



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

June 19, 2026

**REGIONAL MEMORANDUM**

FTAD-2026- **768**

**PARTICIPATION ON THE CONDUCT OF THE INCLUSIVE EXCELLENCE  
SUMMIT UNDER THE CIVIC ARCHITECT INITIATIVE**

To: Schools Division Superintendent } Tacloban City Division  
All Others Concerned

1. This Office, through the Field Technical Assistance Division (FTAD), hereby informs the Schools Division of Tacloban City on the participation of **Mr. Harold M. Naputo** on the **Conduct of the Inclusive Excellence Summit Under the Civic Architect Initiative** on schedules stipulated in OM-OUGOPS-2026-02-01956.
2. Other details relative to the conduct of the activity are stipulated in the attached DepEd Office Memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director 

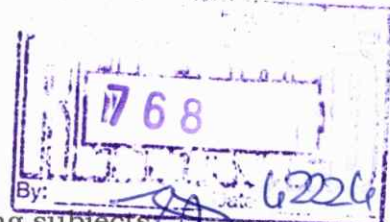
Enclosure(s): OM-OUGOPS-2026-02-01956

Reference(s): As stated

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

ACTIVITY  
PROGRAM

FTAD-GMM





Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUGOPS-2026- 02 - 01956

DEPARTMENT OF EDUCATION  
**RECEIVED**  
RECORDS SECTION REGIONAL OFFICE NO. VIII

DATE: 06-18-26

TRACKING #: 7426 TIME: 9:52 AM

SIGNATURE: [Signature]

TO : **REGIONAL DIRECTORS**  
(Regions III, IV-A, VIII, and NCR)

**SCHOOLS DIVISION SUPERINTENDENTS**  
(Schools Divisions Offices of Bulacan, Cavite Province, Malabon City, and Tacloban City)

**SELECTED PUBLIC SECONDARY SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

RECEIVED  
6/18/26 3:20  
OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS  
REGIONAL DIRECTOR  
[Signature]  
SIGNATURE

FROM : **MALCOLM S. GARMA**  
*Undersecretary for Governance and Operations*



**JOCELYN DR ANDAYA**  
*Regional Director, NCR*  
*Concurrent Officer-in-Charge,*  
*Office of the Assistant Secretary for Governance and Operations*

[Signature]

SUBJECT : **ADDENDUM TO OM-OASGO No. 2026-039 (CONDUCT OF THE INCLUSIVE EXCELLENCE SUMMIT UNDER THE CIVIC ARCHITECT INITIATIVE)**

DATE : June 9, 2026

1. In reference to OM-OASGO No. 2026-039 dated May 14, 2026, regarding the virtual conduct of the **Inclusive Excellence Summit: Architecting Civic-Minded Schools** held last **May 20-21, 2026**, this Addendum is issued to formally recognize and integrate the participation of additional Public Secondary School Heads who volunteered to take part in this pilot initiative.
2. Recognizing that this pilot program is a collaborative learning experience designed to transition schools from basic administrative maintenance to civic inspiration, the Department highly appreciates the initiative of these volunteer school heads. To support them through this developmental phase, they are formally integrated into the initiative's supportive framework and paired with a dedicated senior DepEd Director from the Directorate Coalition who will serve as their Policy Coach and Mentor.



Doc. Ref. Code	DM-ENDORSE	Rev	01
Effectivity	03.23.23	Page	1 of 3



0190 81722 6/18/26

3. To formalize their integration and record their voluntary participation, **Annex A (List of Pilot Schools and Participating School Heads)** is hereby updated to include the following personnel:

