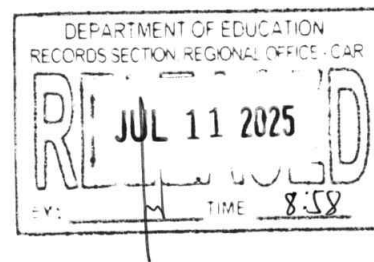




Republic of the Philippines
Department of Education
Cordillera Administrative Region



10 JULY 2025

REGIONAL MEMORANDUM
No. **496.2025**

SUBMISSION OF LIST OF PARTICIPANTS TO THE CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM "CREATING CARING SCHOOL COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS"

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. With reference to DM-OUHROD-2025-1823 re Conduct of the Professional Development Program "Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders", the Schools Division Office through the CID and SGOD Chiefs and HRDS SEPS shall provide a list of school head and leaders to the trainings as indicated below.

Activity	Date & Venue	Target Participants
A Capacity Building Journey for SEL-Driven School Leaders – Batch 1	August 10-13, 2025 Venue: NEAP Baguio	1 EPS/PSDS 1 School Head/Head Teacher

SDO	Batch 1		Total
	EPS/PSDS	SH/HT	
Abra	1	1	2
Apayao	1	1	2
Baguio City	1	1	2
Benguet	1	1	2
Ifugao	1	1	2
Kalinga	1	1	2
Mt. Province	1	1	2
Tabuk City	1	1	2
Total	8	8	16

2. The 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.



3. The HRDS SEPS should ensure that the endorsed school heads per batch to participate in the program shall meet the following criteria:



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph
DepEd Tayo Cordillera <https://depedcar.ph>



- a. School Heads / Head Teachers are not identified participants to the following SHDP Programs;
 - SHDP Advanced Course for Career Stage 4 School Heads
 - SHDP Intermediate Course for Career Stage 3 School Heads
 - Stepping into School Leadership: An Onboarding Program for New School Heads
 - Teaching Without Limits: Embracing Diversity in the Classroom
 - b. Identified Education Program Supervisors / Public Schools District Supervisors must have undergone the SHDP Foundation Course and have headed a school;
 - c. Has no pending administrative case;
 - d. Of good moral character; and
 - e. Not retiring this SY 2025-2026.
4. The list of endorsed school heads must be submitted to NEAP through the email address **car.neapr@deped.gov.ph or car.hrdd@deped.gov.ph on or before July 14, 2025 using the template (Enclosure 1)**. The official participants shall be released in a separate memo with the reminders on registration.
5. The indicative program of activities, training details and meal provision and accommodation guide are indicated in Enclosures 3 and 4 of the DM-OUHROD-2025-1823 as attached to this memo.
6. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g. mobile data, pocket Wi-Fi, etc.).
7. 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.
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 SDO/School HRD/local funds, subject to the usual accounting and auditing rules and regulations.
9. For questions and concerns, please coordinate with Rosita C. Agnasi, OIC HRDD/NEAPR through car.hrdd@deped.gov.ph or via 09071734621.
10. Immediate dissemination and strict compliance with this memorandum is directed.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV / Regional Director 

Enclosure 1: Endorsement Template

[DATE]

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director

DepEd CAR, Regional Office

Wangal, La Trinidad, Benguet

Attention: ROSITA C. AGNASI
OIC, HRDD/NEAPR

Dear RD Cariño:

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

BATCH 1 (August 10-13, 2025)						
No.	Name	Sex	Position	SDO	School	DepEd Email
1						
2						

Thank you very much.

Very truly yours,

<Name and Signature>

Schools Division Superintendent



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			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			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			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



Republic of the Philippines
Department of Education
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 Meals	DAY 0 Aug. 10, 2025 Sunday	DAY 1 Aug. 11, 2025 Monday	DAY 2 Aug. 12, 2025 Tuesday	DAY 3 Aug. 13, 2025 Wednesday
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 Meals	DAY 0 Aug. 13, 2025 Wednesday	DAY 1 Aug. 14, 2025 Thursday	DAY 2 Aug. 15, 2025 Friday	DAY 3 Aug. 16, 2025 Saturday
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"/>