



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
RELEASED
JULY 28 2025
BY: NMB
TIME: 10:04

JULY 28 2025

REGIONAL MEMORANDUM

No. 0759, s. 2025

To: Schools Division Superintendents
All Others Concerned

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

1. 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”**.
2. The program’s specific objectives are as follows:
 - a. equip school heads with practical evidence-based tools and leadership insights to foster emotionally supportive and inclusive school environments, aligned with the Philippine Professional Standards for School Heads (PPSSH);
 - b. Enable school leaders to effectively guide teachers in modeling emotionally intelligent leadership and institutionalizing practices that promote positive relationships and safe learning spaces.
3. The program has the following schedule and details:

Activity	Date and Venue	Registration Link
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
Capacity Building Journey for SEL-Driven School Leaders-Batch 2	13-16 August 2025 Venue: NEAP Baguio	

4. **All Schools Division Offices (SDOs) are requested to endorse one supervisor and one school head/head teacher** to participate. The official list of participants must be submitted on or before July 28, 2025, via this link: <https://tinyurl.com/5n7dkszb>.
5. Participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other internet connectivity.- sources.

6. Board and lodging expenses will be charged to NEAP Human Resource Development (HRD) Funds, while the transportation, per diem and other incidental expenses will be charged to RO/SDO/school HRD or local funds subject to usual accounting and auditing rules and regulations.

7. Participants are entitled to service credit or Compensatory Time-Off (CTO) in accordance with DepEd Order 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, if activities fall on weekends or holidays.

8. In compliance with Regional Order No. 16, s. 2019, otherwise known as the DepEd Caraga Equal Opportunity Principle (EOP) Policy, all participants are selected regardless of sex, gender, age, civil status, physical attributes, religion, belief, creed, race, family background, political affiliation, socio-economic status or any other legally protected characteristics.

9. Attached is DM-OUHROD-2025-1823 for your reference and guidance.

10. For questions or concerns, please coordinate with **Analou O. Hermocilla**, Education Program Supervisor, Human Resource Development Division at rneap_caraga@deped.gov.ph.

11. For immediate dissemination and appropriate action.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None

References: DM-OUHROD-(2025-1823) and Regional Order (No. 16, s. 2019)

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

PROGRAM TRAINING WORKSHOPS

HRDD/aoh
07/24/2025



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
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

1. 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  <i>Deadline: 30 July 2025</i>
A Capacity Building Journey for SEL-Driven School Leaders – Batch 2	13-16 August 2025 Venue: NEAP Baguio	

2. 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.

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



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



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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	



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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



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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Effectivity	09.20.21	Page	3 of 4





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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	☐	☒	☒	☒
AM Snacks	☐	☒	☒	☒
Lunch	☐	☒	☒	☒
PM Snacks	☒	☒	☒	☐
Dinner	☒	☒	☒	☐

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	☐	☒	☒	☒
AM Snacks	☐	☒	☒	☒
Lunch	☒	☒	☒	☐
PM Snacks	☒	☒	☒	☐
Dinner	☒	☒	☒	☐



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>