



Republic of the Philippines
Department of Education
CARAGA REGION

APRIL 30, 2026

REGIONAL MEMORANDUM

No. 0395, s. 2026

To: Schools Division Superintendents
All Others Concerned

CAPABILITY BUILDING OF SCHOOLS LEADERS OF CARAGA REGION

1. There will be a live-out Capability Building of School Leaders of Caraga Region on August 12-14, 2026, at Balanghai Convention Center, Doongan, Butuan City, with the theme: "Future-Ready and People-Centered Leadership: Transforming Schools in a Complex World".
2. The participants in this activity include elementary, integrated, and secondary school heads, assistant school heads, instructional supervisors, and department/subject group heads from both private and public schools in the Caraga Region.
3. This activity aims to:
 - a. create opportunities for continuous professional learning and career advancement;
 - b. strengthen the skills, competencies, and leadership capacity of school leaders; and
 - c. support school leaders in maintaining and exemplifying public service ethics and standards.
4. A registration fee of Six Thousand Five Hundred Pesos (P 6,500.00) per participant will be collected to defray expenses for afternoon snacks & dinner on the first day, lunch and snacks on the second and third days, kits, honoraria of speakers, and other operational costs. Payments shall be deposited to the following account:

Bank: BDO-Network Bank
Account Name: Caraga Association of Secondary School Heads, Inc. (CASSHI)
Current Account No.: 0408-5800-2576
5. After depositing the registration fee, participants are requested to scan the deposit slip and attach the list of registrant/payee name(s), including PRC license number, date of registration and date of expiration. These shall be submitted through the following link: **<https://tinyurl.com/CASSHI-CONGRESS-REGISTRATION>**, so the Treasurer can include the payee name(s) in the official receipt, and the Secretary can prepare the attendance sheet, certificates and other PRC requirements for accreditation for CPD units.
6. Onsite registration will not be available. All payments must be made on or before June 19, 2026. This is a "first pay, first served" basis due to the venue's limited capacity.
7. The travelling expenses and registration fee may be charged against school MOOE or local funds subject to the usual accounting and rules and regulations.

8. The matrix of activities is provided in the Enclosure of this Memorandum.
9. The Technical Working Group and the Members and Officers of the Board of Trustees of CASSHI may travel one day in advance to ensure the necessary preparations for its activity are in place.
10. Immediate and widest dissemination is hereby desired.

MARIA INES C. ASUNCION

Director IV
Regional Director



FTAD/apm
04/23/2026

Enclosure to Regional Memorandum No. ____, s. 2026

Capability Building of School Leaders of Caraga Region

Theme: “Future-Ready and People-Centered Leadership: Transforming Schools in a Complex World”

Matrix of Activities

August 12-14, 2026

Time	Activity	Resource Speaker
August 12, 2026		
1:00-2:00 p.m.	Distribution of Kits & Official Receipts	
2:00-2:45 p.m.	Welcome Program	
2:45-3:00 p.m.	Snack Time	
3:00-4:30 p.m.	Decide Fast, Decide Smart: Agile Problem-Solving in Today's Workplace	TBA
4:30-5:00 p.m.	Open Forum	
5:00-10:00 p.m.	Dinner/Socials	
August 13, 2026		
8:00-9:30 a.m.	Addressing Issues & Concerns in the Day-to-Day School Operations	Atty. Winston Plaza CSC Reg'l Director Lorenzo T. Macasocol, CESO V, SDS
9:30-10:00 a.m.	Open Forum/Snack Time	
10:00-11:30 a.m.	Elevating the Customer Experience	
11:30 a.m. - 12:00 p.m.	Open Forum	
12:00-1:00 p.m.	Lunch Break	
1:00-2:30 p.m.	Emotional Intelligence at Work: Building Stronger, More Effective Teams	Ma. Teresa M. Real, SDS
2:30-3:00 p.m.	Open Forum/Snack Time	
3:00-4:30 p.m.	Navigating Conflict: Skills for Productive and Difficult Conversations	Manuel O. Caberte, CESE, SDS
4:30-5:00 p.m.	Open Forum	
August 14, 2026		
8:00-9:30 a.m.	The Art and Impact of Coaching and Mentoring in Employee Development	Josita B. Carmen, CESO V, SDS
9:30-10:00 a.m.	Open Forum/Snack Time	
10:00-11:30 a.m.	Principles in a Polarized World: Navigating Modern Politics	Minerva T. Albis, SDS
11:30 a.m. - 12:00 p.m.	Open Forum	
12:00-1:00 p.m.	Lunch Break	
1:00-2:30 p.m.	Effective Handling of Routine Office Correspondence and Tasks	Florence E. Almaden, CESO VI, SDS
2:30-3:00 p.m.	Open Forum & Snack Time	
3:00-4:00 p.m.	Distribution of Certificates of Participation & Appearance	Program Committee
4:00-5:00 p.m.	Home Sweet Home	