



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 21 2026

REGIONAL MEMORANDUM

No. 1040 s. 2026

UPDATES AND ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF THE
SUPERVISORS ONBOARDING PROGRAM (SOP)

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. Attached is an Advisory on **DM-OULS-2026-369** titled **“Conduct of Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership”** dated September 15, 2026.
2. Attention is particularly invited to paragraph 1 of the said Advisory.
3. For further queries, contact Katherine Y. Sedillo, Chief Education Supervisor at 09156195574 or Dr. Queenie E. Butalid, OIC-Education Program Supervisor at 09989909310 of the Human Resource Development Division.
4. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: Advisory; DM-OULS-2026-369
To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE

TRAINING PROGRAM

QEB/HRDD-RM- Updates and Additional Guidance on the Implementation of the Supervisors Onboarding Program (SOP)
186/September 21, 2026



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Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

ADVISORY

15 September 2026

**Updates and Additional Guidance on the Implementation of the
Supervisors Onboarding Program (SOP)**

In reference to DepEd Memorandum **DM-OULS-2026-369**, titled "**Conduct of Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership**," dated August 24, 2026, this Advisory is issued to inform all Regional and Schools Division Offices of the following guidance:

1. Attendance to the program shall be limited to the concerned Chiefs. All Officers-in-Charge (OICs) serving as Chief Education Supervisors (CES) from the different regional and division offices may attend, only as endorsed by the Regional Director, pursuant to the previous memorandum. In case the Chief is unavailable on the assigned dates, only the Assistant Schools Division Superintendent (ASDS) may attend on their behalf.
2. The finalized assignments and schedule of Resource Persons are attached in **Enclosure 1**.
3. For further inquiries or clarifications, you may contact the NEAP –Professional Development Division via email at neap.pdd@deped.gov.ph or landline at (02) 8715-9919.


JOSEPH G. DELA CRUZ
Director IV

National Educators Academy of the Philippines



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Enclosure 1

Finalized Resource Persons Assignments and Schedule

Batch 1 Regions I, II, III, CAR November 17 - 20, 2026	Batch 2 Regions IV-A, IV-B, V, NCR September 28- October 1, 2026	Batch 3 Regions VI, VII, VIII, NIR October 12-15, 2026	Batch 4 Regions IX, X, XI, XII, CARAGA October 26-29, 2026
Jennifer E. Lopez Edward C. Jimenez Marivic R. Leano	Jennifer E. Lopez Leah B. Apao Marivic R. Leano	Jennifer E. Lopez Edward C. Jimenez Marivic R. Leano	Jennifer E. Lopez Edward C. Jimenez Mario M. Bermudez
Maripaz T. Mendoza John Paul R. Cosme Joy S. Ferrer-Lopez Asher H. Pasco Dharyl C. Bucad Erma S. Valenzuela	Raymundo S. Poral Cristina C. Salazar Melany Asuncion Asher H. Pasco Luz E. Osmeña Dinah C. Bonao	Jannah B. Tiu Irene U. Dayandante Elaine F. Perfecto Dharyl C. Bucad Marife T. Morcilla Raymond M. Salvador Enerio E. Ebisa	Noel B. Wamar Marilyn L. Marcelo Felix J. Ladeño Nerio Benito E. Eseo Melvin Willy II B. Roque Raymond M. Salvador
Carmel F. Meris 3 Invited Resource Persons	Ivan Brian L. Inductivo Susan S. Collano 2 Invited Resource Persons	3 Invited Resource Persons	3 Invited Resource Persons
Total of 13 RPs	Total of 13 RPs	Total of 12 RPs	Total of 12 RPs



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-369

TO : Regional Directors
Schools Division Superintendents
Human Resource Development Division Chiefs
NEAP-R Focal Persons
All Others Concerned

FROM : *Carmela C. Oracion*
CARMELA C. ORACION
Undersecretary for Learning Systems

SUBJECT : **CONDUCT OF "EMPOWERING MENTORS, DEVELOPING LEADERS: BUILDING SUSTAINABLE SUPERVISORY LEADERSHIP"**

DATE : August 24, 2026

1. Anchored on Republic Act No. 11713, or the Excellence in Teacher Education Act, which institutionalizes the National Educators Academy of the Philippines (NEAP) and mandates it to design and implement quality professional development programs that enhance teaching expertise and effective school leadership in accordance with professional standards, the Department of Education, through NEAP, continues to strengthen the leadership capacity of education personnel.
2. In support of this mandate and the effective implementation of the **Supervisors Onboarding Program (SOP)**, NEAP will conduct the professional development program entitled **"Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership,"** with the theme **"Deepening Accountability and Leadership: Unlocking Mindsets for Adaptive Leadership and Transformation (DALUMAT)."** The program aims to **strengthen the leadership, coaching, and mentoring competencies of Chief Education Supervisors** as mentors and enablers of newly appointed supervisors, thereby supporting the effective implementation of the SOP and fostering their sustained professional growth and development.
3. The program details, including the schedule, venue, and other relevant information, are as follows:

