



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

SEP 29 2025

**REGIONAL MEMORANDUM**

No. 426 s. 2025

**REGIONAL TRAINING ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION  
 FOR SCHOOL LEADERS OF NEGROS OCCIDENTAL CLUSTER (PHASE 2)  
 BATCH 2 - CLASS D**

To: OIC-Assistant Regional Director  
 Schools Division Superintendents of Victorias City, Himamaylan City,  
 Kabankalan City, Sipalay City, La Carlota City, Negros Occidental  
 Regional Functional Division Chiefs  
 All Others Concerned

1. This Office, through the Human Resource Development Division and in coordination with the Curriculum and Learning Management Division, will conduct a face-to-face **Regional Training on the Revised K to 12 Curriculum Implementation for School Leaders of Negros Occidental Cluster (Phase 2) Batch 2 - Class D** on **September 30 – October 3, 2025** at the **Nature's Village Resort, Talisay City, Negros Occidental**.

2. This activity aims to:

- a. empower school leaders in creating responsive, learner-centered environments by applying the principles of the Whole School Approach (WSA) in school operations, curriculum planning, and leadership practices aligned with professional standards;
- b. strengthen instructional coaching and supervision by using effective pedagogical frameworks;
- c. utilize assessment data for instructional decision-making and school-wide improvement; and
- d. use school-based research and analytics to inform leadership decisions and improvements.

3. The details of the activity are as follows:

Activities	Dates	Expected Participants	Meals and Accommodation
Travel time, Preparation, and Final Briefing	Sept. 29, 2025 (Day 0)	Program Management Team, Learning Management Team, and Learning Facilitators	Lunch PM Snack Dinner Accommodation
Arrival, Registration, and Opening Program	Sept. 30, 2025 (Morning)	Participants, Program Management Team, Learning Management Team, and Learning Facilitators	Full Board
Session Proper	Sept. 30, 2025 (1:30 p.m.)/ Oct. 1-3, 2025		
Closing Program	Oct. 3, 2025 (2:00 p.m.)		Lunch Last Meal is PM snack (packed)



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4. Attached are the Number of Allocation of Participants and PMT per Class, Regional Monitors and Program Management Team, Learning Facilitators, Assignments with Terms of Reference, Session Topics with Assigned Learning Facilitators, and the Indicative Program of Activities. While attending the training, the participants shall see to it that the usual office operation shall not be hampered and that they are fit and healthy to attend the activity.
5. The participants are advised to bring laptop and extension cord during the said activity.
6. The food, board and lodging, and training materials shall be charged against the CO-downloaded funds while travelling expenses of the participants to their respective local funds, all subject to the usual accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
8. For more details and inquiries, contact Mr. Noel E. Santillan, OIC – Chief Education Supervisor at mobile number 09185714272 or Dr. Alan D. Bautista, OIC – Education Program Supervisor at mobile number 09159325633 of the Human Resource Development Division.
9. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

ASSEMBLY

CONFERENCES

TRAINING PROGRAMS

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ADB/RM\_REGIONAL TRAINING ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION FOR SCHOOL LEADERS (Phase 2) BATCH 2-CLASS D  
106/September 25, 2025

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*Enclosure 1 – Number of Allocation of Participants per SDO*

<b>CLASS D (Nature's Village) – September 30 – October 3, 2025</b>		
<b>SCHOOLS DIVISION OFFICES</b>	<b>School Heads</b>	<b>PSDS</b>
SDO Negros Occidental	77	
SDO Victorias City	39	0
SDO Himamaylan City	62	10
SDO Kabankalan City	118	10
SDO Sipalay City	54	10
SDO La Carlota City	36	0
Sub-Total	<b>386</b>	<b>30</b>
Senior Education Program Specialists/ Education Program Specialists II in Human Resource Development	<b>6</b>	
Nurses from SDO Negros Occidental	<b>3</b>	
<b>REGIONAL OFFICE</b>		
Regional Director/ OIC-Asst. Regional Director	1	
Learning Facilitators	9	
Human Resource Development Division	5	
Curriculum and Learning Management Division	5	
Quality Assurance Division	2	
Information Communications Technology Unit	2	
Education Support Services (Health)	1	
Drivers	2	
Sub-Total	<b>28</b>	
	<b>422</b>	
	<b>452</b>	



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*Enclosure 2 – Regional Monitors, Program Management Team, and Learning Facilitators*

NO.	Name	Office	Designation
1	RD Ramir B. Uytico	ORD	Regional Director
2	ARD Anthony H. Liobet	ORD	OIC-Asst. Regional Director
3	Noel E. Santillan	HRDD	OIC – Chief Education Supervisor
4	G.L. John C. Haro	CLMD	OIC – Chief Education Supervisor
5	Melvin M. Niñal	QAD	OIC- Chief Education Supervisor
6	Dr. Mark Jason S. Mendoza	ESSD	OIC – Medical Officer IV
7	Nathaniel E. Lajot, Jr.	ICTU	OIC – Information Technology Officer I

