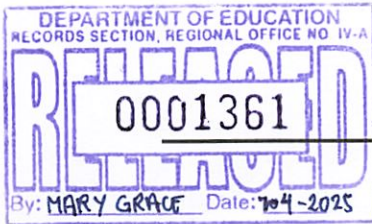




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-495




2 July 2025

Regional Memorandum
No. 495 s. 2025

**ONLINE MASTERCLASSES FOR SCHOOL LEADERS
FOR FY 2025**

To: Schools Division Superintendents

1. Enclosed are DM-OUHRÖD-2025-1653 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development and an Advisory dated June 26, 2025, from the National Educators Academy of the Philippines regarding the **Online Masterclasses for School Leaders for FY 2025**.
2. The schedules and other details about the masterclasses are indicated in the enclosed memorandum.
3. Schools Division Offices, through the Human Resource Development Section, are requested to submit the lists of identified participants through **bit.ly/JobGroupEndorsement** on or before **July 4, 2025**. The prescribed templated can be accessed through **bit.ly/EndorsementExcel**.
4. For questions or queries, please contact Jisela N. Ulpina, OIC-Chief or Bryan A. Pobe, Education Program Supervisor, through email hrd.calabarzon@deped.gov.ph.
5. Immediate compliance with this Memorandum is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH5/ROH1



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

June 26, 2026

ADVISORY

In reference to DM-OUHROD-2025-1653 "Online Masterclasses for School Leaders for FY 2025" dated June 19, 2025, the Department of Education, through the National Educators Academy of the Philippines (NEAP), will implement the Online Master Classes for Fiscal Year 2025. This professional development program is specifically designed for School Heads, Public Schools District Supervisors (PSDS), and other designated School Leaders, as part of NEAP's continuing commitment to strengthen instructional leadership.

To further expand the reach and impact of the program, **Head Teachers** who demonstrate potential for leadership development are also **encouraged to participate**, in support of enhancing school-based leadership and instructional capacity.

Please be informed that **certain sessions may be scheduled on weekends, holidays, or special non-working days** to accommodate the program's timeline and the availability of participants and resource persons.

In this regard, trainers, members of the management team, and participants are entitled to service credit or Compensatory Time-Off (CTO) in accordance with DO No. 13, s. 2024, titled *Revised Guidelines on Grant of Vacation Service Credits for Teachers*, should the activities fall on days with class suspensions, cancellations, weekends, or holidays.

For further inquiries or clarifications, you may reach the NEAP – Professional Development Division via email at neap.pdd@deped.gov.ph or through landline at (02) 8715-9919.

Thank you for your continued support and cooperation.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

Human Resource and Organizational Development
National Educators Academy of the Philippines



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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. CABRAL**
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) | |
| | 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) | |
| 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) | 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. *cc*

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.

CT

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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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) | Is 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) | Is 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 Pagpapakatao (EaP) | | | | | |
| NAME (Surname, Given Name, Middle Initial) | SEX | POSITION | DepEd EMAIL ADDRESS (i.e. juan.cruz@deped.gov.ph) | Is 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/ycr2e58z>



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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 |



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Enclosure 3

PROGRAM MANAGEMENT TEAM

| NAME | POSITION | OFFICE/ STATION |
|----------------------------|--|-----------------------------------|
| Jennifer E. Lopez | Director IV | NEAP -DepEd Central Office |
| Marife T. Morcilla | Project Development Officer V | NEAP-PDD, DepEd Central Office |
| Alexander Simagala | Project Development Officer IV | NEAP-PDD, DepEd Central Office |
| Marvin DJ. Villafuerte | Senior Education Program Specialist | NEAP-PDD, DepEd Central Office |
| Florentino L. Varron Jr. | Senior Education Program Specialist | NEAP-PDD, DepEd Central Office |
| Billy Rei M. Pagba | Senior Education Program Specialist | NEAP-PDD, DepEd Central Office |
| Jessica Kristel C. Abeleda | Education Program Specialist II | NEAP-PDD, DepEd Central Office |
| Mathew M. Bofete | Project Development Officer II | NEAP-PDD, DepEd Central Office |
| Aizyl Ann E. Natanauan | Technical Assistant II | NEAP-PDD, DepEd Central Office |
| Roselle D. Cabiling | Technical Assistant II | NEAP-PDD, DepEd Central Office |
| Toni Rose H. Rosales | Technical Assistant II | NEAP-PDD, DepEd Central Office |