Activity	Date and Venue	Target Participants	Endorsement and Registration Link
Empowering Mentors, Developing Leaders: Building	November 17-20, 2026	Chief Education	Endorsement Submission Link:

Sustainable Supervisory Leadership (Batch 1-Region I, II, III, CAR)	Venue: TBA	Supervisor (CES) • CID • SGOD • CLMD • PPRD • QAD • HRDD • FTAD • ESSD	tinyurl.com/Endorsement-SOP Deadline: October 12, 2026 Registration Link: tinyurl.com/SOP-Batch1 Deadline: November 4, 2026
Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batch 2-Region IV-A, IV-B, V, NCR)	September 28 - October 1, 2026 Venue: Green Sun Hotel, Makati City	Regional Focal Person for Onboarding/ Induction Program Division Focal Person for Onboarding/ Induction Program (from the biggest SDO)	Endorsement Submission Link: tinyurl.com/Endorsement-SOP Deadline: September 16, 2026 Registration Link: tinyurl.com/SOP-Batch2 Deadline: September 18, 2026
Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batch 3-Region VI, VII, VIII, NIR)	October 12-15, 2026 Venue: DepEd Ecotech Center, Cebu City		Endorsement Submission Link: tinyurl.com/Endorsement-SOP Deadline: September 21, 2026 Registration Link: tinyurl.com/SOP-Batch3 Deadline: October 2, 2026
Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batch 4-Region IX, X, XI, XII, and XIII)	October 26-29, 2026 Venue: DepEd Ecotech Center, Cebu City		Endorsement Submission Link: tinyurl.com/Endorsement-SOP Deadline: October 5, 2026 Registration Link: tinyurl.com/SOP-Batch4 Deadline: October 12, 2026

4. All **Regional Offices** are requested to **endorse participants** who will attend the aforementioned activities, strictly adhering to the **allocated number of participants** indicated in *Enclosure 2*. Only **Chiefs** shall attend the said activities. Endorsed nominations must be submitted using the **prescribed template** provided in *Enclosure 3*, on or before the **deadline** specified in the table above.

Kindly note that **no alternate participants shall be allowed** beyond those officially endorsed.

5. **The identified participants are likewise requested to register through the corresponding registration link indicated in the table above.** Registration is required to secure the **participant code**, which shall serve as the official reference for all program-related transactions and communications.
6. In preparation for the conduct of the program, the **resource persons** are requested to attend an online meeting via MS Teams. The meeting details are as follows:
Date and Time: **September 9, 2026**
Platform: **MS Teams**
Meeting Link: **tinyurl.com/SOP-B1-Orye**
7. The participants are requested to bring a **60-inch by 60-inch piece of fabric, preferably gina cloth, as well as crayons or coloring pens** to be used during the activity. They are also reminded to bring their own **maintenance medications, laptops, extension wires, and other possible sources of internet connectivity.**
8. The board and lodging of the participants, resource persons, and members of the program management team will be charged to the NEAP HRD Funds. Meanwhile, transportation, per diem, and other incidental expenses will be charged to CO/RO/SDO local and HRD funds subject to the usual accounting and auditing rules and regulations.
9. In case activities fall on suspensions, cancellations, weekends or holidays, non-teaching and teaching-related personnel-participants may be granted compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004, titled Non-Monetary Remuneration for Overtime Services Rendered, provided that they will not receive per diem for the same activity, subject to existing government accounting and auditing rules and regulations.
10. For further questions and clarifications, please contact the **NEAP-Professional Development Division (PDD)** through email at **neap.pdd@deped.gov.ph**, using the subject **"SOP Participation,"** or through landline telephone no. **(02) 8715-9919.**
11. For immediate dissemination.

