



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUN 30 2026

REGIONAL MEMORANDUM

No. 661 s. 2026

WORKSHOP ON THE DEVELOPMENT OF SUPERVISORS ONBOARDING PROGRAM

To: OIC – Assistant Regional Director
Schools Division Superintendents of Negros Occidental and Negros Oriental
Regional Functional Division Chiefs
All Others Concerned

1. Attached is DM-OULS-2026-127 dated June 26, 2026 titled *Workshop on the Development of Supervisors Onboarding Program (SOP) - Quality Assurance Workshop on Onboarding Program Modules for Supervisors*, this Office informs the identified RO and SDO personnel that the schedule of the activity has been moved and shall be conducted from July 21 to 24, 2026 via Microsoft Teams.
2. Attention is particularly invited to paragraphs 1-5 of the said Advisory.
3. For questions or queries, contact Katherine Y. Sedillo, Chief Education Supervisor at 09156195574 or Alan D. Bautista, Education Program Supervisor at 09159325633 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: DM-OULS-2026-127
To be indicated in the Perpetual Index
under the following subjects

SCHOLARSHIPS

ADB/HRDD-RM- WORKSHOPN ON THE DEVELOPMENT OF SUPERVISORS ONBOARDING PROGRAM (SOP)
130/June 30, 2026



Address: Batinguel, Dumaguete City, 6200
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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Endorsement Letter

June 30, 2026

CARMELA C. ORACION
Undersecretary for Learning Systems

Attention:

JOSEPH G. DELA CRUZ
Director IV
National Educators Academy of the Philippines

Dear Sir:

This Office respectfully submits the list of qualified supervisors to attend **the online Quality Assurance Workshop on Onboarding Program Modules for Supervisors** in pursuance of the development 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	Sedillo, Katherine Y.	CES, HRDD	1	katherine.sedillo@dep ed.gov.ph	Negros Island Region
2	Haro, GL John C.	CES, CLMD	1	gljohn.haro@dep ed.gov.ph	Negros Island Region
3	Sol Grace O. Timola	CES, FTAD	1	solgrace.timola@depe d.gov.ph	Negros Island Region
4	Bedaure, Nelson G.	CES, CID	2	nelson.bedaure001@d eped.gov.ph	SDO Negros Occidental
5	Villaluz, Macrina	PSDS	5	macrina.villaluz@depe d.gov.ph	SDO Negros Oriental

Sincerely yours,

RAMIR B. UYTICO EdD, CESO III
Regional Director



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PM 130

ADVISORY
 26 June 2026

Supervisors Onboarding Program (SOP)

1. 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 schedule of the **Quality Assurance Workshop on Onboarding Program Modules for Supervisors** has been moved and shall now be conducted from **July 21 to 24, 2026, via Microsoft Teams**. The activities are as follows:

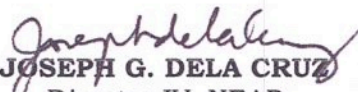
Activity	Previous Schedule	Updated Schedule	MS Teams Link
Online Orientation for Validators	July 27 to 30, 2026 (9:00 AM to 4:00 PM)	July 21, 2026 (9:00 AM to 4:00 PM)	https://tinyurl.com/SOP-Validation-Orientation
Validation of the Onboarding Program Modules		July 22 to 24, 2026 (9:00 AM to 4:00 PM)	https://tinyurl.com/SOP-Validation-Proper

2. The activities aim to achieve the following:
 - a. validate the level of acceptability, relevance, and alignment of the developed program outline across all domains, indicators, and career stages of the Philippine Professional Standards for Supervisors (PPSS);
 - b. gather feedback, insights, and recommendations from key stakeholders to enhance and refine the draft program outline;
 - c. assess the coherence, completeness, and progression of the proposed learning interventions and competency development pathways for school leaders; and
 - d. ensure that the program outline is responsive to the professional development needs of school leaders and aligned with current educational priorities and organizational goals.
3. All Regional Offices are requested to identify and endorse qualified school leaders who will serve as validators for the activity. Each Regional Office shall submit a consolidated endorsement of participants from the participating Regional Offices (ROs) and Schools Division Offices (SDOs). All signed endorsement letters must be uploaded through <https://tinyurl.com/SOP-Validators-Endorsement> on or before **July 8, 2026**.
4. For reference, attached are the following documents:
 - a. *Enclosure 1 - Activity Matrix*
 - b. *Enclosure 2 - Qualification Standards of the Validators*
 - c. *Enclosure 3 - Allocated Number of Participants*
 - *Validators per Regional and Division offices*



