

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

23 January 2023

**Unnumbered Memorandum**

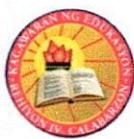
**PARTICIPANTS IN THE CONDUCT OF THE  
DEVELOPMENT OF THE ASSESSOR'S TRAINING  
PROGRAM FOR SCHOOL LEADERS**

To **Schools Division Superintendents of  
Batangas Province, Cavite Province and General Trias City**

1. Relative to DM-OUHROD-2024-0070, the National Educators Academy of the Philippines – Professional Development Division (NEAP) will conduct the Development of the Assessor's Training Program for School Leaders from January 28, 2024, to February 2, 2024, at DepEd NEAP- NCR, 15 Cepeda, Marikina City.
2. The program aims to identify and train the Department of Education personnel who will consist of a pool of assessors for the outputs of the participants who will be attending professional development programs for school leaders.
3. The participants in this activity are as follows:

| NAME                    | POSITION/<br>DESIGNATION | SDO/OFFICE         |
|-------------------------|--------------------------|--------------------|
| Ivan Brian L. Inductivo | ASDS                     | General Trias City |
| Gregorio T. Mueco       | ASDS                     | Batangas Province  |
| Erickson T. Gutierrez   | Principal                | Batangas Province  |
| Mary Jane Gonzales      | Principal                | Batangas Province  |
| Bernadette S. Sumagui   | Principal                | Cavite Province    |

4. The participants are requested to register at this link: <https://bit.ly/RegATP>. Should the identified participants be unavailable on the program development dates, they have to submit a justification letter expressing the reasons for their non-attendance.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085

5. Board and lodging and other incidental expenses of all participants shall be charged against the HRD funds, while travel expenses shall be charged against their HRD/local funds subject to the accounting rules and regulations.
6. Attached to this Memorandum is DM-OUHROD-2024-0070 for reference.
7. For relevant queries, please contact Ms. Jisela N. Ulpina, OIC-Chief of HRDD-NEAP R, through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) or Mr. Daniel A. Mabini at telefax no. (02) 87159919 or email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph)
8. Immediate dissemination of this memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

cc: 06/ROH2





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DMOI-2024-17

**MEMORANDUM**

**DM-OUHROD-2024-0070**



**TO : ATTY. RESTY C. OSIAS**  
*Director IV*  
*Bureau of Human Resource and Organizational Development*

**Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Development Division Chiefs**  
**NEAP-R Focal Persons**  
**All Others Concerned**

**FROM : WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT : CONDUCT OF THE DEVELOPMENT OF THE ASSESSOR'S TRAINING PROGRAM FOR SCHOOL LEADERS**

**DATE : January 18, 2024**

1. As part of its program transformation, the National Educators Academy of the Philippines (NEAP), as informed by DepEd Order No. 11, s. 2019 or the **Implementation of NEAP Transformation**, develops NEAP's Core Programs that are categorized into the following: Teacher Induction Programs, Career Progression Programs for Classroom Teachers, and Special Programs.
2. The result of the Research Center for Teacher Quality's (RCTQ) NEAP Transformation Report, which served as the impetus for the NEAP Transformation, exemplified **Assessor's Training Programs** as Special Programs; hence, the development of the Assessor's Training Program for School Leaders.
3. The program aims to identify and train the Department of Education (DepEd) personnel who will consist of a pool of assessors for the outputs of participants who will be attending professional development programs for school leaders.



