



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

August 7, 2025

DIVISION MEMORANDUM

NO: 522 s. 2025

**LIST OF PARTICIPANTS FOR THE CREATING CARING SCHOOL COMMUNITIES: A
CAPACITY BUILDING JOURNEY FOR SELF-DRIVEN SCHOOL LEADERS**

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates RM. NO. 0768 s. 2025 titled “ **List of Participants for the Creating Caring School Communities: A Capacity Building Journey for Self-Driven School Leaders,**” the contents of which are self-explanatory.
2. Please see attached Memorandum for more details.
3. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

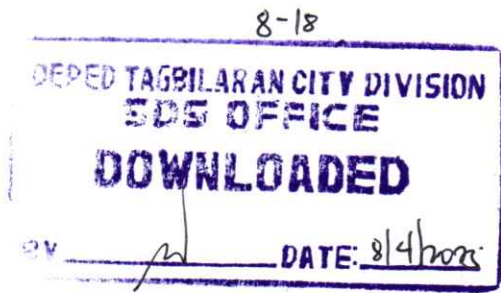
No. **0768**, s. 2025

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LIST OF PARTICIPANTS FOR THE CREATING CARING SCHOOL COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SELF-DRIVEN SCHOOL LEADERS

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

1. Pursuant to DM-OUHROD-2025-1823, from Usec. Wilfredo E. Cabral and Asec Carmela C. Oracion dated July 7, 2025, this Office, through the Human Resource Development Division (HRDD) disseminates the enclosed **List of Participants for the Creating Caring School Communities: A Capacity Building Journey for Self-Driven School Leaders**.
2. For details, attached is the Communication.
3. For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.
4. For the information and compliance of all concerned.



[Signature]
SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Director IV
 Regional Director

SECRETARY: HRDD MCH 1008



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

July 31, 2025

CARMELA C. ORACION

Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

Dear Asec. Oracion:

Respectfully submitting the list of participants to attend the conduct of **Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders.**

LIST OF PARTICIPANTS - SUPERVISORS					
No.	Name	Sex	RO/ SDO/ School	Position	DepEd Email
1	MRS. SHARO N S. DY	FEMA LE	BOGO CITY	EPSVR ENGLISH	sharon.dy@deped.gov.ph
2	ALICE C. RAGANA S	FEMA LE	BOHOL	PSDS	alice.raganas001@deped.gov.ph
3	MRS. RIZALIN A FLORES	FEMA LE	CARCAR CITY	PSDS	izalina.flores@deped.gov.ph
4	DR. LILY ANN GO	FEMA LE	CEBU CITY	PSDS	lilyann.go@deped.gov.ph
5	LOUIE G. MONTE ROSO	MALE	CEBU PROVINCE	PSDS (FOR APPOINT MENT)	louie.monteroso002@deped.gov.ph
6	DR. ANA LIZA B. LAYASA N	FEMA LE	CITY OF NAGA	EPSVR	analiza.layasan@deped.gov.ph
7	DR. CHERYL B. HIYAS	FEMA LE	DANA O CITY	PSDS	cheryl.hivas@deped.gov.ph
8	SINFRO NIA R. BERDIN	FEMA LE	LAPU-LAPU CITY	PSDS	sinfronia.berdin@deped.gov.ph
9	JOCELY N	FEMA LE	MANDAUE CITY	PSDS	jocelyn.villamor@deped.gov.ph

	VILLAMOR				
10	BEATRIZ E. INCOG	FEMALE	TAGBILARAN CITY	EPSVR	beatriz.incog001@deped.gov.ph
11	DR. ELVIRA N. VERGARA	FEMALE	TALISAY CITY	EPSVR	elvira.vergara@deped.gov.ph
12	DELIA C. MABAO	FEMALE	TOLEDO CITY	EPSVR	delia.mabao001@deped.gov.ph

