



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

**08 July 2025**

In compliance with DepEd Order (DO) No. 8, s. 2013, this Advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of DepEd Officials, personnel/staff, as well as the concerned public.  
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**VENUE OF THE WORKSHOP ON ENHANCING PUBLIC AND PRIVATE SCHOOL PROCESSES FOR SDO COUNTERPARTS**

This is to inform all the participants that the venue of the Workshop on Enhancing Public and Private School Processes for SDO Counterparts shall be at the **Extmeli Suites Hotel, G-21 Solemare Parksuites, 1701 Bradco Ave., Parañaque City on August 26-27, 2025.**

The QAD Technical Working Group (TWG) shall be at the venue on August 25, 2025 (Day 0) for logistics preparation.

All other information regarding Regional Memorandum No. 324 s. 2025 shall remain in effect.

05/ROQ7



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

Enclosure 1

**WORKSHOP ON ENHANCING PUBLIC AND PRIVATE  
SCHOOL PROCESSES FOR SDO COUNTERPARTS**

**August 26-27, 2025**

Venue: Extemeli Suites Hotel, G-21 Solemare Parksuites, 1701 Bradco Ave.,  
Parañaque City

**INDICATIVE ACTIVITIES**

<b>August 26, 2025 (Day 1)</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
7:00-8:30 AM	Registration/Assembly	QAD TWG/Personnel
8:30- 9:00 AM	Opening Program National Anthem Prayer CALABARZON March Quality Policy Statement	Audio Visual Presentation (AVP)
9:00-9:15 AM	Welcome Remarks and Statement of Purpose	<b>LUZ E. OSMEÑA</b> <i>Chief Education Supervisor</i>
9:15-9:30 AM	Acknowledgment of the Participants	<b>MA. LOURDES Q. MANIMTIM</b> <i>Education Program Supervisor</i>
9:30-9:45 AM	Presentation of Indicative Activities	<b>REYMUND M. FERRY</b> <i>Education Program Supervisor</i>
9:45-10:00 AM	Inspirational Message	<b>ATTY. ALBERTO ESCOBARTE,</b> <b>CESO II</b> <i>Regional Director</i>  <b>LOIDA N. NIDEA</b> <i>Assistant Regional Director</i>
10:00- 10:15 AM		<b>Break</b>
10:15- 11:05 AM	<b>Session 1:</b> Reiteration of the Processes on New Government Permit	<b>BUENALYN M. MANUEL</b> <i>Education Program Supervisor</i>
11:05- 12:00 NN	<b>Session 2:</b> Reiteration of the Processes on Renewal of Government Permit	<b>JEFFRIE F. DITABLAN</b> <i>Education Program Supervisor</i>
12:00-1:00 PM		<b>Lunch Break</b>
1:00-1:50 PM	<b>Session 3:</b> Reiteration of the Processes on Government Recognition	<b>MA. LOURDES O. MANIMTIM</b> <i>Education Program Supervisor</i>



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1:50-2:50 PM	<b>Session 4:</b> Reiteration of the Processes on Tuition Fee Increase	<b>LOIDA G. TOMELDEN</b> <i>Education Program Supervisor</i>
2:50-3:50 PM	<b>Session 5:</b> Reiteration of the Process on School Public Schools Establishment	<b>EMELIA M. AYTONA</b> <i>Education Program Supervisor</i>
3:50-4:50 PM	Breakout Session with the EPSs	<i>ALL EPSs in-charge per Cluster</i>
4:50-5:00 PM	Announcement on the Day 2 Activities	<b>REYMUND M. FERRY</b> <i>Education Program Supervisor</i>
<b>August 27, 2025 (Day 2)</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
6:00-8:00 AM	Breakfast	
8:00-8:15 AM	Preliminaries	QAD TWG/Personnel
8:15-11:00 AM	<b>Session 6:</b> (Digitization Process of Application for Special Order (SO) of Senior High School graduates	<b>REY M. VALENZUELA</b> <i>Regional ICT Unit Head</i>
11:00-12:00 NN	<b>Session 7:</b> Reiteration and Review of the Special Order (SO) Application and its Relevant Reminders	<b>FLORENCE M. SANTOS</b> <i>Administrative Assistant</i>
12:00- 1:00 PM		<b>Break</b>
1:00 – 2:00 PM	<b>Session 8:</b> Reiteration of the Application Special Needs Education Program	<b>PHILIPS T. MONTEROLA</b> <i>Regional Focal-SNED</i>
2:00 – 3:00 PM	<b>Session 9:</b> Reiteration of the Application Homeschooling Program	<b>LUZ E. OSMEÑA</b> <i>Chief Education Supervisor</i>
3:00-3:15 PM		<b>Break</b>
3:15-4:15 PM	<b>Session 10:</b> Updates on the LIS/EBEIS	<b>ADRIAN M. BULLO</b> <i>Planning Officer Policy, Planning and Research Divisionm(PPRD)</i>
4:15-5:00 PM	<b>Session 11:</b> Reiteration of the Application Open High School Program (OHSP)	<b>REYMUND M. FERRY</b> <i>Education Program Supervisor</i>
5:00-5:30 PM	Closing Program/ Acknowledgement of Commitment/Awarding of Certificates	QAD TWG/Personnel

**Technical Working Group**

<b>Name</b>	<b>Division</b>	<b>Date (Day 1-2)</b>
LUZ E. OSMEÑA	Quality Assurance Division	August 26-27, 2025
BUENALYN M. MANUEL	Quality Assurance Division	August 26-27, 2025
EMELIA M. AYTONA	Quality Assurance Division	August 26-27, 2025
LOIDA G. TOMELDEN	Quality Assurance Division	August 26-27, 2025
JEFFRIE F. DITABLAN	Quality Assurance Division	August 26-27, 2025
MA. LOURDES O. MANIMTIM	Quality Assurance Division	August 26-27, 2025
REYMUND M. FERRY	Quality Assurance Division	August 26-27, 2025
FLORENCE M. SANTOS	Quality Assurance Division	August 26-27, 2025
MARY MAE L. HORNIDO II	Quality Assurance Division	August 26-27, 2025

<b>Name</b>	<b>Division</b>	<b>Date (Day 0)</b>
REYMUND M. FERRY	Quality Assurance Division	August 25, 2025
FLORENCE M. SANTOS	Quality Assurance Division	August 25, 2025
MARY MAE L. HORNIDO II	Quality Assurance Division	August 25, 2025