



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

MAY 14 2026

REGIONAL MEMORANDUM

No. 484 s. 2026

**CONDUCT OF THE WRITESHOPS ON THE DEVELOPMENT OF
RESOURCE PACKAGES FOR THE SCHOOL LEADERS' CATALOG
(Curated Advancement Training and Leadership Opportunities for
Growth)**

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

1. Attached is DM-OULS-2026-165 from the Office of the Undersecretary for Learning Systems dated May 4, 2026 regarding the **Conduct of the Writeshops on the Development of Resource Packages for the School Leaders' CATALOG (Curated Advancement Training and Leadership Opportunities for Growth)**.
2. Attention is particularly invited to paragraphs 1 to 3 and Annexes A to F of the said Memorandum.
3. The activity aims to support the development of standardized and quality-assured learning and training resource packages for the **School Leaders' CATALOG (Curated Advancement Training and Leadership Opportunities for Growth)** through the integration of the Philippine Professional Standards for School Heads (PPSSH), School-Based Management (SBM) principles, and implementation-ready leadership development strategies aligned with DepEd policies and NEAP standards.
4. The participants are advised to strictly follow schedules, registration details, administrative and logistical arrangements, endorsement procedures, and other provisions indicated in the attached Memorandum and annexes.
5. Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any personnel for professional learning and development regardless of age, gender, civil status, disability, region, ethnic group, and political beliefs.



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6. For further queries, contact Mr. Zegric S. Laguda, SEPS-NEAP-R at +639951245208 or Joe Marie C. Dolino, OIC-EPS at +639391825379.
7. Immediate dissemination of and compliance with this Memorandum are directed.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: dm-ouls-2026-165
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

TRAINING

LEADERSHIP

ZSL/JMCD/HRDD-RM- WRITESHOPS ON THE DEVELOPMENT OF RESOURCE PACKAGES
_____/May 14, 2026



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

MEMORANDUM
DM-OULS-2026-165

TO : **Regional Directors**
Schools Division Superintendents
HRDD and CLMD Chiefs
SGOD and CID Chiefs
NEAP-R Focal Persons
All Others Concerned

Carmela Oracion

FROM : **CARMELA C. ORACION**
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

SUBJECT : **CONDUCT OF THE WRITESHOPS ON THE DEVELOPMENT OF RESOURCE PACKAGES FOR THE SCHOOL LEADERS' CATALOG (Curated Advancement Training and Leadership Opportunities for Growth)**

DATE : 04 May 2026

The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), shall conduct the **Writeshops on the Development of Resource Packages for the School Leaders' Circle CATALOG (Curated Advancement Trainings and Leadership Opportunities for Growth)**. This initiative is envisioned as a significant step toward the preparation of materials for a comprehensive leadership development platform that supports and nurtures school heads across all career stages. The specific objectives of the activities are as follow:

- a. develop standardized and high-quality learning and training resource packages of the SLP CATALOG by combining the competency framework of PPSSH with the decision-making and participatory ethos of School-Based Management (SBM);
- b. contextualize and enhance training content to ensure its relevance to the diverse needs and career stages of school leaders; and
- c. ensure alignment and implementation-readiness of the resource packages in accordance with DepEd policies and NEAP standards.

Attached to this Memorandum are the following documents for reference and guidance:

Annex A Schedules and Indicative Activity Matrix
(Program Schedule and Indicative Training Matrix)



- Annex B** Registration Details
(Pre – Registration Process)
- Annex C** Administrative and Logistical Arrangements
(Accommodation and Meal Provision, Check-in and Check-out, Compensatory Time-Off (COT), Other Reminders)
- Annex D** List of Participants
(Program Management Team (PMT), Field Writers (NTWG), Process Observers, Resource Persons (RPs))
- Annex E** Terms of Reference and Qualification Standards
(Program Management Team (PMT), Resource Speakers, Writers)
- Annex F** Endorsement of Validators and Process Observers for the Quality Assurance Phase
(Procedures and Endorsement Template)

For further information, please coordinate with **Ms. Ailene F. Duterte** and **Mr. Billy Rei M. Pagba**, Senior Education Program Specialists of NEAP, through email at neap.pdd@deped.gov.ph or landline (02) 8715-9919.

