alignment with the approved instructional design and session objectives.
- 3. Establish a conducive learning atmosphere** by initiating unfreezing activities, aligning participant expectations, and setting learning norms at the start of the program.
- 4. Monitor and respond to emerging learning needs and challenges** within the session room, referring complex issues to the Program Lead as necessary for resolution or escalation.
- 5. Facilitate the execution of scheduled learning activities** and provide logistical and instructional support for any required adjustments.
- 6. Ensure the proper administration of both pre-test and post-test assessments**, in accordance with the program's assessment protocols.
- 7. Document the learning sessions accurately**, including key discussions, activities, insights, and participant engagement. Capture relevant photographs to support program documentation and reporting.
- 8. Assist in the distribution of learning materials and necessary supplies**, ensuring participants have access to required resources throughout the training.
- 9. Ensure the completion and submission of daily attendance sheets and daily evaluation forms** by participants to designated QAME Focal Person.