No.	Region / Division	Name of Pilot School	Name of School Head (Volunteer)	Assigned Mentor / Coach
11	Region IV-A/ Division of Cavite Province	Emilia Ambalada Poblete Integrated High School	Gina Marie G. Pinza, Principal IV	Dir. Jennifer Lopez
12		Lumil Integrated National High School	Remigio Y. Garcia, Principal II	
13		Maragondon National High School	Ruby I. Hugo, Principal II	
14		Ulat Integrated School	Cecilia A. Caraan, Principal II	
15		Taywanak National High School	Ma. Cecilia A. Andrada, Principal I	
16		Escuela Secundaria Senor de Salinas	Marilyn B. Encarnacion, Assistant Principal II	
17		Trece Martires City National High School, Hugo Perez Extension	Aries Bioc Manalo, OIC Principal	Dir. Edward Jimenez
18		Punta National High School	Michael Andrew T. Gamba, Assistant Principal II	
19		Amadeo Integrated School	Esterlita M. Dolatre, Principal IV	
20	NCR	Naic Senior High School Stand-Alone	Maria Carla A. Nazareno, Principal II	Dir. Marivic Leano
21		Tenejeros National High School	Ma. Victoria R. De Gulan, Principal IV	
22			Teresita C. Dalmacio, Assistant Principal II	
23	Region III/ Division of Bulacan	Talbak High School	Mar Florence DC. Sebastian, Principal I	Dir. Edward Jimenez
24	Region VIII/ Division of Tacloban City	North Hill Arbours Integrated School	Harold M. Naputo, Principal I	Dir. Resty Osias

#### MENTOR-GUIDED DEVELOPMENTAL MILESTONES

4. To provide a clear and encouraging pathway for the pilot framework, volunteer participants will work closely under the direct guidance of their assigned Policy Coaches. Mentors will assist school heads in auditing local operational "Civic Gaps" and crafting localized responses according to the following developmental timeline:

- **Milestone 1: Co-Creation of the Civic Charter**
    - **Context:** Collaborative isolation of local structural deficits to produce a contextualized 5-point commitment framework (Version 1.0).
    - **Timeline: May – June 2026**
    - **Mentor Role:** Actively guide the school head/s through the operational diagnosis and legal vetting stages.
  - **Milestone 2: School Governance Council (SGC) Alignment**
    - **Context:** Formulating and passing supportive SGC Resolution Blueprints that harmonize with DepEd Order No. 26, s. 2022.
    - **Timeline: July 2026**
    - **Mentor Role:** Provide 1-on-1 structural coaching to ensure local resolutions are legally sound and aligned with existing governance standards.
  - **Milestone 3: Technical Policy Feedback**
    - **Context:** Compiling experiences and operational feedback to be shared with DepEd Leadership for future policy consideration.
    - **Timeline: August – September 2026**
    - **Mentor Role:** Join the school head/s in synthesizing the pilot project findings into a final collaborative review.
5. **For long-term sustainability**, mentors will gently guide school heads in **embedding these co-created civic values into their official School Improvement Plans (SIP)**. This includes comfortably mapping strategic goals directly to funded items in the school's 2026–2027 Annual Implementation Plan (AIP) to ensure the framework is smoothly accommodated by local school resources.
  6. All other provisions and collaborative instructions outlined in the original memorandum remain active and unchanged.
  7. For queries and concerns, please contact the Project Lead, **JENNIFER E. LOPEZ, Ph.D., CESO III**, Director IV, Office of the Assistant Secretary for Governance and Operations, through email at [jennifer.lopez006@deped.gov.ph](mailto:jennifer.lopez006@deped.gov.ph).
  8. Immediate dissemination of and strict compliance with this Memorandum is directed.

[OASGO-FO: DJEL]



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**


OM-OASGO No. 2026-039

TO : **REGIONAL DIRECTORS**  
(Regions III, IV-A, V, NCR, and NIR)

**SCHOOLS DIVISION SUPERINTENDENTS**

(Divisions of Bulacan, Bataan, Nueva Ecija, General Trias City, Quezon Province, Lucena City, Tayabas City, Camarines Sur, Malabon City, and Silay City)

**SELECTED PUBLIC SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

FROM : **JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-in-Charge,  
Office of the Assistant Secretary for Governance and Operations