For immediate dissemination and appropriate action.



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Annex A

SCHEDULES AND INDICATIVE ACTIVITY MATRIX

I. Schedule of Development Activities

NO	ACTIVITIES	OBJECTIVES	DATE AND VENUE
1	Online Coordination Meeting (Meeting Link: https://tinyurl.com/SLCCoordinationMeeting)	<ul style="list-style-type: none"> ensure all participants have a clear understanding of the program's objectives, expected outcomes, and individual responsibilities confirm the program timeline, sessions, and administrative arrangements to ensure smooth implementation identify potential challenges and agree on follow-up actions to maintain accountability and continuity 	May 21, 2026 (10:00 a.m. - 12:00 nn)
2	Writeshop on the Development of the Resource Packages for School Leaders' Circle CATALOG- Phase 1	<ul style="list-style-type: none"> review the existing LRP to identify areas for improvement and enhancement align the LRP modules with updated leadership competencies and program priorities refine the framework and structure to improve coherence and usability 	June 15-19, 2026 Venue: TBD
3	Writeshop on the Development of the Resource Packages for School Leaders' Circle CATALOG- Phase 2	<ul style="list-style-type: none"> strengthen content, learning activities, and assessments based on Phase 1 review ensure consistency and clarity across all modules and supporting materials integrate pedagogical improvements to enhance engagement and relevance 	July 6-10, 2026 Venue: TBD
4	Quality Assurance of Resource Packages for School Leaders' Circle CATALOG	<ul style="list-style-type: none"> evaluate the refined LRP for accuracy, relevance, and alignment with SHOP outcomes identify remaining gaps or inconsistencies for final revision provide actionable QA recommendations for finalization 	July 20-24, 2026 Venue: Online
5	Finalization of Resource Packages for School Leaders' Circle CATALOG	<ul style="list-style-type: none"> incorporate all QA feedback to produce a finalized and polished LRP finalize layout, formatting, and presentation for professional use. confirm the LRP's readiness for official deployment in the program roll-out 	August 3-7, 2026 Venue: TBD



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II. Indicative Activity Matrix

ACTIVITY MATRIX

Writershop on the Development of the Resource Packages for School Leaders' Circle CATALOG (Curated Advancement Training and Leadership Opportunities for Growth)- Phase 1

June 15-19, 2026

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
TIME						
8:30 - 8:45 AM	Arrival of Participants	Management of Learning	Management of Learning	Management of Learning	Management of Learning	
8:45 - 9:00 AM						
9:00 - 9:15 AM						
9:15 - 9:30 AM		Session 3: Identification and Mapping of Priority Skills	Continuation of Session 4	Continuation of Session 6	Continuation of Session 7	
9:45 - 10:00 AM						
10:00 - 10:15 AM	Registration	HEALTH BREAK				
10:15 - 10:30 AM						
10:30 - 10:45 AM						
10:45 - 11:00 AM		Continuation of Session 3	Session 5: Development of Pre-Work Resources	Continuation of Session 6	Reminders, End-of-Day Evaluation, and Closing Program	
11:00 - 11:15 AM						
11:15 - 11:30 AM						
11:30 - 11:45 AM						
11:45 - 12:00 PM						
12:00 - 1:00 PM		LUNCH				
1:00 - 1:15 PM		Opening Program				
1:15 - 1:30 PM						
1:30 - 1:45 PM				Session 7: Development of Session Guide/ Slide Decks		
1:45 - 2:00 PM	Continuation of Session 3		Continuation of Session 5			
2:00 - 2:15 PM	Session 1: Program Orientation					
2:15 - 2:30 PM						
2:30 - 2:45 PM						
2:45 - 3:00 PM						
3:00 - 3:15 PM	HEALTH BREAK					
3:15 - 3:30 PM	Session 2: Presentation of FGD/ Online Survey/ Published Report Results				Departure from Venue	
3:30 - 3:45 PM		Session 4: Training on Caselet Development and Facilitation	Session 6: Development of Caselets	Continuation of Session 7		
3:45 - 4:00 PM						
4:00 - 4:15 PM						
4:15 - 4:30 PM						
4:30 - 4:45 PM	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation		
4:45 - 5:00 PM						