LIST OF PARTICIPANTS - SCHOOL HEAD OR HEAD TEACHER

1	MRS. RECHELLE E. GULANE	FEMALE	BOGO CITY	HEAD TEACHER I	rechelle.gulane@deped.gov.ph
2	EFROSE JOHN A. MEJIAS	MALE	BOHOL	PRINCIPAL 2	efrosejohn.mejias@deped.gov.ph
3	WILMA N. PLARISAN	FEMALE	CARCAR CITY	PRINCIPAL I	wilma.plarisan@deped.gov.ph
4	MADELIN B. TINAPAY	FEMALE	CEBU CITY	PRINCIPAL I	madelin.tinapav@deped.gov.ph
5	EVA TENCHAVEZ	FEMALE	CEBU PROVINCE	PRINCIPAL II	eva.tenchavez@deped.gov.ph
6	MARIA ISABEL D. VILLARIN	FEMALE	CITY OF NAGA	HEAD TEACHER I	mariaisabel.villarinh@deped.gov.ph
7	BLYNN ROBLE	MALE	DANA O CITY	HEAD TEACHER I	blynn.roble@deped.gov.ph
8	LEONARD F. IGOT	MALE	LAPU-LAPU CITY	ASP II	leonard.igot@deped.gov.ph
9	ERLINDA CUYOS	FEMALE	MANDAUE CITY	PRINCIPAL I	erlinda.cuyos@deped.gov.ph
10	CORAZON H. SAMUYA	FEMALE	TAGBILARAN CITY	PRINCIPAL III	corazon.samuya001@deped.gov.ph

11	DR. CATHALIE LOVINA CARDOZA	FEMALE	TALISAY CITY	PRINCIPAL III	cathalielovina.cardoza@deped.gov.ph
12	LARIZ MAE R. UY	FEMALE	TOLEDO CITY	PRINCIPAL I	larizmae.uy@deped.gov.ph

Thank you very much.

Very truly yours,

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director



environments, aligned with the Philippine Professional Standards for School Heads (PPSSH). Further, it capacitates school leaders to effectively guide teachers in modeling emotionally intelligent leadership and institutionalizing practices that foster positive relationships and safe learning spaces. In turn, this program is expected to contribute to advancing learner well-being, strengthening positive behavior, and developing resilient learning students and personnel.

3. In this regard, each Regional Offices (RO) is requested to endorse one (1) Supervisor and one (1) School Head/Head Teacher to participate in the program. The Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are advised to submit the official list of endorsed participants to the NEAP Central Office using the prescribed template through the email addresses provided below on or before 18 July 2025, with subject line *“ENDORSEMENT Region Participants to the Capacity Building Journey for All-Lives School Leaders.”*

4. Enclosed are the following documents, for reference:

a. Enclosure 1	National Technical Working Group Member
b. Enclosure 2	Regional Allocation of Participants per Batch
c. Enclosure 3	Indicative Program of Activities
d. Enclosure 4	Meal Provision and Accommodation Check
e. Enclosure 5	Endorsement Template for Official List of Participants

5. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any personal medications.
6. The participants are credited to Vacation Service Credits (VSCs) in accordance with DepEd Order No. 013 s. 2024 *“Revised Guidelines on the Grant of VSCs for Teachers”* or *Compensatory Time Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 *“Non-Mandatory Remission for Overtime Services Rendered,”* whichever is applicable.
7. All are reminded to implement necessary arrangements to ensure that participation in the program of concerned personnel will not cause class disruptions and hamper office operations.
8. The participants’ board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school HRD/local funds, subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please coordinate with **Ms. Millie Jane Fudolig** or **Ms. Fleuria Katina Lorenzo**, NEAP Professional Development Division, through email neap@deped.gov.ph / neap@deped.gov.ph or neap@deped.gov.ph / neap@deped.gov.ph or landline (02) 8715 9919.
10. For immediate dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY
OFFICE OF THE ASSISTANT SECRETARY FOR PROFESSIONAL AFFAIRS



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

Enclosure 1

NATIONAL TECHNICAL WORKING GROUP MEMBERS
Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders

DEPED CENTRAL OFFICE		
	Name	Position
1.	Marife T. Morcilla	Overall Program Manager
2.	Millie Jane T. Fudolig	Program Lead
3.	Eric T. Sarmiento	Member
4.	Fleura Karina C. Lorenzo	Member
5.	Jojet T. Gabriel	Member

EXTERNAL MEMBERS		
	Name	Affiliation
6.	Sheila Marie G. Hocson	Far Eastern University
7.	John Mark S. Distor	Polytechnic University of the Philippines
8.	Maria Agnes B. Bonifacio	University of Santo Tomas
9.	Elgin B. Clavecillas	ActiveOne Health
10.	Maryrose Cortez-Macaraan	De La Salle University

