



Republic of the Philippines  
**Department of Education**  
THE OFFICE OF THE SECRETARY

DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS SECTION REGIONAL OFFICE NO. VIII  
DATE: 11-20-25  
TRACKING #: 11775 TIME: 12:02 PM  
SIGNATURE: [Signature]

**MEMORANDUM**

**FOR :** ALL CONCERNED DEPED CO DIRECTORS  
ALL CONCERNED REGIONAL DIRECTORS  
ALL CONCERNED SCHOOLS DIVISION OFFICE  
ALL OTHERS CONCERNED

**FROM :** **ATTY. FATIMA LIPP D. PANONTONGAN**  
*Undersecretary and Chief of Staff*  
*Office of the Secretary*

**MICHAEL JOSEPH P. CABAUTAN**  
*Director III, National Educators Academy of the Philippines*

**SUBJECT :** **REQUEST TO RESCHEDULE THE DLP FINALIZATION WORKSHOP**

**DATE :** **NOVEMBER 19, 2025**

The Dynamic Learning Program (DLP) Project Management Team, under the guidance of the Office of the Secretary and the National Educators Academy of the Philippines - Office of the Director, has successfully completed the initial workshops for the development of the DLP Operations Manual. With the upcoming Finalization Workshop, the series of DLP workshops will come to an end, marking the concluding stage of the manual's development.

However, due to the confirmed availability of the accommodation and hotel supplier, **the schedule of the Finalization Workshop will be moved to an earlier date**, reverting to its originally planned schedule. In this regard, we respectfully seek approval for the updated workshop schedule as follows:

ACTIVITY	PREVIOUS DATE	UPDATED DATE	EXPECTED NO. OF PAX	VENUE
Finalization Workshop of the DLP Operations Manual	November 25-28, 2025	November 23-26, 2025	36 (expected)	Extremeli Suites, Parañaque City, NCR

The program management team and the participants' board and lodging, and transportation expenses shall be charged against FY 2024 General Management and Supervision – Maintenance and other Operating Expenses (GMS-MOOE) Continuing Allotment. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against local funds, subject to the usual accounting and auditing rules and regulations.

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

We look forward to your favorable support of this request. For any questions and concerns, you may contact Jim Miguel Edmilao, Technical Assistant III of the Office of the Secretary, through 09959726371 or [jimmiguel.edmilao@deped.gov.ph](mailto:jimmiguel.edmilao@deped.gov.ph).

For your guidance and compliance. Thank you in advance for your support.

**Attachment:**

*Previously cascaded memorandum of rescheduling request*



2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos.: (02) 8687-2922; 8687-4177; 8636-4995; 8636-4876; Website: [www.deped.gov.ph](http://www.deped.gov.ph)