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**Writershop on the Development of the Resource Packages for School Leaders'
 Circle CATALOG (Curated Advancement Training and Leadership
 Opportunities for Growth)- Phase 2**

July 6-10, 2026

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME					
8:30 - 8:45 AM	Arrival of Participants	Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:45 - 9:00 AM					
9:00 - 9:15 AM				Session 4:	
9:15 - 9:30 AM			Session 3:	Development of Field Visit	
9:45 - 10:00 AM		Continuation of Session 2	Development of Worksheets and Integration	Learning Design and Documentation Tools	Continuation of Session 4
10:00 - 10:15 AM	Registration	HEALTH BREAK			
10:15 - 10:30 AM					
10:30 - 10:45 AM					
10:45 - 11:00 AM					Reminders, End-of-Day Evaluation, and Closing Program
11:00 - 11:15 AM		Continuation of Session 2	Continuation of Session 3	Continuation of Session 4	
11:15 - 11:30 AM					
11:30 - 11:45 AM					
11:45 - 12:00 PM					
12:00 - 1:00 PM	LUNCH				
1:00 - 1:15 PM	Opening Program				
1:15 - 1:30 PM					
1:30 - 1:45 PM					
1:45 - 2:00 PM					
2:00 - 2:15 PM		Session 1:	Continuation of Session 2	Continuation of Session 3	Continuation of Session 4
2:15 - 2:30 PM	Presentation of Initial				
2:30 - 2:45 PM	Outputs and				
2:45 - 3:00 PM	Progress Check				
3:00 - 3:15 PM	HEALTH BREAK				Departure from Venue
3:15 - 3:30 PM	Session 2:				
3:30 - 3:45 PM		Continuation of Session			
3:45 - 4:00 PM		Guide	Continuation of Session 2	Continuation of Session 3	Continuation of Session 4
4:00 - 4:15 PM		Development			
4:15 - 4:30 PM					
4:30 - 4:45 PM	Reminders and End-of-Day	Reminders and End-of-Day	Reminders and End-of-Day	Reminders and End-of-Day	
4:45 - 5:00 PM	Evaluation	Evaluation	Evaluation	Evaluation	

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**Quality Assurance Workshop of the Resource Packages for School Leaders’
 Circle CATALOG (Curated Advancement Training and Leadership
 Opportunities for Growth)**

July 20-24, 2026

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME					
8:30 - 8:45 AM	Registration of Online Participants	Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:45 - 9:00 AM					
9:00 - 9:15 AM		Session 3: Validation of LRPs	Continuation of Session 3	Continuation of Session 4	Continuation of Session 5
9:15 - 9:30 AM					
9:45 - 10:00 AM		HEALTH BREAK			
10:00 - 10:15 AM					
10:15 - 10:30 AM					
10:30 - 10:45 AM					
10:45 - 11:00 AM					Reminders, End-of-Day Evaluation, and Closing Program
11:00 - 11:15 AM			Continuation of Session 3	Continuation of Session 3	Continuation of Session 4
11:15 - 11:30 AM					
11:30 - 11:45 AM					
11:45 - 12:00 PM	LUNCH				
12:00 - 1:00 PM					
1:00 - 1:15 PM	Opening Program		Session 4: Presentation and Feedbacking of the Result of Validation	Session 5: Finalization of Agreements	
1:15 - 1:30 PM					
1:30 - 1:45 PM	Session 1: Program Orientation	Continuation of Session 3			
1:45 - 2:00 PM					
2:00 - 2:15 PM					
2:15 - 2:30 PM					
2:30 - 2:45 PM					
2:45 - 3:00 PM	HEALTH BREAK				
3:00 - 3:15 PM					
3:15 - 3:30 PM	Session 2: Validation Orientation				
3:30 - 3:45 PM		Continuation of Session 3	Continuation of Session 4	Continuation of Session 5	
3:45 - 4:00 PM					
4:00 - 4:15 PM					
4:15 - 4:30 PM					
4:30 - 4:45 PM	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	
4:45 - 5:00 PM					



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**Finalization Workshop of Resource Packages for School Leaders' Circle
 CATALOG (Curated Advancement Training and Leadership Opportunities for
 Growth)**

