



REGIONAL MEMORANDUM
HRRD-2025- 760

To: Schools Division Superintendents } Leyte
All Others Concerned } Maasin City

- | Original Participants | Replacement Participant | Position | Division |
|-----------------------|-------------------------|-------------|-------------|
| CLMD Chief | Gil R. Esplanada Jr. | SGOD, Chief | Leyte |
| FTAD Chief | Josefina L. Matibag | SGOD, Chief | Maasin City |

- 
EVELYN R. FETALVERO, CESO III
Regional Director

DEPARTMENT OF EDUCATION
SECOND DISTRICT REGIONAL OFFICE NO. VII
RECEIVED
760
By: *[Signature]* Date: *7/2/85*



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Department of Education


OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1337

TO : Regional Directors
Regional Office Chiefs
Schools Division Office Chiefs
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development


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

SUBJECT : CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM
"KADAKLAN (KEEPING ACCOUNTABILITY AT THE CORE:
DRIVING ACTION, KNOWLEDGE, AND LEADERSHIP TO
ACCELERATE AND NURTURE)"

DATE : 27 May 2025

1. In line with initiatives to enhance the quality of school leaders, the National Educators Academy of the Philippines (NEAP) will conduct the professional development program titled **KADAKLAN (Keeping Accountability at the Core: Driving Action, Knowledge, and Leadership to Accelerate and Nurture)**, with schedule as follows:

Activity	Date	Venue/Modality
KADAKLAN Batch 1	14-18 July 2025	NEAP Baguio (face-to-face)
KADAKLAN Batch 2	28 July – 01 August 2025	

2. The program aims to enhance the instructional leadership skills of the Regional Office (RO) and the Schools Division Office (SDO) Chiefs to bring about improved teaching and learning outcomes, strengthen their governance strategies for a more effective school leadership, and develop a culture of accountability and ethical leadership.

3. In this regard, **we would like to request the participation of RO and SDO Chiefs in the program**, based on the following allocation per functional division:

Activity	Participants	Allocation
KADAKLAN Batch 1 (14-18 July 2025)	Curriculum Implementation Division (CID) Chiefs	219
	Curriculum and Learning Management Division (CLMD) Chiefs	17
	Field Technical Assistance Division (FTAD) Chiefs	17
	Education Support Services Division (ESSD) Chiefs	17
	Administrative Division Chiefs	17
Total		287
KADAKLAN Batch 2 (28 July – 01 August 2025)	School Governance and Operations Division (SGOD) Chiefs	219
	Policy, Planning, and Research Division (PPRD) Chiefs	17
	Quality Assurance Division (QAD) Chiefs	17
	Human Resource Development Division (HRDD) Chiefs	17
	Finance Division Chiefs	17
Total		287

4. The identified participants are advised to confirm their attendance through the registration link <https://tinyurl.com/REGISTRATION-KADAKLAN-2025> (alternate link: <https://forms.office.com/r/bNA5eA76iy>) **on or before 04 July 2025.**
5. **The ROs are also requested to endorse Senior Education Program Specialists (SEPS) and/or Education Program Specialists (EPS) II** from the RO or any SDOs within their jurisdiction **to serve as Classroom Managers** for the whole duration of the program. The endorsement shall be accomplished by the designated RO personnel through the link <https://tinyurl.com/KADAKLAN-EndorsementForm> (alternate link: <https://forms.office.com/r/UidzQX4XRB>). The regional allocation of RO/SDO SEPS/EPS II is as follows:

Activity	Region	Allocation
KADAKLAN Batch 1 (14-18 July 2025)	CAR	2
	NCR	2
	I	2
	II	2
	III	2
	IV-A	2
Total		12
KADAKLAN Batch 2 (28 July – 01 August 2025)	IV-B	2
	V	1
	VI	1
	VII	1
	VIII	1
	IX	1
	X	1
	XI	1
	XII	1
	XIII	1
	NIR	1
Total		12

6. Enclosed are the following documents, for reference:

- a. **Enclosure 1** – Program of Activities
- b. **Enclosure 2** – Meal Provision Guide
- c. **Enclosure 3** – NEAP Program Management Team Members

7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to Central Office/RO/SDO HRD/local funds subject to the usual accounting and auditing rules and regulations.

