



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

OCT 13 2025

**REGIONAL MEMORANDUM**

No. 477 s. 2025

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

To: OIC-Assistant Regional Director  
Schools Division Superintendents of San Carlos City, Escalante City, Cadiz City,  
Sagay City, and 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 A** on **October 20 - October 23, 2025** at the **Acacia Hotel, Bacolod City, Negros Occidental**.

2. This activity aims to:

- 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;
- strengthen instructional coaching and supervision by using effective pedagogical frameworks;
- utilize assessment data for instructional decision-making and school-wide improvement; and
- use school-based research and analytics to inform leadership decisions and improvements.

3. The details of the activity are as follows:

<b>Activities</b>	<b>Dates</b>	<b>Expected Participants</b>
Travel time, Preparation, and Final Briefing	October 19, 2025 (Day 0) Venue: <b>Arci Hall</b>	Program Management Team, Learning Management Team, and Learning Facilitators
Arrival, Registration, and Opening Program	October 20, 2025 (Morning) Venue: <b>Grand Pavilion</b>	Participants, Program Management Team, Learning Management Team, and Learning Facilitators
Session Proper	Oct. 20, 2025 (1:30 p.m.)/ Oct. 21-23, 2025 Venue: <b>Grand Pavilion</b>	
Closing Program	Oct. 23, 2025 (2:00 p.m.) Venue: <b>Grand Pavilion</b>	



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

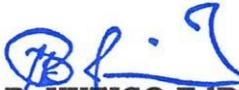
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4. Attached are the Number of Allocation of Participants and PMT per Class, Regional Monitors and Program Management Team, Learning Facilitators, Assignments with Terms of Reference, Session Topics with Assigned Learning Facilitators, and the Indicative 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

ADB/RM\_REGIONAL TRAINING ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION FOR SCHOOL LEADERS (Phase 2) BATCH 2-CLASS A  
117/October 13, 2025



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

<b>CLASS A (Acacia Hotel) – October 20 – 23, 2025</b>		
<b>SCHOOLS DIVISION OFFICES</b>	<b>School Heads</b>	<b>PSDS</b>
SDO Negros Occidental	76	2
SDO San Carlos City	78	10
SDO Escalante City	48	0
SDO Sagay City	80	10
SDO Cadiz City	81	10
Sub-Total	<b>363</b>	<b>32</b>
Total	<b>395</b>	
Senior Education Program Specialists/Education Program Specialists II in Human Resource Development	<b>7</b>	
Nurses from SDO Negros Occidental	<b>3</b>	
<b>REGIONAL OFFICE</b>		
Regional Director/OIC-Asst. Regional Director	2	
Learning Facilitators	9	
Human Resource Development Division	5	
Curriculum and Learning Management Division	5	
Quality Assurance Division	2	
Information Communications Technology Unit	1	
Education Support Services (Health)	1	
Driver	1	
Sub-Total	<b>36</b>	
	<b>400</b>	<b>32</b>
	<b>432</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

Class	HRDD	CLMD	QAD	ICT
A	1. Noel E. Santillan 2. Alan D. Bautista 3. Raffy L. Berina 4. Bebce O. Gentilezo 5. Joe Marie C. Dolino 6. Angelita Socorro K. Caballo	1. G.L. John C. Haro 2. Mary Grace C. de los Reyes 3. Jose Leonardo L. Degillo 4. Jose Ernie M. Buelos 5. Ma. Melanie P. Romero	1. Melvin M. Niñal 2. John Albert S. Recto	1. Rodolfo D. Apenas Jr.



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Class Managers	QAME	Documenters	Welfare Officers	Logistics
<p><b>1. Therese Marie Bedonia</b> (EPS II, SDO Negros Occidental)</p> <p><b>2. Junmarl B. Alconga</b> (SEPS-SDO Sagay City)</p> <p><i>*(EMCEE 8 during the Opening Program)</i></p> <p><b>3. Charmaine S. Cantones</b> (EPS II of SDO San Carlos City)</p>	<p><b>1. Rogedem Marnil V. Nemenzo</b> (SEPS of SDO San Carlos City)</p> <p><b>2. Decelyn C. Doletin</b> (EPS II, SDO Sagay City)</p>	<p><b>1. Ma. Aileen B. Bermudo</b> (SEPS-SDO Cadiz City)</p> <p><b>2. Ederick C. Miano</b> (SEPS-SDO Escalante City)</p> <p><b>3. Nilbert L. Magno</b> (EPS II, SDO Cadiz City)</p>	<p><b>Dr. Mark Jason S. Mendoza</b> (OIC, Medical Officer IV)</p> <p>3 nurses (SDO Neg. Occ.)</p>	<p>1. Eddie E. Esconde</p>



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*Enclosure 3 – Terms of Reference*

Program Manager – **Noel E. Santillan** (OIC – Chief Education Supervisor, HRDD)  
 Learning Manager – **G.L. John C. Haro** (OIC – Chief Education Supervisor, CLMD)  
 Focal Persons – **Alan D. Bautista** (HRDD) and **Ma. Melanie P. Romero** (CLMD)  
 Secretariat: **Angelita Socorro K. Caballo** (OIC-EPS II, HRDD)  
 Lead QAME – **Melvin M. Niñal** (OIC-CES, QAD)  
 Lead Welfare Officer – **Dr. Mark Jason S. Mendoza** (OIC-Medical Officer IV, ESSD)  
 Lead IT – **Nathaniel E. Lajot Jr.** (OIC – ITO I)

<b>TERMS OF REFERENCE</b>	
Program Manager	<ul style="list-style-type: none"> <li>Oversees the overall training management and operation.</li> </ul>
Learning Manager	<ul style="list-style-type: none"> <li>Oversees the content or curriculum-related concerns with 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> </ul>
Class Manager	<ul style="list-style-type: none"> <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.</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>
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 A (San Carlos City, Escalante City, Cadiz City, Sagay City, Negros Occidental)	
		1	Session 1: Systems Thinking Through Whole School Approach: Advancing People Effectiveness
2	Session 2: Bridging the Gaps: Leading Curriculum Progression Across Key Stages	Eiggy D. Yap	OIC-ASDS (Himamaylan City)
3	Session 3: Empowering Pedagogy: Strengthening Instructional Coaching and Support	Jovel J. Oberio	EPS Science (Cadiz City)
4	Session 4: Leadership Through Assessment: From Classroom Evidence to School-wide Decisions	Alma M. Mirasol	CES – CID (Sagay City)
5	Session 5: Curriculum Teaching and Learning Resources	Rona F. de la Torre	EPS – LRMS (Cadiz City)
6	Session 6: Navigating the School Context: Leading with Purpose	Rhona Liza P. Arce	Principal I (San Carlos City)
7	Session 7: Context-Driven Professional Development Planning	Brenda D. Aseral	EPS, SGOD (Silay City)
8	Session 8: Context-Driven PD Programs: Adoption and Growth for Impact	Roy D. Villacorte	Education Program Supervisor-Designate (Field Technical Assistance Division)
9	Session 9: Programmatic Professional Development (PD): Balancing Structure with Contextual Needs	Dondy A. Depositario	OIC-ASDS (Sipalay City)
10	Session 10: Leading in Action: Performance Management through Documented Practice	Alma M. Mirasol	CES – CID (Sagay City)
11	Session 11: Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership	Rhona Liza P. Arce	Principal I (San Carlos City)
12	Session 12: Action Research/Analytics/Reflection	Ma. Melanie P. Romero	Education Program Supervisor (CLMD))



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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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<b>Day 3</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 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 nm (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
<b>Day 4</b>	
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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