DEPED REGIONAL MEMBERS		
	Name	Region
11.	Aura D. Tomol	VIII
12.	Urbano Q. Jumamal Jr.	XI
13.	Mariz P. Borgoños-Pales	IV-A
14.	Aries L. Librea	IV-A
15.	Lhester Jay C. Gaba	I



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Enclosure 2

REGIONAL ALLOCATION OF PARTICIPANTS PER BATCH
Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders

REGION	BATCH 1 August 10 - 13, 2025		BATCH 2 August 13 - 16, 2025	
	Supervisor	School Head or Head Teacher	Supervisor	School Head or Head Teacher
NCR	16	16		
CAR	8	8		
I	14	14		
II	9	9		
III	21	21		
IV-A	23	23		
IV-B	7	7		
V	13	13		
VI			8	8
NIR			22	22
VII			11	11
VIII			13	13
IX			8	8
X			14	14
XI			11	11
XII			8	8
XIII			12	12
TOTAL	111	111	107	107
Grand Total		222		214



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Enclosure 3

INDICATIVE PROGRAM OF ACTIVITIES

***Creating Caring School Communities:
 A Capacity Building Journey For SEL-Driven School Leaders***
 August 10 - 16, 2025

TIME	DAY 0 (Sunday)	DAY 1 (Monday)	DAY 2 (Tuesday)	DAY 3 (Wednesday)	DAY 4 (Thursday)	DAY 5 (Friday)	DAY 6 (Saturday)
8:00am - 8:30am		Management of Learning			Management of Learning		
8:30am - 10:00am		Overview of the activity	Discussion of Module 4	Q&A Session, Commitment and Ways Forward	Overview of the activity	Discussion of Module 4	Q&A Session, Commitment and Ways Forward
10:00am - 10:30am		Health Break			Health Break		
10:30am - 12:00pm		Discussion of Module 1	Continuation of Module 4	Closing Program	Discussion of Module 1	Continuation of Module 4	Closing Program
12:00pm - 1:00pm		Lunch Break			Lunch Break		
1:00pm - 2:30pm	Registration	Discussion of Module 2	Discussion of Module 5	Registration	Discussion of Module 2	Discussion of Module 5	
2:30pm - 3:00pm	Opening Program	Health Break		Opening Program	Health Break		
3:00pm - 4:30pm		Discussion of Module 3	Continuation of Module 5		Discussion of Module 3	Discussion of Module 5	
4:30pm - 5:00pm		End-of-Day Evaluation			End-of-Day Evaluation		

*Learner Cluster
 **Visiting Cluster



2nd Floor, Mabini Building, DepEd Complex, Marikina Ave., Pasig City 1600
 Telephone Nos.: (+632) 97159919
 E-mail Address: neap.pdd@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	08/2021	Page	1 of 4





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Enclosure 4

MEAL PROVISION AND ACCOMODATION GUIDE
Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders

A. Batch 1

Participants are advised to check-in on Day 0 (Sunday) and check-out on Day 3 (Wednesday). The first meal to be served is an afternoon snack and last meal is lunch. Please see the details below.

Accom	DAY 0 Aug. 10, 2025 Sunday	DAY 1 Aug. 11, 2025 Monday	DAY 2 Aug. 12, 2025 Tuesday	DAY 3 Aug. 13, 2025 Wednesday
Meals				
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. Batch 2

Participants are advised to check-in on Day 3 (Wednesday) and check-out on Day 6 (Saturday). The first meal to be served is lunch and the last meal is morning snack. Please see the details below.

Accom	DAY 0 Aug. 13, 2025 Wednesday	DAY 1 Aug. 14, 2025 Thursday	DAY 2 Aug. 15, 2025 Friday	DAY 3 Aug. 16, 2025 Saturday
Meals				
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Enclosure 5

<REGIONAL OFFICE HEADER>

<Month> <day>, 2025

CARMELA C. ORACION

Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

Dear Asec. Oracion:

Respectfully submitting the list of participants to attend the conduct of **Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders.**

No.	Name	Sex	RO/SDO/School	Position	DepEd Email
1					
2					

Thank you very much.

Very truly yours,

<Signature>
<Full Name of Regional Director>
<Position>