



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

MAY 26 2026

REGIONAL MEMORANDUM

No. 517 s. 2026

**UPDATES ON THE LIST OF CONTENT WRITERS AND PROGRAM  
MANAGEMENT TEAM FOR THE SUPERVISORS ONBOARDING PROGRAM (SOP)**

To: OIC-Assistant Regional Director  
Schools Division Superintendent of SDO Victorias City  
Regional Functional Division Chiefs  
All Others Concerned

1. Attached is an Advisory from the National Educators Academy of the Philippines dated May 13, 2026 titled **Updates on the List of Content Writers and Program Management Team for the Supervisors Onboarding Program (SOP)**.
2. Attention is particularly invited to paragraphs 1 – 3 of the Memorandum.
3. 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.
4. For clarifications, contact **Ms. Katherine Y. Sedillo – CES -HRDD** or **Mr. Zegric S. Laguda – SEPS- NEAP -R**.
5. Immediate dissemination of and compliance with this Memorandum are directed.

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

Encl: As stated  
Reference: Advisory, DM\_OUHROD-2026-127  
To be indicated in the Perpetual Index  
under the following subjects:  
PERFORMANCE PROGRAMS ORIENTATION  
ZSL/HRDD-RM- : Update on the list of Content Writers and PMTS of SOP /May 25,2026



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Republic of the Philippines  
**Department of Education**  
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**ADVISORY**  
 13 May 2026

*Supervisors Onboarding Program (SOP)*

In reference to DepEd Memorandum DM-OULS-2026-127 titled "**Workshop on the Development of Supervisors Onboarding Program (SOP)**" dated March 25, 2026, this is to inform all Regional and Schools Division Offices that the following personnel are additions and/or replacements to the list of module content writers and program management team as listed below:

**A. ADDITIONAL MODULE CONTENT WRITERS AND PMT**

NO.	NAME	POSITION	REGION	DIVISION
1	Marivic R. Leano	Director III		Central Office
2	Nida C. Santos	EPS	IV-A	San Pedro City
3	Rinalie C. Tumbaga	TA II		NEAP-PDD

**B. REPLACEMENT TO PREVIOUS MODULE CONTENT WRITERS**

NO.	NAME	POSITION	REGION	DIVISION
1	Raymundo S. Poral <i>(replacing Lorna Medrano)</i>	PSDS	IV-A	Lipa City
2	Marilyn Marcelo <i>(replacing Mary Jane Aldeguer)</i>	PSDS	XI	Davao City
3	John Paul R. Cosme <i>(replacing Felix Pamaran)</i>	EPS	IV-B	Oriental Mindoro
4	Asher H. Pasco <i>(replacing Joe-Bren Consuelo)</i>	EPS	IV-A	San Pedro City

For further inquiries or clarifications, you may contact the NEAP – Professional Development Division via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline at **(02) 8715-9919**.

**MICHAEL JOSEPH P. CABAUTAN**  
 Director III, NEAP



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

April 10, 2026

**ADVISORY**  
*Supervisors Onboarding Program (SOP)*

In reference to DepEd Memorandum DM-OULS-2026-127 titled "**Workshop on the Development of Supervisors Onboarding Program (SOP)**" dated March 25, 2026, this is to inform all participants from the various Regional and Schools Division Offices that the venues for the series of development activities are provided below:

Activity	Date	Venue
<b>Online Workshop for Strategic Development of Supervisors Onboarding Modules (Part 1)</b>	April 13-15, 2026	MS Teams
<b>Development Workshop on the Onboarding Program Modules for Supervisors (Part 1)</b>	April 20-23, 2026	NEAP Training Facility, Teachers Camp, Baguio City
<b>Online Workshop for Strategic Development of Supervisors Onboarding Modules (Part 2)</b>	May 25-27, 2026	MS Teams
<b>Development Workshop on the Onboarding Program Modules for Supervisors (Part 2)</b>	June 15-18, 2026	DepEd Ecotech Center, Cebu City
<b>Quality Assurance Workshop on the Onboarding Program Modules for Supervisors</b>	July 27-30, 2026	MS Teams
<b>Preparatory Online Review: Supervisors Onboarding Program Module Outcomes</b>	August 3-5, 2026	MS Teams
<b>Finalization Workshop on the Onboarding Program Modules for Supervisors</b>	August 10-13, 2026	DepEd Ecotech Center, Cebu City

The board and lodging of the participants, resource persons, and members of the program management team will be charged to the NEAP HRD Funds including the transportation, per diem, and other incidental expenses subject to the usual accounting and auditing rules and regulations.