4. The program development will be held from January 28, 2024 (Sunday), to February 2, 2024 (Friday), at DepEd NEAP-NCR, 15 Cepeda, Marikina City, and will be participated by the DepEd personnel from the Regional and Schools Division Offices indicated in Enclosure 1.
5. The participants are requested to respond to this Google Form to indicate their check-in and checkout time: <https://bit.ly/RegATP>. Should the identified participants in the enclosure be unavailable on the program development dates, they are requested to submit a justification letter expressing the reason(s) for their non-attendance.
6. Board and lodging and other incidental expenses of all the participants shall be charged against the HRD Funds, while the travel expenses of the identified participants shall be charged against their HRD/local funds subject to accounting rules and regulations.
7. The participants are advised to check in at 4:00 PM on January 28, 2024 (Sunday) and to check out at 12:00 PM on February 2, 2024 (Friday). The first meal to be served is dinner.

| Meals       | January<br>28, 2024<br>Sunday | January<br>29, 2024<br>Monday | January<br>30, 2024<br>Tuesday | January<br>31, 2024<br>Wednesday | February<br>1, 2024<br>Thursday | February<br>2, 2024<br>Friday |
|-------------|-------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------------------|-------------------------------|
| Breakfast   |                               | ✓                             | ✓                              | ✓                                | ✓                               | ✓                             |
| AM<br>Snack |                               | ✓                             | ✓                              | ✓                                | ✓                               | ✓                             |
| Lunch       |                               | ✓                             | ✓                              | ✓                                | ✓                               | ✓                             |
| PM<br>Snack |                               | ✓                             | ✓                              | ✓                                | ✓                               | ✓                             |
| Dinner      | ✓                             | ✓                             | ✓                              | ✓                                | ✓                               |                               |

8. For inquiries and clarifications, please contact **Mr. Daniel A. Mabini** or **Ms. Jhoanna C. Javier** at telefax no. (02) 8715 9919 or via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).
9. Immediate dissemination of and appropriate action on this memorandum is sincerely desired.

EPDD/Mabini



**Enclosure 1.** List of Participants for the Development of the Assessor's Training Program for School Leaders

| Name                         | Position  | Region |
|------------------------------|-----------|--------|
| 1. Eladio Escolano           | Principal | NCR    |
| 2. Edmund Villareal          | Principal | NCR    |
| 3. Myra P. Mebato            | ASDS      | X      |
| 4. Jasmin R. Lacuna          | ASDS      | CAR    |
| 5. Levi B. Butihen           | ASDS      | XII    |
| 6. Carlos G. Susarno         | ASDS      | XII    |
| 7. Adonis A. Mosquera        | ASDS      | VI     |
| 8. Ivan Brian L. Inductivo ✓ | ASDS      | IV-A   |
| 9. Gregorio T. Mueco ✓       | ASDS      | IV-A   |
| 10. Erickson T. Gutierrez ✓  | Principal | IV-A   |
| 11. Mary Jane M. Gonzales ✓  | Principal | IV-A   |
| 12. Carina Untalasco         | Principal | I      |
| 13. Felix Pamaran            | ASDS      | IV-B   |
| 14. Roger Z. Rochar          | ASDS      | VI     |
| 15. Roberto D. Napare Jr.    | ASDS      | X      |
| 16. Edwina R. Manalang       | EPS       | I      |
| 17. Diana Flor D. Eco        | Principal | CAR    |
| 18. Arnel A. Usman           | EPS       | III    |
| 19. Mary Ruth S. Salonga     | CID Chief | III    |
| 20. Bernadette S. Sumagui ✓  | Principal | IV-A   |
| 21. Arlen A. Jumamoy         | Principal | XI     |
| 22. Aura Aguilar             | Principal | VIII   |
| 23. Jocelyn P. Navera        | EPS       | V      |
| 24. Maribel M. Ancheta       | PSDS      | II     |
| 25. Cristy M. Jabonillo      | Principal | VII    |
| 26. Jeryl M. Casilao         | Principal | IX     |
| 27. Joseph Estigoy           | PSDS      | CAR    |

| Name                            | Position  | Region |
|---------------------------------|-----------|--------|
| 28. Jeaz DC. Campano            | Principal | III    |
| 29. BHROD – HRDD Representative |           |        |
| 30. BHROD – SED Representative  |           |        |

Copy furnished:

**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*