August 3-7, 2026

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME					
8:30 - 8:45 AM	Arrival of Participants	Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:45 - 9:00 AM					
9:00 - 9:15 AM		Continuation of Session 2	Continuation of Session 2	Session 4: Integration, Final QA, and Approval	Continuation of Session 4
9:15 - 9:30 AM					
9:45 - 10:00 AM					
10:00 - 10:15 AM	Registration	HEALTH BREAK			
10:15 - 10:30 AM					
10:30 - 10:45 AM					
10:45 - 11:00 AM					Reminders, End-of-Day Evaluation, and Closing Program
11:00 - 11:15 AM		Continuation of Session 2	Continuation of Session 2	Continuation of Session 4	
11:15 - 11:30 AM					
11:30 - 11:45 AM					
11:45 - 12:00 PM					
12:00 - 1:00 PM	LUNCH				
1:00 - 1:15 PM	Opening Program				
1:15 - 1:30 PM					
1:30 - 1:45 PM					
1:45 - 2:00 PM					
2:00 - 2:15 PM		Session 1: Presentation and Review of Validation Feedback	Continuation of Session 2	Continuation of Session 2	Continuation of Session 4
2:15 - 2:30 PM					
2:30 - 2:45 PM					
2:45 - 3:00 PM					
3:00 - 3:15 PM	HEALTH BREAK				Departure from Venue
3:15 - 3:30 PM	Session 2: Revision of Session Guides and Pre-work				
3:30 - 3:45 PM		Continuation of Session 2	Continuation of Session 2	Continuation of Session 4	
3:45 - 4:00 PM					
4:00 - 4:15 PM					
4:15 - 4:30 PM					
4:30 - 4:45 PM	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	
4:45 - 5:00 PM					



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Annex B

REGISTRATION DETAILS

a. **Pre-registration**

Pre-registration shall be completed by the identified field writers, process observers, resource persons, and members of the Program Management Team through the designated online registration link:

<https://forms.office.com/r/muv88JwP7Q>

b. **Designation of Alternate Representative**

Each field writer is required to officially endorse one fixed alternate representative who may attend and perform assigned tasks on their behalf in the event of sudden schedule conflicts or unforeseen commitments. This measure is intended to ensure continuity of participation and the timely completion of program responsibilities.

c. **Submission of Dietary and Special Requirements**

Participants are required to indicate any food allergies, dietary restrictions, or special needs in the online registration form. This information will be used solely for meal planning and logistical arrangements during the training.

d. **Confirmation of Registration**

Registered participants shall receive an official confirmation email from the National Educators Academy of the Philippines (NEAP) through its authorized email account. Only participants with confirmed registration shall be recognized as official attendees of the program.

e. **Manual Registration and Attendance Validation**

In addition to online pre-registration, all participants are required to accomplish manual registration on-site prior to the commencement of each activity under the program. This shall serve as the official basis for attendance monitoring and documentation.

f. **Finalization of Participant List**

The final list of participants shall be based on completed online registration, receipt of confirmation from NEAP, and compliance with on-site manual registration requirements.



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Annex C

ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS

I. Fund Utilization

1. Expenses for board and lodging of both the participants and members of the Program Management Team (PMT) during the face-to-face phases of the program shall be charged against the NEAP Human Resource Development (HRD) Funds.
2. Travel expenses of the PMT shall likewise be charged against the NEAP HRD Funds, while travel expenses of the participants shall be covered through funds downloaded to the Regional Offices (ROs) via Sub-Allotment Release Order (Sub-ARO).
3. Local funds may be utilized to augment travel expenses in cases where the downloaded budget is insufficient to fully cover the requirements of the activity. Conversely, any excess from the downloaded funds may be utilized by the Regional Offices to support other NEAP-initiated or facilitated activities or programs.
4. The utilization of funds shall be subject to existing government accounting and auditing rules and regulations.

II. Check-in and Check-out

Check-in and check-out shall be conducted at the designated registration area, where participants will complete the required documentation. Participants are advised to plan their arrival and departure according to the schedule below and coordinate with the PMT for any exceptional circumstances or changes. Compliance with the prescribed schedule ensures smooth program operations, proper accommodation arrangements, and accurate attendance monitoring.