SUBJECT : **CONDUCT OF THE INCLUSIVE EXCELLENCE SUMMIT UNDER  
THE CIVIC ARCHITECT INITIATIVE**

DATE : May 14, 2026

1. The Department of Education (DepEd), through the Office of the Assistant Secretary for Governance and Operations, led by Project Lead **JENNIFER E. LOPEZ**, Director IV, announces the conduct of the **Inclusive Excellence Summit: Architecting Civic-Minded Schools**. The official theme of the summit is "*Transforming Schools into Practice Grounds for Democracy.*"
2. This summit serves as the milestone activity of the Civic Architect Initiative, which aims to address the critical "civic deficit," where democratic practices and civic-mindedness are often treated as transient extracurricular activities rather than core governance principles. This initiative aims to transform schools into genuine practice grounds for democracy.
3. Please be informed that the Inclusive Excellence Summit will be conducted **100% Online (MS Teams/Zoom)**. The summit will serve as a high-stakes, virtual policy laboratory and will run on **May 20-21, 2026**. The link shall be directly sent through the email of the participants upon confirmation.
4. Given that this pilot program is highly critical in establishing the foundational framework, the strategic selection of the participating school heads is of utmost importance. The ten (10) selected Public Secondary School Heads (Annex A) have been rigorously vetted for their visionary leadership. To ensure the localized policies they draft are operationally feasible and structurally sound, they will be



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OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

paired 1-on-1 with ten (10) senior DepEd Directors who will serve as their dedicated Policy Coaches.

5. To move from a visionary concept to a concrete institutional reality, the two-day program is designed to produce three "Core Deliverables" by the end of Day 2:
  - o The Draft School Civic Charter
  - o The 2026-2027 AIP Integration Table
  - o The SGC Resolution Blueprint
6. To ensure flawless technical execution, the Project Lead will set up a main cloud drive folder titled "CIVIC ARCHITECT PILOT - SUMMIT 2026" prior to the event. This drive will contain dedicated sub-folders for each school and their assigned Director Mentor, pre-loaded with the blank templates for the three core deliverables.
7. For queries and concerns, please contact the Project Lead, **JENNIFER E. LOPEZ, Ph.D., CESO III**, Director IV, Office of the Assistant Secretary for Operations, through email at [jennifer.lopez006@deped.gov.ph](mailto:jennifer.lopez006@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

**Copy furnished:**  
**MALCOLM S. GARMA**  
*Undersecretary for Governance and Operations*

[OASGO-FO: DJEL]



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**Department of Education**

OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

**Annex A: List of Pilot Schools and Participating School Heads**

No.	Region/ Division	Name of Pilot School	Name of School Head	Assigned Mentor
1	Region III/ Division of Bulacan	Felizardo C. Lipana National High School	<b>Irene Velasco</b>	<b>Dir. Edward Jimenez</b>
2	Region III/ Division of Bataan	Bataan National High School	<b>Vilma Fernando</b>	<b>Dir. Mario Bermudez</b>
3	Region III/ Division of Nueva Ecija	Nueva Ecija High School	<b>Aurora Aguila</b>	<b>Dir. Ariz Cawilan</b>
4	Region IV-A /Division of General Trias City	Governor Luis A. Ferrer, Jr. East National High School	<b>Francis Victor Medrano</b>	<b>Dir. Christian Rivero</b>
5	Region IV-A /Division of Quezon Province	Quezon Science National High School	<b>Cynthia Cuya</b>	<b>Dir. Runvi Manguerra</b>
6	Region IV-A /Division of Lucena City	Lucena City National High School-Mayao Castillo Extension	<b>May Grace Salazar</b>	<b>Dir. Marilyn Siao</b>
7	Region IV-A /Division of Tayabas City	Luis Palad Integrated High School	<b>Greg Racelis</b>	<b>Dir. Jennifer Lopez</b>
8	Region V/Division of Camarines Sur	Ocampo National High School	<b>Nerio Melano M. Sibulo III</b>	<b>Dir. Nenneth Alama</b>
9	National Capital Region /Division of Malabon City	Potrero National High School	<b>Nenita Rivera</b>	<b>Dir. Marivic Leano</b>
10	Negros Island Region/ Division of Silay City	Dona Monserrat Lopez Memorial High School	<b>Warlito Rosareal</b>	<b>Dir. Resty Osias</b>



Republika ng Pilipinas

## Department of Education

Governance and Operations - Regional Focal Secretariat

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### COMPLETE STAFF WORK (CSW) ON THE REQUEST FOR THE APPROVAL OF THE "CIVIC ARCHITECT INITIATIVE" (SUSI 2025 MINI-GRANT PILOT PROJECT) TOWARDS STRENGTHENING SCHOOL-BASED MANAGEMENT (SBM) AND SUPPORTING Q-BEDP GOVERNANCE OUTCOMES

#### I. BACKGROUND

The Civic Architect Initiative is a governance and civic-literacy pilot designed to embed civic-mindedness into **formal school governance systems**. It operationalizes the principle that democracy must be learned not only in the classroom but in **institutional practice** through SIP/AIP commitments, SGC resolutions, and shared governance.