For further inquiries or clarifications, you may contact the NEAP – Professional Development Division via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline at (02) 8715-9919.



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

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Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

### MEMORANDUM

DM-OULS-2026-127

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**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

SUBJECT : **WORKSHOP ON THE DEVELOPMENT OF SUPERVISORS ONBOARDING PROGRAM (SOP)**

DATE : 25 March 2026

1. The Department of Education's 5-Point Agenda underscores the importance of improving learning outcomes, strengthening governance, and ensuring accountability - all of which require capable instructional supervisors. In line with this, the National Educators Academy of the Philippines (NEAP) is currently in the process of developing the **Supervisors Onboarding Program**.

2. Specifically, the program aims to ensure that newly appointed supervisors are equipped with clear role expectations, essential competencies, and practical tools to effectively perform their functions as instructional leaders, technical experts, policy implementers, and system coordinators.

3. The schedule and venue for the development phase of the program are presented in the table below.

Activity	Date	Venue
Online Workshop for Strategic Development of Supervisors Onboarding Modules (Part 1)	April 13-15, 2026	MS Teams
Development Workshop on the Onboarding Program Modules for Supervisors (Part 1)	April 20-23, 2026	TBA
Online Workshop for Strategic Development of Supervisors Onboarding Modules (Part 2)	May 25-27, 2026	MS Teams

Development Workshop on the Onboarding Program Modules for Supervisors (Part 2)	June 15-18, 2026	TBA
Quality Assurance Workshop on Onboarding Program Modules for Supervisors	July 27-30, 2026	MS Teams
Finalization Workshop on Onboarding Program Modules for Supervisors	August 10-13, 2026	TBA

4. For reference, attached are the following enclosures:

- a. *Program of Activities (Enclosure 1);*
- b. *List of Identified Content Writers and NEAP Program (Enclosure 2);*
- c. *Terms of References (Enclosure 3); and*
- d. *Meal Provisions (Enclosure 4).*

5. The participants are reminded to bring their own maintenance medications, laptops, extension wires, and other possible sources of internet connectivity.

6. 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.

7. For further questions and clarifications, please contact NEAP - Professional Development Division through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

8. Immediate dissemination of this memorandum is desired.

*BT*



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 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

**INDICATIVE PROGRAM OF ACTIVITIES AND TRAINING DETAILS**

**Development Workshop on the Onboarding Program Modules for Supervisors (Part 1)**  
 April 20-23, 2026 | Venue TBA

Time	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday
8:00 a.m. - 8:30 a.m.	Travel Time	Session 3: Presentation of Outlines and Templates	Preliminaries Workshop 2: Drafting of the Actual Module (Modules for SOP, Coaching and Mentoring Guide)	Continuation of the Consolidation of Outputs
8:31 a.m. - 10:00 a.m.				
10:01 a.m. - 10:20 a.m.	Registration Opening Program	Workshop 1: Drafting of the Proposed Module (Modules for SOP, Coaching and Mentoring Guide)	AM Health Break	Submission of Outputs
10:21 a.m. - 12:00 noon				
12:01 noon - 1:00 p.m.	Session 1: Program Overview Session 2: Presentation of the FGD Results	Continuation of Workshop 1	Lunch Break	Closing Program
1:01 p.m. - 2:30 p.m.				
2:31 p.m. - 3:00 p.m.	Reminders, Evaluation and Progress Check PMT Debriefing	PM Health Break	Continuation of Workshop 2	Departure
3:01 p.m. - 3:10 p.m.				
3:11 p.m. - 4:00 p.m.	Finalization of Workshop 2 Outputs Consolidation of Outputs	Continuation of Workshop 1 Outputs	Finalization of Workshop 2 Outputs Consolidation of Outputs	Departure
4:01 p.m. - 4:45 p.m.				
4:46 p.m. - 5:00 p.m.	Reminders, Evaluation and Progress Check PMT Debriefing	Reminders, Evaluation and Progress Check PMT Debriefing	Reminders, Evaluation and Progress Check PMT Debriefing	Reminders, Evaluation and Progress Check PMT Debriefing
5:00 p.m. - 6:00 p.m.				