ACTIVITY	CHECK-IN	CHECK-OUT
Workshop on the Development of the Learning Resource Package (LRP) - Phase 1	June 15, 2026 (2:00 p.m.)	June 19, 2026 (12:00 noon)
Workshop on the Development of the Learning Resource Package (LRP) - Phase 2	July 6, 2026 (2:00 p.m.)	July 10, 2026 (12:00 noon)
Quality Assurance of the Learning Resource Package (LRP)	Not Applicable	Not Applicable



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Finalization Workshop on the Development of the Learning Resource Package (LRP)	August 3, 2026 (2:00 p.m.)	August 7, 2026 (12:00 noon)
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III. Meal Provision

For face-to-face activities, meals shall be provided to all registered participants in accordance with the following meal provision schedule. The scheduled meals are intended to support participants throughout the duration of the training program and shall be served at the designated dining areas and times.

MEALS	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Breakfast	✓	✓	✓	✓	✓
AM Snacks	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓

IV. Compensatory Time-Off (COT)

The attendees are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 “Revised Guidelines on the Grant of Vacation Service Credits for Teachers” or DepEd Order No. 009, s. 2025 “Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025),” or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 “Non-Monetary Remuneration for Overtime Services Rendered,” whichever is applicable.

V. Other Guidelines and Reminders

- Materials and Equipment** – Participants are advised to bring personal materials as specified in the program guidelines, including laptops, chargers, extension wires, writing materials, and any other resources necessary for workshop activities.
- Emergencies** – For any medical or other emergencies, participants should immediately inform the PMT or the designated first-aid personnel.
- Conduct** – Participants are expected to comply with all rules and regulations of the venue and NEAP, maintain professionalism, and demonstrate cooperation during all program activities.
- Attendance** – Participants are expected to attend all sessions and activities of the training program. Full participation is necessary to ensure the achievement of learning objectives, proper completion of assigned tasks, and eligibility for certificates. In the event that a participant is





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unable to attend a particular session due to unforeseen circumstances, it is required that their designated alternate representative, as indicated during pre-registration, attend and carry out the assigned tasks on their behalf to ensure continuity of participation and responsibilities.

5. **Certificates and Recognition**

- a. Participants will be provided with Certificate of Participation and Certificate of Attendance after each activity to formally acknowledge their involvement.
- b. Upon completion of all program activities, participants who have consistently met attendance and participation requirements will be awarded a Certificate of Recognition as members of the National Technical Working Group (NTWG).



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Annex D

LIST OF PARTICIPANTS

I. Program Management Team (PMT)

NAME	POSITION	STATION
ASec. Carmela C. Oracion	Assistant Secretary of Learning Systems	Learning Systems Strand
Dir. Michael Joseph P. Cabauatan	Director III	NEAP-OD
Carlos B. Llamas, III	Program Development Officer (PDO) V	NEAP
Ailene F. Duterte	Senior Education Program Specialist (SEPS)	
Billy Rei M. Pagba	Senior Education Program Specialist (SEPS)	
Rizza A. Pereyra	Senior Education Program Specialist (SEPS)	
Jessica Kristel C. Abeleda	Education Program Specialist (EPS) II	
Arlu Bernard J. Cabanero	Education Program Specialist (EPS) II	
Jufeel P. Pulvosa	Program Development Officer (PDO) II	
Ma. Cecilia S. Ferraz	Program Development Officer (PDO) II	
Toni Rose H. Rosales	Technical Assistant II	
Bradley B. Aniñon	Technical Assistant II	
Pinky C. Perez	Technical Assistant II	
Trisha Imare T. Lunar	Technical Assistant II	
Maria Elena B. De Acosta	Administrative Officer V	
Nole D. Curachea	Administrative Assistant II	

II. Field Writers (National Technical Working Group Members)

	Name	Region	Position/ Designation	Development Workshop 1 of Learning Resource Package for SHDP June 15-19, 2026 (Venue-TBD)	Development Workshop 2 of Learning Resource Package for SHDP July 6-10, 2026 (Venue-TBD)	Finalization of Learning Resource Package for SHDP August 3-7, 2026 (Venue-TBD)
1	Nixon Elahe	CAR	PSDS	✓	✓	✓
2	Nenita P. Sabino	CAR	Principal	✓	✓	✓
3	Rosanna Dizon	CAR	PSDS	✓	✓	✓
4	Jayrerose Guevarra	CAR	PSDS	✓	✓	✓



