



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 3, 2025

**REGIONAL MEMORANDUM**

No. **1640** s. 2025

**UPDATES ON THE CONDUCT OF THE YEAR-END PROGRAM IMPLEMENTATION  
REVIEW OF THE PROFESSIONAL DEVELOPMENT PROGRAMS  
FOR TEACHERS AND SCHOOL LEADERS**

To: Schools Division Superintendents  
SGOD Chiefs  
All Others Concerned

1. With reference to Regional Memorandum No. 1391, s. 2025, this Office, through the Human Resource Development Division (HRDD), informs all concerned of the updates regarding the **Year-End Program Implementation Review of the Professional Development Programs for Teachers and School Leaders**, scheduled on **December 8-10, 2025**.
2. The activity shall be conducted at **Ocean View Hotel, Tolosa, Leyte**.
3. The templates for the presentation of the Accomplishment Report may be accessed through the link: **<https://bit.ly/HRD-PIR-2025>**.
4. For your guidance, please refer to the updated activity matrix attached to this memorandum.
5. All Schools Division Offices (SDOs) are required to submit a **confirmation letter** of their participants using the attached template by **December 5, 2025**.
6. In exigency of service during the conduct of this activity, all participants shall be entitled to compensatory overtime credits/ service credits for the services rendered during holidays, subject to existing guidelines.
7. All other provisions stated in the aforementioned memorandum, which are consistent with this issuance, shall remain in force and effect.
8. Immediate dissemination of and compliance with this Memorandum are desired.

**RONALO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

HRD PERSONNEL

PROGRAM IMPLEMENTATION REVIEW

HRDD-CDPA



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
Website: [region8.deped.gov.ph](http://region8.deped.gov.ph)



Enclosure 1 of Regional Memorandum No. 1664.0, series of 2025

**YEAR-END PROGRAM IMPLEMENTATION REVIEW OF THE PROFESSIONAL  
DEVELOPMENT PROGRAMS FOR TEACHERS AND SCHOOL LEADERS**

December 8-10, 2025  
Ocean View Hotel, Tolosa, Leyte

**ACTIVITY MATRIX**

Day/ Time	December 8	December 9	December 10
8:00 a.m. - 8:30 a.m.	Travel Time	Preliminaries	Preliminaries
8:31 a.m. - 9:30 a.m.		Alignment of RO and SDO PD Programs to DepEd Strategic Goals  <b>Clark Dave P. Arante</b> SEPS	National Assessment for School Heads (NASH) Updates  <b>Clark Dave P. Arante</b> SEPS
9:31 a.m. - 10:30 a.m.		Presentation and Evaluation of the FY2025 SDO Accomplishment Report  <b>SDO Focal Persons</b>	Workplace Application Plan for School Leaders  <b>Dr. Dina S. Superable</b> EPS
10:31 a.m. - 12:00 p.m.			Updates on other HRD programs
12:01 p.m. - 1:00 p.m.		Lunch	Lunch
1:01 p.m. - 2:00 p.m.	Arrival of Participants and Opening Program	Continuation of the Presentation and Evaluation of the FY2025 SDO Accomplishment Report  <b>SDO Focal Persons</b>	Ways Forward  Closing Program
2:31 p.m. - 3:30 p.m.	The Mandate of NEAP and NEAPR  <b>Dr. Elena S. De Luna</b> ASDS, NEAP-RVIII Head	Workshop on Addressing Implementation Challenges of SDOs  <b>PMT</b>	Home Bound
3:31 p.m. - 5:00 p.m.	NEAP-CO-initiated PD Programs for Teachers and School Leaders  <b>Israel Gilvani D. Malaca</b> EPS II	The Great HRD Getaway: Games, Goals & Growth  <b>SDO Maasin City</b>	
<b>Officer of the Day</b>	<b>Rodel V. Rosales</b> EPS	<b>Dr. Rowena T. Vacal</b> EPS	<b>Dr. Dina S. Superable</b> EPS

Prepared by:

**CLARK DAVE P. ARANTE**  
SEPS

Noted by:

**HARVIE D. VILLAMOR EdD**  
HRDD Chief

Enclosure 2 of Regional Memorandum No **1640**, series of 2025

Republic of the Philippines  
**Department of Education**

SCHOOLS DIVISION OF \_\_\_\_\_

Date: \_\_\_\_\_

**DR. RONELO AL K. FIRMO CESO IV**

Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Dear RD Firmo,

In compliance with the directive of the Regional Office regarding the conduct of **YEAR-END PROGRAM IMPLEMENTATION REVIEW OF THE PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS AND SCHOOL LEADERS** on **December 8-10, 2025**, at **Ocean View Hotel, Tolosa, Leyte**, we are pleased to confirm the attendance of the following participants from **<Schools Division Office Name>**, based on the allocated slots.

No.	Name of Participant	Position/ Designation	DepEd Email Address

We assure you that the above personnel have been duly informed and will represent our Division during the said activity.

Very truly yours,

\_\_\_\_\_  
Schools Division Superintendent  
Schools Division of \_\_\_\_\_