



Republic of the Philippines
Department of Education
 CARAGA REGION

DEPARTMENT OF EDUCATION
 RECORDS UNIT, REGIONAL OFFICE, CARAGA
RELEASED
 SEPT. 25 2025
 BY: NMB
 TIME: 10:28 AM

SEPT. 25 2025

REGIONAL MEMORANDUM

No. 1021, s. 2025

To: Schools Division Superintendents
 All Others Concerned

**CAPACITY BUILDING WORKSHOP FOR WRITERS OF TRAINING
 RESOURCE PACKAGES**

1. Pursuant to DepEd Order No. 011, s. 2019 (*Implementation of NEAP Transformation*) and Republic Act No. 11713 (*Excellence in Teacher Education Act*), and to promote professional growth, the National Educators Academy of the Philippines (NEAP) Caraga will conduct a series of activities titled **Capacity Building Workshop for Writers of Training Resource Packages**.

2. The objective of this activity is for writer-participants to develop, validate, and finalize training resources packages designed to enhance school heads' written and oral communication skills.

3. **Activity Details:**

Activity	Schedule	Venue
Development of Training Resource Packages for Effective Written and Oral Communication Skills	October 8-10, 2025	Gold Hall DepEd Caraga Regional Office
Validation of Training Resource Packages for Effective Written and Oral Communication Skills	October 22-24, 2025	Gold Hall DepEd Caraga Regional Office
Finalization of Training Resource Packages for Effective Written and Oral Communication Skills	October 29-31, 2025	Gold Hall DepEd Caraga Regional Office

4. **Participants:**

No.	Office	Name	Sex	Position/Designation
1	ADN	Kristoffer Ian F. Basco	M	Principal I
2	ADN	Julius M. Virtudazo Jr.	M	Principal 1
3	ADS	Venus D. Bajao	F	Principal IV
4	ADS	Michael S. Pareja	M	Principal III
5	BAY	Geraldine F. Vergas	F	EPS
6	BAY	Minda I Teposo	F	Principal III
7	BIS	Mischelle L. Prado, PhD	F	Principal I
8	BIS	Araceli E. Canete, PhD	F	Principal III

9	BXU	Hazel P. Yabo	F	Principal II
10	BXU	Alma Bequilla	F	Principal II
11	CBR	Zandra D. Cabradilla	F	Principal I
12	DIN	Shela P. Juares	F	Principal I
13	SC	Ronald Allan A. Arcayera	M	Principal I
14	SDN	Alvin M. Buniel	M	PSDS
15	SDS	Jonathan L. Ambel, PhD	M	EPS
16	SDS	Rachel Methuselah R. Cumahig, PhD	F	Principal IV
17	SIA	Sheila Jane D. Lasala	F	Principal IV
18	TAN	Antonio M. Tinunga	M	Principal II
19	RO	Jimuel A. Diva	M	EPS-HRDD
20	RO	Junnah B. Tiu	F	EPS, HRDD
21	RO	Pedro A. Tecson	M	AO-V, PAU
22-35	RO	Program Management Team (HRDD-NEAP/QAD/CLMD/Select RO Validators)		

5. The participants are reminded to bring their own laptops, chargers, extension wires/cords, other sources of internet connectivity (e.g., mobile data, pocket Wi-Fi), and necessary medication.

6. Expenses for board and lodging, meals, supplies and materials will be charged to HRD Funds under SARO-OSEC-13-24-1741, while transportation, per diem, and other incidental costs will be charged to local funds, subject to government accounting and auditing rules and regulations.

7. Meals will be provided from breakfast on Day 1 to dinner on Day 3.

8. The participants are required to check-in on the afternoon of Day 0 and check-out on the afternoon of Day 3.

9. For inquiries, please contact Roy S. Rele, Senior Education Program Specialists of NEAP Caraga, by email at roy.rele@deped.gov.ph or cellphone number **09171067306**.

10. For immediate dissemination and appropriate action.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: None

Reference: None

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

ACTIVITY

PROGRAMS

SCHOOL HEADS

HRDD/rsr
09/23/2025