HRDD	CLMD	QAD	ICT	ESSD
1. Noel E. Santillan	1. G.L. John C. Haro	1. Melvin M. Niñal	1. Nathaniel E. Lajot Jr.	Dr. Mark Jason S. Mendoza
2. Alan D. Bautista	2. Ma. Melanie P. Romero	2. John Albert S. Recto	2. Rodolfo D. Apenas Jr.	
3. Raffy L. Berina	3. Nonito T. Guanzon			
4. Bebbe O. Gentilezo	4. Jose Leonardo L. Degillo			
5. Angelita K. Socorro Caballo	5. Katherine Y. Sedillo			



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Class Managers	QAME	Documenter	Welfare Officers	Logistics
1.Kean Von G. Yupracio (SEPS HRD-SDO Kabankalan City)	1.Giovanni Wray A. Estraño (SEPS-SDO Victorias City)	1.Jennefer S. Allaba (SEPS HRD – SDO Sipalay City)	3 nurses (SDO Neg. Occ.)	1.Armando E. Ponce
2.Therese Marie Bedonia (OIC-SEPS SDO Neg. Occ.)	2.Angel B. Agarcio , Jr. (SEPS HRD-SDO La Carlota)	2. Mark Lloyd M. Coloma (SEPS HRD-SDO Himamaylan City)		2.Eddie E. Esconde
				3. Driver, SDO La Carlota
				4. Driver, SDO Bacolod

LEARNING FACILITATORS			
NO.	NAME	RO/SDO	Designation
1	Brenda D. Aseral	Silay City	Education Program Supervisor, SGOD
2	Eiggy D. Yap	Himamaylan City	OIC - ASDS
3	Marilyn N. Galvez	Himamaylan City	OIC-Chief Education Supervisor, SGOD
4	Grace T. Nicavera	Himamaylan City	OIC-Chief Education Supervisor, CID
5	Junry M. Esparar	Kabankalan City	Chief Education Supervisor, CID
6	Celso G. Graciadas Jr.	Kabankalan City	Principal I
7	Sunny B. Campillanos	Negros Occidental	Senior Education Program Specialist, Planning and Research
8	Danny B. Pillones	Sipalay City	OIC-Chief Education Supervisor, CID
9	Citrobelle A. Aldeguer	La Carlota City	Education Program Supervisor, English



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Enclosure 3 – Terms of Reference

<b>TERMS OF REFERENCE</b>	
Program Manager	<ul style="list-style-type: none"><li>Oversees the overall training management and operations.</li><li>Debriefs the members of the Program Management Team.</li></ul>
Learning Manager	<ul style="list-style-type: none"><li>Oversees the content or curriculum-related concerns with learning facilitators.</li><li>Debriefs the CLMD and the Learning Facilitators.</li></ul>
RO Monitors (HRDD)	<ul style="list-style-type: none"><li>Manage the daily training operation.</li><li>Lead the debriefing sessions.</li><li>Provide feedback to the Program Manager.</li></ul>
RO Monitors (CLMD)	<ul style="list-style-type: none"><li>Monitor the attendance and performance of the learning facilitators.</li><li>Lead the debriefing sessions.</li><li>Provide feedback to the Learning Manager.</li></ul>
Lead Facilitator	<ul style="list-style-type: none"><li>Serves as leader and adviser of the Learning Facilitators per class.</li><li>Provides feedback to the Learning Manager and the Program Manager for continuous improvement.</li></ul>
Lead, QAME	<ul style="list-style-type: none"><li>Serves as overall QAME.</li><li>Provides M and E results to both program and learning management.</li><li>Coordinates with the assigned Class QAME Associate/s.</li></ul>
Class Manager	<ul style="list-style-type: none"><li>Serves a host/EMCEE.</li><li>Manages the Management of Learning.</li><li>Makes reminders and announcements.</li><li>Introduces the Learning Facilitators.</li></ul>
QAME Associate	<ul style="list-style-type: none"><li>Announces the Daily Evaluation.</li><li>Checks the progress and completeness of the online evaluation.</li><li>Provides result during the debriefing session/s or during the MOL.</li><li>Submits report to Lead QAME.</li></ul>
Documenter	<ul style="list-style-type: none"><li>Checks the attendance daily.</li><li>Assists the class managers.</li><li>Takes best photos during the sessions.</li><li>Accomplishes the Documentation Tool and submits to RO Secretariat.</li><li>Serves as timer during the duration of the session/activity.</li></ul>
ICT	<ul style="list-style-type: none"><li>Provides technical support in terms of ICT.</li><li>Assists the PMT in the preparation of program flow (such as music, graphics, etc.) for LED Wall presentation.</li><li>Assists in the online registration and preparation of certificates.</li></ul>
Welfare Officer	<ul style="list-style-type: none"><li>Attends to the health and wellness of the participants.</li><li>Checks and monitors the meals.</li></ul>
Logistics	<ul style="list-style-type: none"><li>Attends to the needs of PMT and the participants in case of emergency such as transportation, etc.</li></ul>



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*Enclosure 4 – Session Topics with Assigned Learning Facilitators*