The project responds to the nationally recognized diagnosis that **the Philippines suffers from a chronic deficit in civic-mindedness**, understood as a lack of active, responsible concern for country and community. As emphasized by governance advocate Dr. Jesus P. Estanislao, this deficit is **interwoven with corruption and poverty** and must be confronted through sustained, institutional reforms that build civic responsibility beyond politics.

This initiative directly strengthens DepEd's civic formation ecosystem while remaining fully aligned to:

- **RA 11476 (GMRC and Values Education Act)** - mandates the inculcation of patriotism, nationalism, civic duties, and ethical citizenship in the K-12 curriculum.
- **RA 12028 (ARAL Program Act)** - supports mastery and foundational learning, enabling civic-literacy integration in recovery efforts.
- **RA 12080 (Mental Health & Well-Being Promotion Act)** - builds safe and inclusive school environments essential for civic participation.
- **Revised IRR of RA 10627 (Anti-Bullying Act)** - ensures school climate conditions for respectful, safe, and participatory civic practices.
- **DepEd Order 26, s. 2022 (SGC Guidelines)** - establishes SGCs as structures for shared governance and SIP support.
- **Q-BEDP 2025-2035 Outcome 3** - aims to increase **functional SGCs** and drive decentralization, accountability, and school-level empowerment.
- **EDCOM II (2026)** - calls for deeper participatory governance and community engagement in basic education.



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Direct Line Telephone Nos.: (+632) 8633-5313; Email Address: ouops@deped.gov.ph,  
oaseg@deped.gov.ph; Website: www.deped.gov.ph

## II. LEGAL BASES / REFERENCES

### 1. Republic Act No. 9155 – Governance of Basic Education Act

Empowers schools as decentralized governance units and mandates stakeholder-driven decision-making.

### 2. Republic Act No. 11476 – GMRC and Values Education Act

Institutionalizes Values Education that includes **citizenship, patriotism**, human rights, and civic duties.

### 3. Republic Act No. 12028 – ARAL Program Act

Supports systematic learning recovery, allowing civic literacy integration into AIPs.

### 4. Republic Act No. 12080 – Basic Education Mental Health & Well-Being Promotion Act

Ensures safe, inclusive environments where civic participation can be meaningfully practiced.

### 5. Revised IRR of RA 10627 – Anti-Bullying Act (DM 090, s. 2025)

Mandates learner-safe, rights-respecting environments that enable civic engagement.

### 6. DepEd Order No. 26, s. 2022 – Establishment of School Governance Councils

Defines SGCs as the school's **shared governance structure** responsible for SIP/AIP support.

### 7. Q-BEDP 2025–2035

Sets governance indicators including functional SGC baseline (**9.69%**) and school IU baseline (**5.88%**), emphasizing decentralized decision-making and civic-linked school leadership.

### 8. EDCOM II Final Report (2026)

Calls for participatory governance, enhanced stakeholder roles, and school-level civic engagement.

## III. OBJECTIVES

The objectives integrate the **SUSI-approved deliverables** and DepEd's governance alignment.

### 1. Strengthen School-Based Management (SBM)

By enabling 10 pilot schools to draft **Civic Charters** and pass **SGC Resolutions** adopting Civic-Mindedness by **July 2026**, contributing to Q-BEDP governance targets (functional SGC baseline 9.69%).

### 2. Operationalize Decentralized Governance Mentorship

Deploy the **Directorate Coalition** through the Regional Focal Secretariat to support SIP/AIP integration of civic-literacy targets, consistent with Q-BEDP decentralization and localized accountability.

### 3. Enable Global Benchmarking and Evidence-Based Practice

Conduct the **June 2026 “Civic Kumustahan”** virtual exchange with the SUSI Alumni Advisory Board, aligned with Q-BEDP's thrust on innovation and knowledge sharing.



#### **4. Ensure Sustainability Through AIP Integration**

Integrate civic-literacy targets into SY 2026-2027 AIPs, aligned with RA 9155 and DO 26's requirements for SGC-assisted SIP/AIP implementation.