9. Should you have questions and concerns, please contact **NEAP Professional Development Division** through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.

10. For immediate dissemination and appropriate action.

Copy furnished:

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Enclosure 1:

PROGRAM OF ACTIVITIES

**Conduct of Keeping Accountability at the Core: Driving with Action, Knowledge,
and Leadership to Accelerate and Nurture (KADAKLAN)**
Batches 1 (July 14 – 18, 2025) & 2 (July 28 – August 1, 2025)
NEAP Baguio

Day 1

TIME	ACTIVITY														
1:00 – 2:00 p.m.	Registration														
2:01 – 3:30 p.m.	Opening Program														
	<table border="1"> <tr> <td>Nationalistic Song</td><td rowspan="3">AVP</td></tr> <tr> <td>Prayer</td></tr> <tr> <td>Quality Policy</td></tr> <tr> <td>Message of Support</td><td>WILFREDO E. CABRAL Undersecretary Human Resource and Organizational Development</td></tr> <tr> <td>Inspirational Message</td><td>CARMELA C. ORACION Assistant Secretary Human Resource and Organizational Development (National Educators Academy of the Philippines)</td></tr> <tr> <td>Welcome Remarks</td><td>JENNIFER E. LOPEZ Director IV National Educators Academy of the Philippines</td></tr> <tr> <td>Overview</td><td>MARIFE T. MORCILLA Project Development Officer V National Educators Academy of the Philippines</td></tr> <tr> <td>Acknowledgement of Participants</td><td>ALEXANDER SIMAGALA Project Development Officer IV National Educators Academy of the Philippines</td></tr> </table>	Nationalistic Song	AVP	Prayer	Quality Policy	Message of Support	WILFREDO E. CABRAL Undersecretary Human Resource and Organizational Development	Inspirational Message	CARMELA C. ORACION Assistant Secretary Human Resource and Organizational Development (National Educators Academy of the Philippines)	Welcome Remarks	JENNIFER E. LOPEZ Director IV National Educators Academy of the Philippines	Overview	MARIFE T. MORCILLA Project Development Officer V National Educators Academy of the Philippines	Acknowledgement of Participants	ALEXANDER SIMAGALA Project Development Officer IV National Educators Academy of the Philippines
Nationalistic Song	AVP														
Prayer															
Quality Policy															
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3:3 – 4:30 p.m.	Pre-Assessment														
4:31 – 5:00 p.m.	End of Day Evaluation														

Day 2 (Hearts that Lead)

Day 2 (Hearts that Lead)

TIME	TOPICS	OBJECTIVES
		At the end of the session, the School Heads will be able to do the following:
8:00 – 8:30 a.m.	MANAGEMENT OF LEARNING	
8:31 – 10:30 a.m.	Leading with Purpose – The Role of Supervisors in Shaping Educational Culture	<ul style="list-style-type: none">• understand the influence of leadership behavior on organizational culture in educational settings• analyze and reflect on current leadership practices that shape workplace culture• value the importance of leading by example in fostering a positive, inclusive, and learner-centered environment
10:31 – 10:45 a.m.	HEALTH BREAK	
10:46 a.m. – 12:00 p.m.	Leading with Purpose – The Role of Supervisors in Shaping Educational Culture	
12:01 – 1:00 p.m.	LUNCH BREAK	



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1:01 – 3:00 p.m.	Values-Based Leadership in Curriculum and Change Management	<ul style="list-style-type: none">• recognize principles of values-based leadership in curriculum implementation and change processes• apply ethical frameworks in making curriculum-related decisions• advocate for fairness, inclusivity, and respect in leading curricular and systemic changes
3:01 – 3:15 p.m.	HEALTH BREAK	
3:16 – 4:30 p.m.	Values-Based Leadership in Curriculum and Change Management	
4:31 – 5:00 p.m.	END-OF-DAY EVALUATION	

Day 3 (Hands that Build)