d. *Enclosure 4 - Endorsement Letter*

5. Relative to this, the endorsed participants are requested to accomplish the Validator's Profile through <https://tinyurl.com/SOP-Validators-Profile> and submit it on or before **July 10, 2026**.
6. All concerned are requested to ensure their availability and active participation in both the orientation and validation activities to contribute to the enhancement of the Supervisor Onboarding Program.
7. For clarifications and concerns, you may contact NEAP-PDD through email at neap.pdd@deped.gov.ph.


JOSEPH G. DELA CRUZ
Director IV, NEAP



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Enclosure 1.

ACTIVITY MATRIX
Quality Assurance Workshop on the Supervisors Onboarding Program Modules
 July 21 - 24, 2026 | Microsoft Teams

TIME	DAY 1	DAY 2	DAY 3	DAY 4
9:00 am – 9:30 am	Preliminaries			
9:30 am – 9:40 am	Session 1: Program Overview and Presentation of FGD Results	Presentation of Modules 3 and 4 Outputs	Presentation of Module 5 and Mentor's Guide Outputs	Finalization of Validation Outputs
9:40 am – 10:15 am				
10:16 am – 10:30 am	Health Break			
10:30 am – 11:30 am	Session 2: Presentation of Validation Tools	Validation Proper - Modules 3 and 4	Validation Proper - Module 5 and Mentor's Guide	Submission of Validation Outputs
11:31 am – 12:00 noon	Session 3: Insights and Feedback Sessions			
12:00 noon – 1:00 pm	Lunch Break			
1:00 pm – 1:30 pm	Presentation of Modules 1 and 2 Outputs	Continuation of Validation Proper - Modules 3 and 4	Continuation of Validation Proper - Module 5 and Mentor's Guide	Closing Program
1:30 pm – 2:30 pm				
2:30 pm – 3:00 pm	Validation Proper - Modules 1 and 2			
3:00 pm – 3:15 pm	Health Break			
3:15 pm – 4:00 pm	Continuation of Validation Proper - Modules 1 and 2			



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Enclosure 2.

QUALIFICATION STANDARDS OF THE VALIDATORS

To ensure the quality, relevance, and effectiveness of the Supervisors Onboarding Program Modules, the following qualification standards shall be considered in the selection of module validators from the Regional Offices (ROs) and Schools Division Offices (SDOs):

The validator must be:

- A **Chief Education Supervisor (CES), Schools Division Superintendents (SDS), Assistant Schools Division Superintendents (ASDS), Education Program Supervisor (EPS), Public Schools District Supervisor (PSDS)**, or an equivalent supervisory/managerial position in the Regional Office or Schools Division Office.
- Currently holding a plantilla position and actively performing supervisory, technical assistance, monitoring, coaching, and leadership functions.
- Have at least **five (5) years of experience** in a supervisory, managerial, or leadership role in the education sector.
- Demonstrate experience in program implementation, policy development, curriculum and instructional supervision, teacher professional development, or organizational management.
- Have participated in learning resource development, module review, quality assurance, or similar technical evaluation activities.
- Strong knowledge of **educational leadership, supervision, mentoring, coaching, and professional development systems**.
- Familiarity with **DepEd policies, standards, and quality assurance mechanisms** related to learning and development programs.
- Competence in reviewing instructional materials, training modules, and learning resources using established quality standards.
- Skills in providing constructive, evidence-based feedback and recommendations for improvement.

In addition, the validator should:

- Demonstrate integrity, objectivity, and professionalism in the review process.
- Exhibit strong analytical, communication, and collaboration skills.
- Be committed to ensuring the accuracy, relevance, inclusivity, and quality of the onboarding modules.
- Be willing to actively participate in discussions, provide recommendations, and support the continuous improvement of the modules.

These qualification standards aim to ensure that module validators possess the necessary expertise, experience, and professional judgment to assess the quality, accuracy, relevance, and applicability of the Onboarding Program Modules for Supervisors and provide meaningful recommendations for their enhancement.



