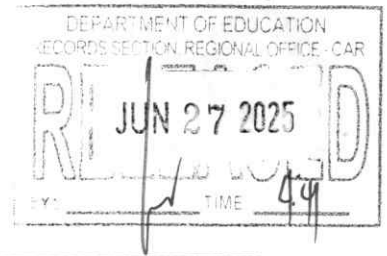




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



27 June 2025

REGIONAL MEMORANDUM

No. **455.2025**

**SUBMISSION OF PARTICIPANTS FOR THE ONLINE MASTERCLASSES
FOR SCHOOL LEADERS FOR FY 2025**

To: All Schools Division Superintendents
All Others Concerned

1. Relative to DM-OUHROD-2025-1653, titled **Online Masterclasses for School Leaders for FY 2025**, the National Educators Academy of the Philippines (NEAP) Central Office shall run the classes from **July to September 2025**.

2. This program aims to build the capacity of school leaders and educators by enhancing their technical and instructional competencies, fostering innovation in response to the evolving needs of basic education, and providing PRC-accredited professional development opportunities to support continuous growth and improved learning outcomes.

3. All SDOs, through their School Governance and Operations Division – Human Resource Development Sections (SGOD-HRDS), are advised to coordinate with their respective Curriculum Implementation Divisions (CID) for the identification and nomination of participants. The SGOD-HRDS shall conduct the screening and ensure that nominated **participants meet the qualifications outlined in Annex 1 (DM-OUHROD-2025-1653)**, including the following:

*Enclosure 1. Template of SDO Identified Participants; and
Enclosure 2. Indicative Program of Activities.*

4. Likewise, each SGOD-HRDS must submit the list of identified participants using the prescribed template downloadable from **bit.ly/EndorsementExcel** through the link **bit.ly/JobGroupEndorsement** before **04 July 2025**. In addition, the same file shall be sent to this Office NEAPR through the office email **car.neapr@deped.gov.ph**.

5. All endorsed participants will receive an email notification five (5) days prior to the activity, confirming their slots/attendance and the link/credentials for the online masterclasses.

6. For queries and clarifications, please contact the Human Resource Development Division through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email.

7. Immediate and widest dissemination of this Memorandum is directed.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2025.06.27 14:34:29 +08'00'

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

HRDD/RCA/ LbL – RM – Request for Participants
June 27, 2025



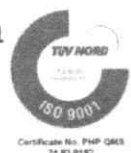
Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

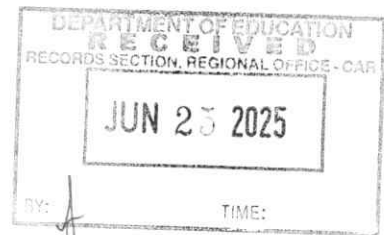
<https://depedcar.ph>





Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**



**MEMORANDUM
DM-OUHROD-2025-1653**

**TO : Regional Directors
Schools Division Superintendents
School Governance and Operations Division Chiefs
All Others Concerned**

FROM : WILFREDO E. CAHRA
*Undersecretary
Human Resource and Organizational Development*

Carmela C. Oracion
CARMELA C. ORACION
*Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)*

SUBJECT : ONLINE MASTERCLASSES FOR SCHOOL LEADERS FOR FY 2025

DATE : 19 June 2025

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), will conduct the **Online Masterclasses for School Leaders for FY 2025**, with the following objectives:
 - a. Enhance the technical competencies of school leaders to effectively contribute to improved learning outcomes and overall school performance;
 - b. Strengthen instructional leadership and innovative capacity of school leaders to respond to the evolving needs of basic education; and
 - c. Provide Professional Regulation Commission (PRC)-accredited professional development programs for teachers, school heads, and supervisors.
2. The program has the following schedule and details:

Activity	Date	Expected Participants
Turning Assessment Data into Insight: Interpretation and Utilization via Technology-Based Tools	26 July 2025 9:00 a.m. – 12:00 p.m.	PSDS or Acting PSDS of SDOs
Ensuring School Success: A Masterclass for Public Schools District Supervisors (PSDS) on Effective Support Strategies	30 August 2025 9:00 a.m. – 12:00 p.m.	For Small SDOs: Any Learning Area Supervisor or School Head (SH) of a Big/Large School

From Tension to Resolution: A Masterclass for School Heads on Conflict Management	09 August 2025 9:00 a.m. – 12:00 p.m.	Principals, Assistant Principals, Elementary Head Teachers, TICs, OICs
Leading with Impact: Advancing Instructional Leadership for School Heads	06 September 2025 9:00 a.m. – 12:00 p.m.	
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies in Learning Areas Aligned with PPST Indicators (1.1.2, 1.4.2, 1.5.2, 2.3.2, 2.6.2)	22 July 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (GMRC/ Values Education) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (EPP/TLE/ TVL Track)	<p>From each SDO:</p> <ul style="list-style-type: none"> - Education Program Supervisor (EPS) or Acting EPS for the specific learning area - One (1) Secondary SH specializing in the learning area - One (1) Elementary SH specializing in the learning area - One (1) Secondary Head Teacher or Master Teacher specializing in the learning area - One (1) Elementary Master Teacher specializing in the learning area
	24 July 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (English) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Filipino)	
	05 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (MAPEH) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Araling Panlipunan)	
	16 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (Mathematics) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Science)	
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies in Learning Areas Aligned with PPST Indicators (3.1.2, 4.1.2, 4.5.2, 5.1.2)	19 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (GMRC/ Values Education) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (EPP/TLE/ TVL Track)	
	20 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (English) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Filipino)	
	02 September 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (MAPEH) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Araling Panlipunan)	
	04 September 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (Mathematics) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Science)	