#### **IV. RECOMMENDATION**

Approval is respectfully requested for:

1. Implementation of the Civic Architect Initiative;
2. Mobilization of the Directorate Coalition;
3. Issuance of endorsement to SDOs and pilot schools;
4. Designation of the Regional Focal Secretariat as coordinating unit.

This initiative is **grant-funded**, aligned with **RA 9155, RA 11476, RA 12028, RA 12080, DO 26, Q-BEDP**, and **EDCOM II**, and responds directly to the national call to **restore civic-mindedness as a foundation of good governance**.

For questions and clarifications, please contact **Jennifer E. Lopez**, Director IV, **Regional Focal Secretariat**, at [jennifer.lopez006@deped.gov.ph](mailto:jennifer.lopez006@deped.gov.ph).



Republic of the Philippines

**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**ReACap Form:  
EVALUATION FOR THE PROPOSED CONDUCT OF  
CAPACITY BUILDING ACTIVITY OR OUTPUT-BASED ACTIVITY FOR  
TEACHING AND TEACHING-RELATED PERSONNEL**

Activity Proponent (Name of Office)	Regional Focal Secretariat
Head of Office	Malcolm S. Garma
Position/Designation	Undersecretary, Governance and Operations
Program Focal	Jennifer E. Lopez, Director IV
Activity Title	2-Day Inclusive Excellence Summit for the “Civic Architect Initiative” (SUSI 2025 Mini-Grant Pilot Project) Towards Strengthening School-Based Management (SBM) and Supporting Q-BEDP Governance Outcomes
Activity Code <sup>1</sup>	NA
Activity Type	<input type="checkbox"/> Capacity-Building Activity <sup>2</sup> <input checked="" type="checkbox"/> Output-based Activity <sup>3</sup>
Purpose	<input type="checkbox"/> Strand Mandates Addressed <i>Governance and Operations Decentralization Initiative, more specifically, in Strengthening DepEd’s civic formation ecosystem and School-Based Management (SBM) while aligning with RA 9155, RA 11476 (GMRC), and Q-BEDP 2025–2035 governance outcomes</i> <input type="checkbox"/> Objectives (write down at least three): To operationalize the SUSI 2025 Mini-Grant Pilot Project by equipping school leaders with the tools to embed civic-mindedness into school governance systems. <b>1. Strengthen School Based Management (SBM):</b> <i>By enabling 10 pilot schools to draft Civic Charters and pass SGC Resolutions adopting Civic Mindedness by July 2026, contributing to Q-BEDP governance targets (functional SGC baseline 9.69%).</i> <b>2. Operationalize Decentralized Governance Mentorship:</b> <i>Deploy the Directorate Coalition through the Regional Focal Secretariat to support SIP/ AIP integration of civic literacy targets, consistent with</i>





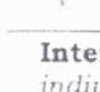

<sup>1</sup> PMIS generated activity code

<sup>2</sup> **Capacity-Building Activities (CBA)** refer to activities, which include but not limited to trainings, workshops, orientations, conferences, scholarships, exchange programs, and fellowships of non-teaching personnel initiated and organized by an office in the DepEd Central Office intended to develop knowledge, skills, and competencies for professional development of personnel.

<sup>3</sup> **Output-based Activities (OBA)** refer to activities that are operational in nature, including but not limited to development workshops, writeshops, quality assurance workshops, validation sessions, and finalization workshop, that facilitate the achievement of Office’s mandates and deliverables.

	<p><i>Q-BEDP decentralization and localized accountability.</i></p> <p><b>3. Enable Global Benchmarking and Evidence Based Practice:</b> <i>Conduct the June 2026 "Civic Kumustahan" virtual exchange with the SUSI Alumni Advisory Board, aligned with Q BEDP's thrust on innovation and knowledge sharing.</i></p> <p><b>4. Ensure Sustainability Through AIP Integration:</b> <i>Integrate civic literacy targets into SY 2026–2027 AIPs, aligned with RA 9155 and DO 26's requirements for SGC assisted SIP/AIP implementation.</i></p> <p><input type="checkbox"/> With CPD Units to be earned</p>
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**I. Documentary Requirements**