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Enclosure 3.

ALLOCATED NUMBER OF PARTICIPANTS

REGION	TARGET PARTICIPANTS	NUMBER OF PARTICIPANTS
National Capital Region (NCR)	1 CLMD Chief or Supervisor 1 PPRD Chief or Supervisor 1 QAD Chief or Supervisor 1 CID Chief (M) 1 PSDS (L)	5
Cordillera Administrative Region (CAR)	1 FTAD Chief or Supervisor 1 ESSD Chief or Supervisor 1 SDS or ASDS (S) 1 SGOD Chief (M) 1 LRMS or any learning area (M)	5
Region I	1 PPRD Chief or Supervisor 1 ESSD Chief or Supervisor 1 QAD Chief or Supervisor 1 SGOD Chief (S) 1 LRMS or any learning area (VL)	5
Region II	1 FTAD Chief or Supervisor 1 ESSD Chief or Supervisor 1 QAD Chief or Supervisor 1 CID Chief (M) 1 LRMS or any learning area (VL)	5
Region III	1 CLMD Chief or Supervisor 1 ESSD Chief or Supervisor 1 QAD Chief or Supervisor 1 SGOD Chief (M) 1 PSDS (VL)	5
Region IV-A	1 CLMD Chief or Supervisor 1 PPRD Chief or Supervisor 1 SDS or ASDS (M) 1 SGOD Chief (L) 1 PSDS (M)	5
Region IV-B	1 HRDD Chief or Supervisor 1 PPRD Chief or Supervisor 1 FTAD Chief or Supervisor 1 CID Chief (VL) 1 PSDS (L)	5
Region V	1 HRDD Chief or Supervisor 1 PPRD Chief or Supervisor 1 FTAD Chief or Supervisor 1 CID Chief (L) 1 LRMS or any learning area (S)	5
Negros Island Regions	1 HRDD Chief or Supervisor 1 CLMD Chief or Supervisor 1 FTAD Chief or Supervisor 1 CID Chief (VL) → <i>Neg. Dec.</i> 1 PSDS (M) → <i>Marcina Villaluz - Sibulan, Div. Neg. Is.</i>	5
Region VI	1 CLMD Chief or Supervisor 1 ESSD Chief or Supervisor 1 QAD Chief or Supervisor	5



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	1 SGOD Chief (S) 1 PSDS (L)	
Region VII	1 QAD Chief or Supervisor 1 SDS or ASDS (VL) 1 CID Chief (S) 1 PSDS (M) 1 LRMS or any learning area (L)	5
Region VIII	1 HRDD Chief or Supervisor 1 ESSD Chief or Supervisor 1 QAD Chief or Supervisor 1 SGOD Chief (L) 1 LRMS or any learning area (S)	5
Region IX	1 CLMD Chief or Supervisor 1 FTAD Chief or Supervisor 1 SDS or ASDS (S) 1 CID Chief (L) 1 PSDS (VL)	5
Region X	1 HRDD Chief or Supervisor 1 FTAD Chief or Supervisor 1 SDS or ASDS (L) 1 SGOD Chief (VL) 1 PSDS (S)	5
Region XI	1 HRDD Chief or Supervisor 1 PPRD Chief or Supervisor 1 SDS or ASDS (L) 1 CID Chief (S) 1 LRMS or any learning area (M)	5
Region XII	1 HRDD Chief or Supervisor 1 ESSD Chief or Supervisor 1 CID Chief (VL) 1 SGOD Chief (S) 1 LRMS or any learning area (L)	5
CARAGA	1 CLMD Chief or Supervisor 1 PPRD Chief or Supervisor 1 SDS OR ASDS (M) 1 CID Chief (L) 1 PSDS (S)	5
TOTAL		85

Legend for the SDO Category: small (S), medium (M), large (L), very large (VL)



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Enclosure 4.

Endorsement Letter

[DATE]

CARMELA C. ORACION
Undersecretary for Learning Systems

Attention:

JOSEPH G. DELA CRUZ
Director IV
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified supervisors to attend the **online Quality Assurance Workshop on Onboarding Program Modules for Supervisors** in pursuance of the development 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