3. In this regard, all Schools Division Offices (SDOs), through their School Governance and Operations Division – Human Resource Development Sections (SGOD-HRDS), are advised to coordinate with their respective Curriculum Implementation Divisions (CID) to identify the participants for the program.

4. Likewise, each SGOD-HRDS must submit the list of identified participants using the prescribed template (*Enclosure 1; editable file with instructions accessible through the link bit.ly/EndorsementExcel*) through the link bit.ly/JobGroupEndorsement on or before 04 July 2025.
5. All endorsed participants will receive an email notification five (5) days prior to the activity, confirming their slots/attendance and the link/credentials for the online masterclasses.
6. The Indicative Program of Activities (*Enclosure 2*) and the List of Program Management Team Members (*Enclosure 3*) are attached, for reference.
7. Should you have further questions or concerns, please coordinate with **Mr. Florentino Varron Jr.** or **Mr. Marvin Villafuerte**, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
8. For dissemination and appropriate action.

BT

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

TEMPLATE FOR LIST OF SDO IDENTIFIED PARTICIPANTS

Link of Downloadable Excel File: bit.ly/EndorsementExcel

TOPIC FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)					
Turning Assessment Data into Insight: Interpretation and Utilization via Technology-Based Tools Implementation Date: July 26, 2025 (9:00 am to 12:00 pm)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (i.e. juan.cruz@deped.gov.ph)	In this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attached is the preview of the sheet for participants in the master classes for PSDSs from the attached file. Please download the file and edit it as instructed and upload it in this **form: bit.ly/JobGroupEndorsement**

TOPIC FOR PRINCIPALS, ASSISTANT PRINCIPALS, OFFICER-IN-CHARGE (OICs) and TEACHER-IN-CHARGE (TICs)					
From Tension to Resolution: A Master Class for School Heads on Conflict Management Implementation Date: August 30, 2025 (9:00 am to 12:00 pm)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (i.e. juan.cruz@deped.gov.ph)	In this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attached is the preview of the sheet for participants in the master classes for School Heads from the attached file. Please download the file and edit it as instructed and upload it in this **form: bit.ly/JobGroupEndorsement**

TOPIC 1 FOR SCHOOL LEADERS					
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies Aligned with PPST Indicators (1.1.2, 1.4.2, 1.5.2, 2.3.2, 2.6.2) July 22, 2025 Morning Session (9:00 AM to 12:00 NN) Good Manners and Right Conduct (GRMC)/ Values Education/Edukasyon sa Pagpapalakas (EsP)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (i.e. juan.cruz@deped.gov.ph)	In this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1		Education Program Supervisor			
2		Secondary School Head			
3		Elementary School Head			
4		Secondary Head Teacher or Master Te...			
5		Elementary Master Teacher			

Attached is the preview of the sheet for participants in the master classes for school leaders from the attached file. Please input the five (5) requested participants in each learning area as stipulated: One (1) Education Program Supervisor (EPS) or Acting EPS for the specific learning area; One (1) selected Secondary School Head (SH) specializing in the learning area; One (1) selected Elementary School Head (SH) specializing in the learning area; One (1) Secondary Head Teacher (HT) or Master Teacher (MT) specializing in the learning area; One (1) Elementary Master Teacher (MT) specializing in the learning area. Upload the file in this **form: bit.ly/JobGroupEndorsement**

To check the **expected participants and schedule of online activities**, please refer to the following link for your guidance: <https://tinyurl.com/yc2e58z>



Republika ng Pilipinas
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Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Note: This training matrix shall be followed for all sessions, both in the morning and in the afternoon.

Time		Activity	In-Charge
Morning Session	Afternoon Session		
8:30 AM - 9:00 AM	1:30 PM – 2:00 PM	Opening Program <ul style="list-style-type: none">- Nationalistic Song- Prayer- Messages	Host
9:01 AM – 11:45 AM	2:01 PM – 4:45 PM	Training Proper <ul style="list-style-type: none">- Discussion- Workshop- Completion of Additional Activities	Session's Resource Person
11:45 AM – 12:00 PM	4:45 PM – 5:00 PM	Q & A Portion	Session's Resource Person
12:00 PM	5:00 PM	Closing Program <ul style="list-style-type: none">- Session Evaluation- Messages	Host