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Enclosures:

Enclosure 1: Program of Activities and Resource Persons

Enclosure 2: Allocated Number of Participants

Enclosure 3: Endorsement Letter

Enclosure 4: Meal Provision

Enclosure 5: List of National Technical Working Group Committee



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Enclosure 1

Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batches 1 to 4)
Theme: Deepening Accountability and Leadership: Unlocking Mindsets for Adaptive Leadership and Transformation (DALUMAT)

A. Program of Activities

A. Program of Activities				
Time	Day 1	Day 2	Day 3	Day 4
8:00 - 8:10 a.m.	Travel Time	Session 4. Program Management and Policy Implementation	Management of Learning	Session 10. Building a Coaching Culture: Executive Coaching Laboratory and Leadership Legacy
8:11 - 8:20 a.m.				
8:21 - 8:30 a.m.				
8:31 - 8:40 a.m.				
8:41 - 8:50 a.m.				
8:51 - 9:00 a.m.	Registration	HEALTH BREAK		
9:00 - 9:10 a.m.				
9:11 - 9:20 a.m.				
9:21 - 9:30 a.m.				
9:31 - 9:40 a.m.				
9:41 - 9:50 a.m.	Opening Program	Session 5. Monitoring, Evaluation, and Data-Driven Decision Making	HEALTH BREAK	
9:50 - 10:00 a.m.				
10:01 - 10:10 a.m.				
10:11 - 10:20 a.m.				
10:21 - 10:30 a.m.				
10:31 - 10:40 a.m.	Continuation of Session 8	Continuation of Session 10		
10:41 - 10:50 a.m.				



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10:51 - 11:00 a.m.	Session 1. Overview of the Supervisors' Onboarding Program	Session 6. Developing Self and Others for Effective Leadership	LUNCH BREAK	
11:01 - 11:10 a.m.				
11:11 - 11:20 a.m.				
11:21 - 11:30 a.m.				
11:31 - 11:40 a.m.				
11:41 - 11:50 a.m.				
11:51 - 12:00 nn.				
12:01 - 1:00 p.m.	PRE-TEST Session 2. Foundations of Supervisory Leadership in the Department of Education HEALTH BREAK	Session 7. The Executive Coach: Reframing the Role of Chiefs as Leadership Architects	Management of Learning	POST TEST
1:01 - 1:10 p.m.				
1:11 - 1:20 p.m.				
1:21 - 1:30 p.m.				
1:31 - 1:40 p.m.				
1:41 - 1:50 p.m.		Session 9. Strategic Mentoring, Adaptive Leadership, and Systems Thinking		Closing Program
1:51 - 2:00 p.m.				
2:01 - 2:10 p.m.				
2:11 - 2:20 p.m.				
2:21 - 2:30 p.m.				
2:31 - 2:40 p.m.	Continuation of Session 7	HEALTH BREAK		Departure
2:41 - 2:50 p.m.				
2:51 - 3:00 p.m.				
3:01 - 3:10 p.m.				
3:11 - 3:20 p.m.				
3:21 - 3:30 p.m.	HEALTH BREAK	Continuation of Session 9		
3:31 - 3:40 p.m.				

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3:41 - 3:50 p.m.	Session 3. Instructional Leadership and Technical Assistance		
3:51 - 4:00 p.m.			
4:01 - 4:10 p.m.			
4:11 - 4:20 p.m.			
4:21 - 4:30 p.m.			
4:31 - 4:40 p.m.	Activity: Leadership Reflection Journal and Commitment Sharing		
4:41 - 4:50 p.m.			
4:51 - 5:00 p.m.			
5:01 - 5:30 p.m.			
Reminders and Daily Evaluation			



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Enclosure 2

Allocated Number of Participants

Region	SDO Allocation (1 CID, 1 SGOD, and 1 Division Focal Person from the biggest SDO)	RO Allocation (Regional Focal Person, CLMD, PPRD, QAD, HRDD, FTAD, and ESSD Chiefs)	Total Participants
Batch 1 - November 17-20, 2026			
I	14 SDOs x 2 = 28 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	36
II	9 SDOs x 2 = 18 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	26
III	21 SDOs x 2 = 42 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	50
CAR	8 SDOs x 2 = 16 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	24
Total			136
Batch 2 - September 28 - October 1, 2026			
NCR	16 SDOs x 2 = 32 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	40
IV-A	25 SDOs x 2 = 50 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	58
IV-B	7 SDOs x 2 = 14 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	22
V	13 SDOs x 2 = 26 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	34
Total			154
Batch 3 - October 12-15, 2026			
VI	8 SDOs x 2 = 16 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	24
VII	12 SDOs x 2 = 24 1 Division Focal (biggest SDO)	6 CES 1 Regional Focal	32
VIII	13 SDOs x 2 = 26	6 CES	34



