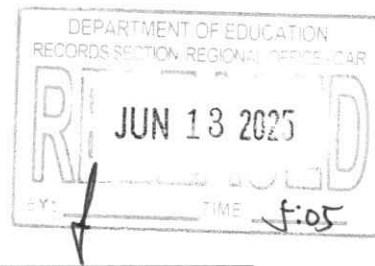




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



11 June 2025

REGIONAL MEMORANDUM

No. **403-2025**

**SUBMISSION OF PARTICIPANTS' PROFILE FOR THE CONDUCT OF PHASE 2-
CAPACITY BUILDING ACTIVITIES ON THE REVISED K TO 12 CURRICULUM**

To: All Schools Division Superintendents
All Others Concerned

1. In reference to the OUHROD Advisory dated June 5, 2025, on the Conduct of the Revised K to 12 MATATAG Curriculum Capacity Building Activities (Phase 2), this Office requests the submission of the Participants' Profile in compliance with programmatic and accountable professional development programs.
2. All Schools Division Offices (SDOs) through the School Governance and Operations Division (SGOD) are requested to collect the required information during their scheduled implementation of the capacity-building activities. To support efficient data collection, each SDO may choose only one submission method, based on internet connectivity and time availability:
 - a. Excel File Method – The SDO-SGOD shall download the file from **<https://tinyurl.com/CARsbttRevCurP2>** and facilitate data encoding by participants at their respective stations. For data privacy, ensure the file is shared only through secure channels and that encoding is done in controlled environments;
 - b. Google Form Method – The SDO-SGOD shall allow participants to individually accomplish the online form via **<https://tinyurl.com/carSBTTpax>**. The SDO-SGOD shall inform the RO in-charge to grant the collaborator access to the raw data for monitoring and consolidation.
3. The SDOs must ensure that data is complete, accurate, and follows the template in Enclosure 1. The final consolidated data must be submitted to this Office NEAPR through the office email car.neapr@deped.gov.ph on **June 20, 2025** to facilitate timely reporting to the Central Office.
4. In addition, scanned copies of Attendance Sheets are requested to be sent in the same email.
5. For queries and clarifications, please contact the Human Resource Development Division through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email.
6. Immediate and widest dissemination of this Memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

HRDD/RCA/ LbL – RM - Request for Participants Profile
June 11, 2025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

 DepEd Tayo Cordillera

 <https://depedcar.ph>



(Enclosure 1 to RM No. 403.2025)

Participants' Profile

SDO: _____

(1) ACTIVITY ATTENDED	(2) NAME	(3) PRC ID	(4) TIN ID	(5) POSITION/ DESIGNATION	(6) CONTACT NUMBER	(7) SEX	(8) EMAIL ADDRESS	(9) GRADE LEVEL ATTENDED	(10) LEARNING AREA	(11) SCHOOLS DIVISION OFFICE	(12) DISTRICT	(13) SCHOOL	(14) SCHOOL ID

Guide in filling up the template:

1. **Activity Attended:** indicate the specific training you participated in. You may choose "Core Training" if you attended the May 14–18, 2025 session, "Expansion Training" for May 21–28 or June 2–5, 2025, or "School-Based Training" along with the actual date if applicable
2. **Name:** write your full name using the format: First Name, Middle Initial, Last Name, and Extension (if any), such as JUAN C. DELA CRUZ JR
3. **PRC ID registration number:** without dashes or spaces (e.g., 123456789)
4. **TIN ID number:** without dashes or spaces (e.g., 123456789)
5. **Position/Designation:** select the appropriate item from the dropdown menu provided in the template, such as Teacher I, Master Teacher II, or Principal I
6. **Contact Number:** enter your active mobile number without spaces or dashes (e.g., 09123456789)
7. Indicate your **Sex** as either Male or Female.
8. Use your official **DepEd email address** (not your personal email) in the Email Address field—for example, juan.delacruz@deped.gov.ph.
9. Under **Grade Level Attended**, specify whether you were trained for Grade 2, Grade 3, Grade 5, or Grade 8.
10. In the **Learning Area**, choose the subject area you were trained in, such as All (Grade 2 and 3), Araling Panlipunan, English, EPP/TLE, Filipino, GMRC/Values Education, Mathematics, MAPEH, or Science.
11. Indicate your **Schools Division Office (SDO)** by selecting from the list: Abra, Apayao, Baguio City, Benguet, Ifugao, Kalinga, Mt. Province, or Tabuk City.
12. Write the name of your **District**
13. Followed by your **School Name** in full (e.g., Tawang Elementary School).
14. Lastly, provide your 6-digit **School ID** as officially issued by DepEd (e.g., 123456).

The editable excel file shall be sent to car.neapr@deped.gov.ph on **June 20, 2025**.