Day 3 (Hands that Build)		
TIME	TOPICS	OBJECTIVES At the end of the session, the School Heads will be able to do the following:
8:00 – 8:30 a.m.	MANAGEMENT OF LEARNING	
8:31 – 10:30 a.m.	Technology for Curriculum Monitoring and Instructional Support	<ul style="list-style-type: none">• identify key new technological and AI tools and their application in curriculum monitoring and instructional support• use new technological and AI platforms to analyze data on curriculum implementation and learning outcomes• appreciate the role of innovation and technology in improving educational supervision
10:31 – 10:45 a.m.	HEALTH BREAK	
10:46 a.m. – 12:00 p.m.	Technology for Curriculum Monitoring and Instructional Support	
12:01 – 1:00 p.m.	LUNCH BREAK	
1:01 – 3:00 p.m.	Leading Continuous Improvement and Innovation	<ul style="list-style-type: none">• recognize the principles and tools of continuous improvement in education• facilitate data-informed reflection and innovation initiatives; and• embrace a mindset of learning, adaptability, and growth
3:01 – 3:15 p.m.	HEALTH BREAK	
3:16 – 4:30 p.m.	Leading Continuous Improvement and Innovation	
4:31 – 5:00 p.m.	END-OF-DAY EVALUATION	

Day 4 (Minds that Illuminate)

Day 4 (Minds that Illuminate)		
TIME	TOPICS	OBJECTIVES At the end of the session, the School Heads will be able to do the following:
8:00 – 8:30 a.m.	MANAGEMENT OF LEARNING	
8:31 – 10:30 a.m.	Building Shared Accountability Frameworks	<ul style="list-style-type: none">• understand the elements and processes of an effective shared accountability framework• design a system that tracks progress and clarifies stakeholder roles in achieving educational goals• promote collaboration and trust among education stakeholders
10:31 – 10:45 a.m.	HEALTH BREAK	
10:46 a.m. – 12:00 p.m.	Building Shared Accountability Frameworks	
12:01 – 1:00 p.m.	LUNCH BREAK	



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1:01 – 3:00 p.m.	Mentoring and Coaching for Leadership Development	<ul style="list-style-type: none">• understand effective mentoring and coaching principles aligned with leadership development• design mentoring strategies supported by data and AI tools• commit to empowering others through supportive professional relationships
3:01 – 3:15 p.m.	HEALTH BREAK	
3:16 – 4:30 p.m.	Mentoring and Coaching for Leadership Development	
4:31 – 5:00 p.m.	END-OF-DAY EVALUATION	

Day 5

TIME	ACTIVITY
7:30 – 8:00 a.m.	MANAGEMENT OF LEARNING
8:01 – 10:00 a.m.	<p>Workshop on Action Planning</p> <p>The Chiefs will be able to do the following:</p> <ul style="list-style-type: none"> • recall and integrate key concepts from the training as foundation for their Work Action Plan; • apply what they have learned in the training to draft a well-structured and context-specific Work Action Plan; and • demonstrate commitment to transforming training learnings into actionable plans.
10:01 – 11:00 a.m.	Post-Assessment
11:01 a.m. – 12:00 p.m.	Closing Program
12:01 p.m. onwards	Egress



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Enclosure 2:

MEAL PROVISION GUIDE
Conduct of Keeping Accountability at the core: Driving with Action, Knowledge,
and Leadership to Accelerate and Nurture (KADAKLAN)
Batch 1

NEAP Baguio – July 14 – 18, 2025

Meals	July 14, 2025	July 15, 2025	July 16, 2025	July 17, 2025	July 18, 2025
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

Batch 2
NEAP Baguio – July 28 – August 1, 2025

Meals	July 28, 2025	July 29, 2025	July 30, 2025	July 31, 2025	August 1, 2025
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	



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Enclosure 3:

NEAP PROGRAM MANAGEMENT TEAM
Conduct of Keeping Accountability at the core: Driving with Action, Knowledge,
and Leadership to Accelerate and Nurture (KADAKLAN)

NAME	POSITION	OFFICE/ STATION
Jennifer E. Lopez	Director IV	NEAP -DepEd Central Office
Margarita C. Ballesteros	Director IV	NEAP -DepEd Central Office
Leah B. Apao	Director III	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
Billy Rei M. Pagba	Senior Education Program Specialist	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
Eric T. Sarmiento	Administrative Officer V	NEAP-PDD, DepEd Central Office