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	• 1 Division Focal (biggest SDO)	• 1 Regional Focal	
NIR	• 21 SDOs x 2 = 42 • 1 Division Focal (biggest SDO)	• 6 CES • 1 Regional Focal	50
Total			140
Batch 4 - October 26-29, 2026			
IX	• 9 SDOs x 2 = 18 • 1 Division Focal (biggest SDO)	• 6 CES • 1 Regional Focal	26
X	• 14 SDOs x 2 = 28 • 1 Division Focal (biggest SDO)	• 6 CES • 1 Regional Focal	36
XI	• 11 SDOs x 2 = 22 • 1 Division Focal (biggest SDO)	• 6 CES • 1 Regional Focal	30
XII	• 8 SDOs x 2 = 16 • 1 Division Focal (biggest SDO)	• 6 CES • 1 Regional Focal	24
CARAGA	• 12 SDOs x 2 = 24 • 1 Division Focal (biggest SDO)	• 6 CES • 1 Regional Focal	32
Total			148



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Enclosure 3

Endorsement Letter

[DATE]

CARMELA C. ORACION

Undersecretary for Learning Systems

Attention:

JOSEPH G. DELA CRUZ

Director IV

National Educators Academy of the Philippines

Dear Ma'am:

Respectfully endorses the following individuals to attend the **Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership** in pursuance of the implementation of the professional development program titled: **Supervisors Onboarding Program**.

No.	Name (Last, First, Middle Initial)	Position	No. Of Years in Current Position	Email Address	Schools Division Office
1					
2					
3					
4					
5					

For your consideration.

Sincerely yours,

<Name & Signature>
Regional Director



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Enclosure 4

Meal Provision

Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batches 1-4)

Meals	Day 1	Day 2	Day 3	Day 4
Breakfast	✓	✓	✓	✓
AM Snack	✓	✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓
Dinner	✓	✓	✓	



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Enclosure 5

National Technical Working Group Committee

A. Program Steering Committee

Name	Position
Carmela C. Oracion	Undersecretary for Learning Systems
Joseph G. Dela Cruz	Director IV
Jane C. Cacacho	Director IV
Michael Joseph P. Cabuatan	Director III
Ana Kristelle G. Ortiz	Director III
Marife T. Morcilla	Project Development Officer V

B. Program Development and Implementation Team

Name	Position	Role
Marife T. Morcilla	Project Development Officer V	Program Manager
Marvin DJ. Villafuerte	Senior Educ. Prog. Specialist	Program Lead
Jallal M. Malaguia	Education Prog. Specialist II	Member
Julie Lyka M. Ignao	Project Development Officer II	Member
Aizyl Ann E. Natanauan	Technical Assistant II	Member
Chelsea R. Sagun	Technical Assistant II	Member
Rinalie C. Tumbaga	Technical Assistant II	Member
Jomari C. Casabuena	Technical Assistant II	Member

C. Technical Content Development Lead

Name	Position	Module
Jennifer E. Lopez	Director IV	Module 1
Marivic R. Leano	Director III	Module 2
Edward C. Jimenez	Director III	Module 3
Leah B. Apao	Director III	Module 4
Mario M. Bermudez	Director III	Module 5



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D. Content Development Team

Module	Name	Position	Region
Module 1	Roger Z. Rochar	OIC-ASDS	NIR
	Junnah B. Tiu	EPS	CARAGA
	Noel B. Wamar	EPS	XII
	Raymundo S. Poral	PSDS	IV-A
	Marvin DJ. Villafuerte	SEPS	Central Office
Module 2	Cristina C. Salazar	CES	IV-A
	John Paul R. Cosme	EPS	IV-B
	Dharyl C. Bucad	EPS	III
	Irene U. Dayandante	PSDS	V
	Marilyn L. Marcelo	PSDS	XI
Module 3	Julie Lyka M. Ignao	PDO II	Central Office
	Elaine F. Perfecio	EPS	VII
	Felix J. Ladeño	EPS	VIII
	Joy S. Ferrer-Lopez	EPS	II
	Asher H. Pasco	EPS	IV-A
Module 4	Aizyl Ann E. Natanauan	TA II	Central Office
	Raymond M. Salvador	ASDS	IX
	Luz E. Osmeña	CES	IV-A
	Dharyl C. Bucad	EPS	Region III
	Nerio Benito E. Eseo	PSDS	VI
Module 5	Renato N. Felipe Jr.	PSDS	NCR
	Chelsea R. Sagun	TA II	Central Office
	Enerio E. Ebisa	ASDS	X
	Erma S. Valenzuela	CES	IV-A
	Dinah C. Bonao	CES	I
	Melany Asuncion	EPS	II
	Nida C. Santos	EPS	IV-A
	Dexter B. Andres	EPS	CAR
	Melvin Willy II B. Roque	PSDS	NCR
	Rinalie C. Tumbaga	TA II	Central Office