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5	Ma. Criselda G. Ochang	I	ASDS	✓	✓	✓
6	Nestor C. Heraña	I	ASDS	✓	✓	✓
7	Elsie V. Mayo	I	Principal	✓	✓	✓
8	Christian A. Giron	I	Principal	✓	✓	✓
9	Joy S. Ferrer-Lopez	II	EPS	✓	✓	✓
10	Framel Clemar De Peralta	II	Principal	✓	✓	✓
11	Myline Respicio	II	Principal	✓	✓	✓
12	Dolly C. Aguilar	II	Principal	✓	✓	✓
13	Mauricio Angeles	III	PSDS	✓	✓	✓
14	Roderick Tadeo	III	Principal	✓	✓	✓
15	Marie Flo M. Aysip	III	Principal	✓	✓	✓
16	Rosaline M. Tuble	III	Principal	✓	✓	✓
17	Angelo Uy	IV-A	PSDS	✓	✓	✓
18	Erickson Gutierrez	IV-A	PSDS	✓	✓	✓
19	Mary Jane Gonzales	IV-A	PSDS	✓	✓	✓
20	Evelyn Navia	IV-A	Principal	✓	✓	✓
21	Magdaleno R. Lubigan	IV-A	Principal	✓	✓	✓
22	Eleazar Magsino	IV-A	PSDS	✓	✓	✓
23	Jofit P. Dayoc	IV-A	ASDS	✓	✓	✓
24	Revalyn B. Echivarre	IV-B	Principal	✓	✓	✓
25	Roque F. Falible	IV-B	Principal	✓	✓	✓
26	Marylou Argamosa	V	Principal	✓	✓	✓
27	Annie B. Baylon	V	PSDS	✓	✓	✓
28	Cristobal A. Sayago	V	Principal	✓	✓	✓
29	Samuel Malayo	VI	ASDS	✓	✓	✓
30	Nestor Paul Pingil	VI	CES	✓	✓	✓
31	Caren D. Aliligay	VI	Principal	✓	✓	✓
32	Joliven S. Maratas	VI	EPS	✓	✓	✓
33	Darwin A. Haro	VI	Principal	✓	✓	✓
34	Marlowe S. Revolteado	VI	PSDS	✓	✓	✓
35	Rosa H. Cabotaje	VII	EPS	✓	✓	✓
36	Gemma H. Tangoan	VII	Principal	✓	✓	✓
37	Aura O. Aguilar	VIII	Principal	✓	✓	✓
38	Raphi T. Añoover	VIII	EPS	✓	✓	✓
39	Hera Paz B. Yamson	VIII	Principal	✓	✓	✓
40	Ma. Glenda D. Suyomm	VIII	Principal	✓	✓	✓
41	Roger Z. Rochar	NIR	ASDS	✓	✓	✓



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42	Eiggy D. Yap	NIR	ASDS	✓	✓	✓
43	Dee Marie J. Dela Victoria	NIR	PSDS	✓	✓	✓
44	Jay Garry T. Tangente	NIR	PSDS	✓	✓	✓
45	Sheila B. Tabuena	NIR	PSDS	✓	✓	✓
46	Lyna H. Basri	IX	ASDS	✓	✓	✓
47	Mardie A. Acotanza	IX	PSDS	✓	✓	✓
48	Alma Belarmino	IX	PSDS	✓	✓	✓
49	Enerio E. Ebisa	X	ASDS	✓	✓	✓
50	Said M. Macabago	X	PSDS	✓	✓	✓
51	Mary Ann P. Allera	X	ASDS	✓	✓	✓
52	Josie T. Bolofer	XI	ASDS	✓	✓	✓
53	Jose Allan Suganob	XI	Principal	✓	✓	✓
54	Noel P. Mamac	XI	Principal	✓	✓	✓
55	Reylan R. Alas	XII	Principal	✓	✓	✓
56	Roy Tribunalo	XII	Principal	✓	✓	✓
57	Shirley A. Landawe	XII	Principal	✓	✓	✓
58	Laila F. Danaque	CARAGA	ASDS	✓	✓	✓
59	Glorian B. Ederosas	CARAGA	ASDS	✓	✓	✓
60	Analou O. Hermocilla	CARAGA	EPS	✓	✓	✓
61	Fernando A. Dones, Jr.	CARAGA	EPS	✓	✓	✓
62	Rexan O. Bolotaolo	CARAGA	Principal	✓	✓	✓
63	Filmore Caballero	NCR	CES	✓	✓	✓
64	Archie Azucenas	NCR	PSDS	✓	✓	✓
65	Mary Ann Margarete Morden	NCR	PSDS	✓	✓	✓
66	Diana Flor D. Eco	NCR	Principal	✓	✓	✓
67	Manolo G. Peña	NCR	Principal	✓	✓	✓
68	Mary Jane Fernando	NCR	Principal	✓	✓	✓
69	Corazon N. Caculitan	NCR	Principal	✓	✓	✓
70	Rizza A. Pereyra	NCR	SEPS	✓	✓	✓
71	Ailene F. Duterte	NCR	SEPS	✓	✓	✓
72	Billy Rei M. Pagba	NCR	SEPS	✓	✓	✓