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**Development Workshop on the Onboarding Program Modules for Supervisors (Part 2)**  
 June 15-18, 2026 | Venue TBA

Time	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday
8:00 a.m. - 8:30 a.m.	Travel Time	Preliminaries	Workshop 2: Refinement of the Actual Module (Coaching and Mentors' Guide)	Consolidation of Outputs
8:31 a.m. - 10:00 a.m.				
10:01 a.m. - 10:20 a.m.				
10:21 a.m. - 12:00 noon				
12:01 noon - 1:00 p.m.				
1:01 p.m. - 2:30 p.m.				
2:31 p.m. - 3:00 p.m.	Registration	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of the Consolidation of Outputs
3:01 p.m. - 3:10 p.m.	Opening Program	Finalization of Workshop 1	Lunch Break	Closing Program
3:11 p.m. - 4:00 p.m.	Session 1: Presentation of Outputs during the Development of the Onboarding Program for Supervisors -Part 1	PM Health Break	Submission of Workshop 1 Outputs	Departure
4:01 p.m. - 4:45 p.m.				
4:46 p.m. - 5:00 p.m.	Reminders, Evaluation and Progress Check			
5:00 p.m. - 6:00 p.m.	PMT Debriefing			





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**Quality Assurance Workshop on the Onboarding Program Modules for Supervisors**  
 July 27-30, 2026 | Venue TBA

Time	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday
8:00 a.m. - 8:30 a.m.	Travel Time	Session 1: Presentation of Outputs during the Development of the Onboarding Program for Supervisors	Preliminaries	Consolidation of Outputs
8:31 a.m. - 10:00 a.m.			Workshop 2: Validation of the Actual Module (Coaching and Mentors' Guide)	
10:01 a.m. - 10:20 a.m.	Travel Time	Session 2: Presentation of Templates	AM Health Break	Continuation of the Consolidation of Outputs
10:21 a.m. - 12:00 noon			Continuation of Workshop 2	
12:01 noon - 1:00 p.m.	Registration	Workshop 1: Refinement of the Actual Module (Modules for SOP)	Lunch Break	Closing Program
1:01 p.m. - 2:30 p.m.			Finalization of Workshop Outputs	
2:31 p.m. - 3:00 p.m.	Opening Program	PM Health Break	Submission of Workshop Outputs	Departure
3:01 p.m. - 3:10 p.m.				
3:11 p.m. - 4:00 p.m.	Session 1: Program Overview	Reminders, Evaluation and Progress Check	PMT Debriefing	
4:01 p.m. - 4:45 p.m.	Session 2: Presentation of the FGD Results			
4:46 p.m. - 5:00 p.m.				
5:00 p.m. - 6:00 p.m.				





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**Finalization Workshop on the Onboarding Program Modules for Supervisors**  
 August 10-13, 2026 | Venue TBA

Time	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday		
8:00 a.m. - 8:30 a.m.	Travel Time	Workshop 1: Finalization of the Actual Module (Modules for SOP)	Preliminaries	Consolidation of Outputs		
8:31 a.m. - 10:00 a.m.					Workshop 2: Finalization of the Actual Module (Coaching and Mentors' Guide)	
10:01 a.m. - 10:20 a.m.					AM Health Break	
10:21 a.m. - 12:00 noon					Continuation of Workshop 1	Continuation of Consolidation of Outputs
12:01 noon - 1:00 p.m.					Lunch Break	
1:01 p.m. - 2:30 p.m.	Registration	Finalization of Workshop 1	Finalization of Workshop 2	Closing Program		
2:31 p.m. - 3:00 p.m.	Opening Program					
3:01 p.m. - 3:10 p.m.		PM Health Break				
3:11 p.m. - 4:00 p.m.	Session 1: Presentation of Results during the Quality Assurance Workshop on the Onboarding Program Modules for Supervisors	Submission of Workshop 1 Outputs	Submission of Workshop 2 Outputs	Departure		
4:01 p.m. - 4:45 p.m.						
4:46 p.m. - 5:00 p.m.	Reminders, Evaluation and Progress Check					
5:00 p.m. - 6:00 p.m.	PMT Debriefing					