Session	TOPICS	CLASS D (Victorias City, Himamaylan City, Kabankalan City, Sipalay City, La Carlota City, Neg Occ)	
		Facilitator	Position
1	Session 1: Systems Thinking Through Whole School Approach: Advancing People Effectiveness	Eiggy D. Yap	OIC – ASDS
2	Session 2: Bridging the Gaps: Leading Curriculum Progression Across Key Stages	Junry M. Esparar	Chief Education Supervisor, CID
3	Session 3: Empowering Pedagogy: Strengthening Instructional Coaching and Support	Grace T. Nicavera	OIC-CES, CID
4	Session 4: Leadership Through Assessment: From Classroom Evidence to School-wide Decisions	Citrobelle A. Aldeguer	Education Program Supervisor, English
5	Session 5: Curriculum Teaching and Learning Resources	Danny B. Pillones	OIC-CES, CID
6	Session 6: Navigating the School Context: Leading with Purpose	Celso G. Graciadas, Jr.	Principal I
7	Session 7: Context-Driven Professional Development Planning	Brenda D. Aseral	Education Program Supervisor, SGOD
8	Session 8: Context-Driven PD Programs: Adoption and Growth for Impact	Marilyn N. Galvez	OIC-CES, SGOD
9	Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs	Grace T. Nicavera	OIC-CES, CID
10	Session 10: Leading in Action: Performance Management through Documented Practice	Eiggy D. Yap	OIC - ASDS
11	Session 11: Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership	Junry M. Esparar	CES, CID
12	Session 12: Action Research/Analytics/ Reflection	Sunny B. Campillanos	Senior Education Program Specialist, Planning and Research



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Enclosure 5 – Indicative Program of Activities

Day/Time	Activities/Sessions
<b>Day 1</b>	
8:00 a.m. -10:00 a.m.	Registration
10:01 a.m. -10:15 a.m.	Health Break
10:15 a.m. -12:00 noon	Opening Program
12:01 noon -1:30 p.m.	Lunch Break and Check In
1:31 p.m.- 2:30 p.m. (1 hr)	<b>Session 1: Systems Thinking Through Whole School Approach: Advancing People Effectiveness</b>
2:31 p.m.- 2:45 p.m.	Health Break
2:46 pm- 4:15 pm (1 ½ hrs)	<b>Session 2: Bridging the Gaps: Leading Curriculum Progression Across Key Stages</b>
4:16 pm - 5:00 pm	Daily Evaluation and Reminders
5:00 pm – 5:30 pm	PMT Debriefing
<b>Day 2</b>	
8:00 a.m. -8:30 a.m.	Management of Learning
8:31 a.m. - 10:00 a.m. (1 ½ hrs)	<b>Session 3: Empowering Pedagogy: Strengthening Instructional Coaching and Support</b>
10:01 a.m. -10:30 a.m.	Health Break
10:31 a.m.- 12:00 p.m. (1 ½ hrs)	<b>Session 4: Leadership Through Assessment: From Classroom Evidence to School-wide Decisions</b>
12:00 p.m.-1:00 p.m.	Lunch Break
1:00 a.m. -2:30 p.m. (1 ½ hrs)	<b>Session 5: Curriculum Teaching and Learning Resources</b>
2:31 a.m. - 2:40 p.m.	Health Break
2:41 p.m. - 4:15 p.m. (1 ½ hrs)	<b>Session 6: Navigating the School Context: Leading with Purpose</b>
4:16 p.m. - 5:00 p.m.	Daily Evaluation and Reminders
5:00 pm – 5:30 pm	PMT Debriefing



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Day 3	
8:00 a.m. - 8:30 a.m.	Management of Learning
8:31 a.m. - 10:00 a.m. (1 ½ hrs)	<b>Session 7: Context-Driven Professional Development Planning</b>
10:01 a.m. - 10:16 a.m.	Health Break
10:17 a.m. - 11:17 p.m. (1 hr)	<b>Session 8: Context-Driven PD Programs: Adoption and Growth for Impact</b>
11:18 a.m. - 12:18 nn (1 hr)	<b>Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs</b>
12:19 p.m. - 1:00 p.m.	Lunch Break
1:01 p.m. - 3:00 p.m. (2 hrs)	<b>Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs</b>
3:01 p.m. - 3:15 p.m.	Health Break
3:16 p.m. - 4:45 p.m. (1 ½ hrs)	<b>Session 10: Leading in Action: Performance Management through Documented Practice</b>
4:45 p.m. - 5:00 p.m.	Daily Evaluation and Reminders
5:00 pm - 5:30 pm	PMT Debriefing
Day 4	
7:45 a.m. - 8:00 p.m.	Management of Learning
8:01 a.m. - 10:00 a.m. (2 hrs)	<b>Session 11: Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership</b>
10:01 a.m. - 10:16 a.m.	Health Break
10:17 a.m. - 11:17 a.m. (1 hr)	<b>Session 12: Action Research/Analytics/Reflection</b>
11:18 a.m. - 12:00 p.m.	End of Program Evaluation
12:01 p.m. - 1:00 p.m.	Lunch Break
1:01 p.m. - 2:00 p.m.	Closing Ceremony Ways Forward



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