-  **Completed Staff Work** signed by the Strand Undersecretary/Head of the proponent office
-  **Concept Note** signed by Head of the proponent office
-  **Memo for OSEC** (Usec. Fatima Lipp D. Panontongan) requesting clearance for the conduct of the activity *(for activities exceeding the budget threshold of Php 300,000.00)*
-  **One-page briefer for the OSEC** *(for activities exceeding the budget threshold of Php 300,000.00)*
-  **Activity Request (AR) / Authority to Conduct (ATC)<sup>4</sup>** with Budget Estimates
-  **Approved Work and Financial Plan (WFP)** *(only the portion indicating the concerned activity)*

**II. Intended Results of the Activity** *(Specify the benefits of the activity to the individual participants and the organization. List down at least three per header).*

<p>A. Individual</p> <ol style="list-style-type: none"> <li>1. Enhanced capacity to lead shared governance;</li> <li>2. Mastery of the Civic Architect Framework;</li> <li>3. Completion of Charter and AIP drafts.</li> </ol>
<p>B. Organizational</p> <ol style="list-style-type: none"> <li>1. Functional SGCs (meeting Q-BEDP baseline goals);</li> <li>2. Institutionalized civic-responsibility reforms;</li> <li>3. Improved decentralized accountability.</li> </ol>

<sup>4</sup> Authority to Conduct (ATC) is allowed if the activity is not specified in the WFP

### III. Resource and Timeline

A. Conduct of the Activity	The activity is part of a phased implementation leading to a "Civic Kumustahan" in June 2026 and the completion of Charters/Resolutions by July 2026. Specifically, the 2-Day Inclusive Excellence Summit is tentatively scheduled for May 14-15, 2026, at the DepEd TechZone, Governance and Operations Conference Room.
B. Number of Target Participants Disaggregated by Sex	<p>Ten (10) Secondary School Heads          Directorate Coalition of DepEd Directors          Regional/Division Governance Representatives          Association of School Heads Representatives</p> <p><b>Note:</b> Total headcount and sex disaggregation are to be determined upon final registration.</p>
C. Skeleton Workforce	Regional Focal Secretariat
D. Program Management Team (PMT)	<p>The following office and personnel are identified as the primary management for the activity:</p> <p>Lead Office: Regional Focal Secretariat (Designated Coordinating Unit).</p> <p>Lead Official: Jennifer E. Lopez, Director IV, Regional Focal Secretariat (Primary contact and lead proponent).</p> <p>Supporting Body: Directorate Coalition of DepEd Directors (Responsible for facilitating strategy sessions and providing mentorship).</p> <p>Presiding Official: Undersecretary for Governance and Operations (Requested to authorize and participate as the presiding official).</p>

### IV. Assessment Criteria

#### A. Gender-Responsiveness

The activity is developed in accordance with the minimum requirements of the HGDG tool. Please provide a check mark (✓) on the applicable box.

HGDG ELEMENTS	YES	PARTLY YES	NO
<b>1. Involvement of women and men</b>			
1.1 Participation of women and men in beneficiary groups in identification of the problem	Conducted meetings with female and male officials and consulting other stakeholders including women and men that may be affected positively or negatively by the proposed activity <input type="checkbox"/>	Conducted meetings with male officials and only a woman or a few women (it also happens to be officials in the personnel or partner agency or organization, or with male and female officials and some male and female officials and some male beneficiaries) <input type="checkbox"/>	No consultation with women and men <input type="checkbox"/>
1.2 Participation of women and men in beneficiary groups in project design	Inputs and suggestions have been sought from women and men beneficiaries and are considered in designing the activity <input type="checkbox"/>	Inputs or suggestions may have been sought from women and men beneficiaries but are not considered at all in designing the activity <input type="checkbox"/>	No inputs from women and men beneficiaries gathered and considered <input type="checkbox"/>
2. Collection of sex-disaggregated data and gender-related information	Presence of qualitative and quantitative data (sex-disaggregated data and gender-related information) which are vital in the analysis of the development issues <input type="checkbox"/>	Some information has been classified by sex but may not be fully analyzed; key gender issues that the proposed activity must address <input type="checkbox"/>	No data gathered <input type="checkbox"/>
<b>3. Conduct of gender analysis and identification of gender issues</b>			
3.1 Analysis of gender gaps and inequalities related to the following concerns: gender roles, needs and perspectives, and access to and control of resources	A full and comprehensive analysis was made to compare the 4 concerns (gender roles, needs and perspectives, and access to and control of resources) <input type="checkbox"/>	A basic level or partial analysis has been made (it may or may not be the 4 concerns, gender roles, needs and perspectives, and access to and control of resources) <input type="checkbox"/>	No analysis made <input type="checkbox"/>
3.2 Analysis of constraints and opportunities related to women and men's participation in the activity	A full and comprehensive analysis was made on both constraints and opportunities related to women and men's participation in the activity <input type="checkbox"/>	A partial analysis has been made by focusing on only either constraints or opportunities <input type="checkbox"/>	No analysis made <input type="checkbox"/>