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Enclosure 2

**LIST OF PROGRAM MANAGEMENT TEAM, WRITERS,  
VALIDATORS AND RESOURCE PERSONS**

**A. PROGRAM MANAGEMENT TEAM**

NO.	NAME	POSITION	STATION
1	Michael Joseph P. Cabauatan	Director III	NEAP OD
2	Marife T. Morcilla	Project Development Officer V	NEAP PDD
3	Marvin DJ. Villafuerte	Senior Education Program Specialist	
4	Millie Jane T. Fudolig	Senior Education Program Specialist	
5	Julie Lyka M. Ignao	Project Development Officer II	
6	Aizyl Ann E. Natanauan	Technical Assistant II	
7	Chelsea R. Sagun	Technical Assistant II	

**B. MODULE CONTENT WRITERS**

NO.	NAME	POSITION	REGION	DIVISION
1	Jennifer E. Lopez	Director IV		Central Office
2	Leah B. Apao	Director III		Central Office
3	Edward C. Jimenez	Director III		Central Office
4	Mario M. Bermudez	Director III		Central Office
5	To be identified			Central Office
6	Dinah C. Bonaio	CES	I	Regional Office
7	Joy S. Ferrer-Lopez	EPS	II	Regional Office
8	Melany Asuncion	EPS	II	Nueva Vizcaya
9	Dharyl C. Bucad	EPS	III	San Fernando, Pampanga
10	Renato Felipe Jr.	PSDS	NCR	Manila
11	Melvin Willy Roque	PSDS	NCR	Valenzuela
12	Filmore Caballero	CES	NCR	Valenzuela



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13	Maripaz T. Mendoza	EPS	NCR	Pasay
14	Dexter B. Andres	EPS	CAR	Regional Office
15	Luz Osmeña	CES	IV-A	Regional Office
16	Lorna R. Medrano	CES	IV-A	Lipa
17	Joe-Bren Consuelo	OIC-ASDS	IV-A	San Pedro
18	Erma S. Valenzuela	CES	IV-A	San Pedro
19	Cristina Salazar	CES	IV-A	Antipolo City
20	Felix Pamaran	ASDS	IV-B	Oriental Mindoro
21	Irene Dayandante	PSDS	V	Camarines Sur
22	Nerio Benito Eseo	PSDS	VI	Ilo-ilo
23	Roger Z. Rochar	ASDS	NIR	Regional Office
24	Elaine F. Perfecio	EPS	VII	Regional Office
25	Felix Ladeño	EPS	VIII	Northern Samar
26	Raymond Salvador	ASDS	IX	Zamboanga
27	Enerio Ebisa	ASDS	X	Regional Office
28	Mary Jeanne B. Aldeguer	CES	XI	Regional Office
29	Noel B. Wamar	EPS	XII	Kidapawan
30	Junnah B. Tiu	EPS	CARAGA	Regional Office

### C. CONTENT VALIDATORS

Note: The identification of the content validators is currently ongoing. The official list of content validators will be announced at a later date.