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Annex E

TERMS OF REFERENCE AND QUALIFICATION STANDARDS

I. Terms of Reference

a. PMT (NEAP - CO)

- ✓ exercise overall supervision of the training implementation
- ✓ conduct orientation and provide guidance to the PMT to ensure efficient process flow and compliance with prescribed standards and expected outputs
- ✓ spearhead debriefing activities with the PMT and NTWG
- ✓ manage program-related concerns and ensure timely dissemination of key updates to participants

b. Resource Speakers (External Partners)

- ✓ deliver capacity-building and technical support to case writers in the development of realistic, contextually grounded scenarios, simulations, and role-play activities integrating SBM principles and PPSSH competencies
- ✓ facilitate learning sessions by guiding discussions, interpreting participant responses, and synthesizing key insights to ensure alignment with program goals and standards
- ✓ provide expert advice and conduct reviews during the design of learning activities to ensure appropriate progression across career stages and reflection of authentic school leadership challenges
- ✓ uphold the quality, coherence, and standards compliance of learning materials and activities, ensuring adherence to SBM principles and PPSSH domains while exemplifying professional and ethical practice throughout the program

c. Field Writers

- ✓ design and produce Learning Resource Packages (LRPs), including pre-reading materials, slide decks, session guides, caselets, role-play exercises, and simulations, based on authentic Philippine school leadership and management scenarios. All materials should integrate SBM principles and PPSSH competencies and be suitable for participants across all career stages
- ✓ ensure all learning materials progressively match the complexity of participants' career stages and are aligned with program objectives, PPSSH domains, and SBM principles
- ✓ work closely with resource persons, PMT members, and other writers to ensure LRPs are technically sound, contextually relevant, and aligned with facilitation guides and assessment rubrics. Incorporate feedback from reviewers to strengthen content quality and applicability
- ✓ verify that all outputs meet high standards of quality, coherence, and professional ethics. Ensure that all materials support effective case-based and



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experiential learning, reflecting realistic school leadership challenges and participatory decision-making

- ✓ participate in scheduled workshops, briefings, and debriefings with the PMT and resource persons to review progress, address technical concerns, and finalize LRP outputs according to program timelines

d. Process Observers

- ✓ observe and document the quality assurance processes including validation procedures, review mechanisms, and feedback integration during the sessions
- ✓ capture key insights on the structure, content, and delivery design of the resource packages to support a deeper understanding of the program and its intended implementation
- ✓ document best practices, recurring issues, and areas for enhancement observed during the review and refinement of outputs
- ✓ provide objective observations and recommendations to improve both the quality assurance process and the finalization of the resource packages

II. Qualification Standards

a. Field Writers

- ✓ must have previously served as a full-fledged school head, with at least 3 years of experience in the role, and have experience in the implementation of the School Head Onboarding Program (SHOP) or other related programs for school heads
- ✓ has a strong background in capacity-building programs, mentoring, and instructional leadership
- ✓ served as a mentor, coach, or trainer in school leadership and management professional development (PD) programs
- ✓ proven experience in developing learning resources, designing caselets, simulations, and instructional materials, and ensuring alignment with SBM principles and PPSSH competencies

b. Validators

- ✓ must possess at least a bachelor's degree in education or a related field; preference may be given to those with graduate studies in educational leadership, management, supervision, or administration
- ✓ must have substantial experience as a school head, education supervisor, program specialist, or equivalent leadership role, with direct involvement in school leadership, management, or instructional supervision
- ✓ must demonstrate expert knowledge of school leadership standards and frameworks, particularly those aligned with the Philippine Professional Standards for School Heads (PPSSH) and related DepEd policies
- ✓ must have experience in designing, facilitating, evaluating, or reviewing professional development programs or training materials, preferably for school leaders or adult learners



