



20 February 2025

**Regional Memorandum**  
No. 130 s. 2025

## REGIONAL TRAINING ON FACILITATION SKILLS AND LEARNING MANAGEMENT FOR SCHOOL LEADERS

To: **Schools Division Superintendents**

1. Cognizant of the significant roles of trainers and facilitators in ensuring effective delivery of training programs as emphasized in DepEd Memorandum No. 44, s. 2023 titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), will conduct the **Regional Training on Facilitation Skills and Learning Management for School Leaders** on **March 24-28, 2025**, at a venue to be disseminated in a separate memorandum.
2. The objective of the program is to train school leaders who will become part of the Pool of Regional Learning Facilitators. Specifically, by the end of the program, they should be able to:
  - a. articulate the roles of a trainer and a facilitator;
  - b. demonstrate listening, observing, questioning, attending, and integrating skills in facilitation through simulations;
  - c. develop learning resource materials used for session delivery; and
  - d. integrate facilitation skills and learning management standards based on DM 44, s. 2023 in session delivery.
3. Each Province Division shall identify six (6) participants while each City Division shall identify three (3) participants with the following qualifications:
  - a. an Education Program Supervisor, a Public Schools District Supervisor, and/or a school head;
  - b. must have at least a Master's degree;
  - c. have served as facilitators at least in Division training programs; and,
  - d. have not undergone any facilitation skills training.

4. Identified qualified participants shall be officially endorsed by the Schools Division Superintendent using the template attached to this memorandum. The said endorsement shall be prepared by the Senior Education Program Specialist of the Human Resource Development Section and be sent on or before **March 14, 2025**, through **<https://bit.ly/4AFacilitationTraining>**.
5. Board and lodging expenses of Program Management Team members and participants shall be charged against the Regional HRD Program Support Fund while travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For further queries or concerns, please email Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisor, at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) or [neap.calabarzon@deped.gov.ph](mailto:neap.calabarzon@deped.gov.ph).
7. Immediate compliance with this Memorandum is instructed.

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

Attachment to Regional Memorandum No. 130, s. 2025

**Endorsement Letter Template**

March xx, 2025

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director  
DepEd Region IV-A CALABARZON

Through: **JISELA N. ULPINA**  
OIC-Chief, HRDD-NEAPR

Dear **RD Escobarte**:

This is to respectfully submit the list of participants who will attend the **Regional Training on Facilitation Skills and Learning Management for School Leaders** on March 24-28, 2025.

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Position</b>	<b>DepEd Email</b>

Thank you very much.

Sincerely yours,

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Schools Division Superintendent

*Note: Use the SDO's header and footer.*