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Enclosure 3

**TERMS OF REFERENCES**

ROLE	SCOPE OF RESPONSIBILITIES
Content Writers	<p>The Content Writer is responsible for developing high-quality, research-based, and adult-learning-oriented materials designed to transition newly appointed or designated Supervisors (EPS, PSDS) into their roles effectively. The goal is to bridge the gap between their current competencies and the expectations set by the PPSS.</p> <p>The Content Writers shall:</p> <ul style="list-style-type: none"><li>• Create detailed instructional blueprints for facilitators, including objectives, timeframes, and step-by-step methodologies.</li><li>• Create Visually engaging and concise presentations that highlight key concepts, data, and frameworks.</li><li>• Developed self-paced modules, readings, or digital tasks that participants can complete independently to reinforce learning.</li><li>• Create Structured tools and templates designed to help Supervisors apply their learning through actual workplace coaching of school heads.</li></ul>
Validators	<p>The Validator is responsible for the systematic review and evaluation of the Learning Resource Package (LRP). The primary objective is to guarantee that all materials accurately represent the supervisory roles (EPS and PSDS) and provide high-impact learning that leads to improved job performance and accountability.</p> <p>The Validators shall:</p> <ul style="list-style-type: none"><li>• review all components of the LRPs, including modules, session guides, presentations, assessments, and supplementary materials;</li><li>• check for content accuracy, alignment with standards, and instructional coherence;</li><li>• evaluate gender sensitivity, cultural responsiveness, and inclusivity;</li><li>• assess the appropriateness of instructional design, learning activities, and assessment tools;</li><li>• provide detailed feedback using the validation tool/template provided; and</li><li>• recommend revisions to improve content quality, pedagogy, and delivery approach.</li></ul>
Resource Persons	<p>The Resource Person (RP) provides the high-level technical expertise required to ensure that the Onboarding Program is grounded in the actualities of school supervision. The RP acts as the primary authority on the Philippine Professional Standards for Supervisors (PPSS) and the implementation of verbatim Key Result Areas (KRAs) in the field.</p>



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	<p>The Resource Persons shall:</p> <ul style="list-style-type: none"><li>• actively connect with participants through interactive, learner-centered facilitation.</li><li>• provide expert guidance and model high standards in both content and conduct.</li><li>• deliver practical, relevant content that empowers school heads in their roles.</li><li>• ensure that learning objectives are met through aligned assessment and reflection.</li><li>• align session materials and delivery with PPSSH standards and program objectives.</li><li>• inspire participants to apply what they've learned toward school improvement.</li><li>• participate in debriefing and provide feedback for program enhancement.</li></ul>
Program Management Team	<p>The Program Management Team (PMT) provides the strategic oversight and operational leadership required to ensure that the Onboarding Program is delivered with high quality and administrative precision. The PMT acts as the primary governing body for the adherence to NEAP mandates, ensuring that all logistical and technical components of the workshop are seamlessly integrated to support the development of school supervisors.</p> <p>The PMT shall:</p> <ul style="list-style-type: none"><li>• direct the strategic design and alignment of workshop objectives with NEAP mandates, PPSS, RA 9155, and DepEd policies to ensure high-level program compliance.</li><li>• lead the overall conduct of the program by managing learning activities, facilitating environment-setting, and coordinating the workplace application plan with participants' supervisors.</li><li>• monitor program quality and effectiveness through the implementation of M&amp;E plans, process observations, and the analysis of level 1 and 2 evaluation results.</li><li>• document session proceedings and manage learner support services, including registration, attendance tracking, and the systematic consolidation of all learning materials and outputs.</li><li>• ensure the adequacy and readiness of physical resources by leading ocular inspections and managing the procurement of facilities, equipment, and supplies.</li></ul>



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Enclosure 4

**MEAL PROVISION GUIDE**

**Development Workshop on the Onboarding Program Modules for Supervisors (Part 1)**  
*April 20 - 23, 2026 | Venue TBA*

Meals	Day 1	Day 2	Day 3	Day 4
	Monday	Tuesday	Wednesday	Thursday
Breakfast	✓	✓	✓	✓
AM Snack	✓	✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓
Dinner	✓	✓	✓	✓

**Development Workshop on the Onboarding Program Modules for Supervisors (Part 2)**  
*June 15-18, 2026 | Venue TBA*

Meals	Day 1	Day 2	Day 3	Day 4
	Monday	Tuesday	Wednesday	Thursday
Breakfast	✓	✓	✓	✓
AM Snack	✓	✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓
Dinner	✓	✓	✓	✓

**Finalization Workshop on the Onboarding Program Modules for Supervisors**  
*August 10 - 13, 2026 | Venue TBA*

Meals	Day 1	Day 2	Day 3	Day 4
	Monday	Tuesday	Wednesday	Thursday
Breakfast	✓	✓	✓	✓
AM Snack	✓	✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓
Dinner	✓	✓	✓	✓