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- ✓ must be knowledgeable in training resource evaluation, quality assurance processes, and validation tools, and able to provide objective, evidence-based feedback on the relevance, coherence, and effectiveness of training materials
- c. Process Observers**
- ✓ endorsed by the Regional Office as the designated focal person for the implementation of the program in their respective region
- ✓ has familiarity and proficiency with relevant frameworks such as the Philippine Professional Standards for School Heads (PPSSH) and the School-Based Management (SBM) framework
- ✓ has demonstrated leadership qualities including professionalism, integrity, and the ability to provide constructive observations and recommendations
- ✓ Must be able to commit to online engagement, including participation in virtual sessions or platforms associated with the Quality Assurance process



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Annex F

**ENDORSEMENT OF VALIDATORS AND PROCESS OBSERVERS
FOR THE QUALITY ASSURANCE PHASE**

I. Procedures

1. **Designation by Regional Office** - Each Regional Office shall endorse one (1) Validator and one (1) Process Observer for the Quality Assurance Phase of the activity.
2. **Reference to Qualification and TOR** - Endorsed personnel must meet the Qualification Standards and adhere to the Terms of Reference (TOR) outlined in Annex E.
3. **Completion of Endorsement Template** - The Regional Office shall accomplish the Endorsement Template provided in this annex, ensuring all required information about the nominated personnel is complete and accurate.
4. **Submission to the Secretariat** - The completed endorsement template must be submitted to the Program Management Team on or before June 30, 2026 for consolidation and validation. The Regional Office focal person shall upload the accomplished document in both PDF and Word formats at <https://tinyurl.com/ROValidatorsProcessObservers>.
5. **Verification and Confirmation** - The NEAP secretariat will review the submitted endorsements to ensure compliance with the qualification standards. Confirmation of the approved Validators and Process Observers will be communicated to the respective Regional Offices.
6. **Participation in Quality Assurance Phase** - Once endorsed and confirmed, Validators and Process Observers shall actively participate in the online Quality Assurance Phase, following the TOR and contributing to the refinement and finalization of the resource packages

II. Endorsement Template

Regional Offices are required to use the endorsement template provided on the following page when submitting their nominees.



2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telefax No.: (+632) 8638-8638
Email Address: neap.od@deped.gov.ph

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Date: [Insert Date]

FROM: **[REGIONAL DIRECTOR'S NAME]**
Position
Station

TO: **CARMELA C. ORACION**
Assistant Secretary
Officer-In-Charge,
Office of the Undersecretary for Learning Systems

THRU: **MICHAEL JOSEPH P. CABAUATAN**
Director III, NEAP

SUBJECT: **ENDORSEMENT OF VALIDATORS AND PROCESS OBSERVERS FOR THE WRITESHOPS ON THE DEVELOPMENT OF RESOURCE PACKAGES FOR THE SCHOOL LEADERS' CIRCLE CATALOG (Curated Advancement Trainings and Leadership Opportunities for Growth) - QUALITY ASSURANCE PHASE**

The Regional Office of [Insert Region] respectfully endorses the following individuals to participate in the Quality Assurance Phase of the Writeshops on the Development of Resource Packages for the School Leaders' Circle CATALOG (Curated Advancement Trainings and Leadership Opportunities for Growth) who met the required qualification standards.

ONLINE QUALITY ASSURANCE PHASE (July 20-24, 2026)				
Name	Designation	Division	DepEd Email	Role
				Validator
				Process Observer

All endorsed personnel have undergone a thorough evaluation and have met the necessary QS aligned with the objectives of the activity. Their experience and competence in the Philippine Professional Standards for School Heads (PPSSH) and School-Based Management (SBM) make them suitable for this initiative.

We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support.