## B. Relevance

The activity will enhance the competence of the participants in the following roles and skills in their respective offices/units:

### 1. Role (type N/A if not a CBA)

Specify present and future roles participants are expected to perform as targeted by the capacity building activity		This column shall be accomplished by the evaluators (Determine the roles whether highly relevant, relevant, or not relevant)		
1	NA	3 Highly Relevant	2 Relevant	1 Not Relevant
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	NA	3 Highly Relevant	2 Relevant	1 Not Relevant
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	NA	3 Highly Relevant	2 Relevant	1 Not Relevant
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 2. Skills to be developed (type N/A if not a CBA)

List down at least three (3) skills that the capacity building activity aims to develop or enhance	This column shall be accomplished by the evaluators (Determine the roles whether highly relevant, relevant, or not relevant)

1	NA	3-Highly Relevant <input type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>
2	NA	3-Highly Relevant <input type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>
3	NA	3-Highly Relevant <input type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>

3. Performance Targets Supported (for CBA and OBA)

List down at least three (3)		This column shall be accomplished by the evaluators <i>(Determine the roles whether highly relevant, relevant, or not relevant)</i>		
1		3-Highly Relevant <input type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>
2		3-Highly Relevant <input type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>
3		3-Highly Relevant <input type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>

**C. Fiscal Resource Management and Efficiency**

This portion shall be accomplished by the evaluators				
1	Within the means of the strand's allocation; planned without budget implication to other programs	3-Highly Relevant <input checked="" type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>
2	The amount allocated is intended to address the priority needs or the emerging capacity building initiative	3-Highly Relevant <input checked="" type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>
3	The implementation strategy is drawn from the best value for money and resources available, including mode of delivery, travel and costs, and implications to normal office operations	3-Highly Relevant <input checked="" type="checkbox"/>	2-Relevant <input type="checkbox"/>	1-Not Relevant <input type="checkbox"/>

**D. Alignment to Organizational Objectives** (specify which among the 5-point agenda is targeted or is aligned with)

*Building learning environment & addressing learning time*

To be accomplished by the evaluators

**OVERALL FINDINGS AND RECOMMENDATIONS:**

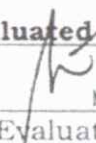
Documents submitted are complete

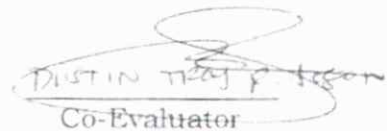
This is to certify that the abovementioned activity is hereby

- approved for implementation**, having noted the completeness of requirements and compliance to the provisions as stated in Office Order No. OO-OSEC-2024-316 or the *Guidelines on the Conduct of and Participation in Capacity-Building Activities and Strategic and Operational Planning-Organized by the DepEd Central Office Strands*.
- returned for necessary revision/completion** of requirements and compliance to the provisions as stated in Office Order No. OO-OSEC-2024-316 or the *Guidelines on the Conduct of and Participation in Capacity-Building Activities and Strategic and Operational Planning-Organized by the DepEd Central Office Strands*.

Kindly furnish the Office of the Undersecretary for Human Resource and Organizational Development with a post-participation/implementation report signed by the Bureau/Service Director and recommended by the supervising Executive Committee Official **within fifteen (15) days from the final day of the activity implementation**.

**Checked and evaluated by:**


  
MARIFE T. MORCILLA  
Evaluator

  
DUSTIN TRAY P. ISON  
Co-Evaluator


Date: 03/24/2026

Date: 03-24-2026

Recommending Approval:

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

Approved by:

 MAR 31 2026  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Undersecretary for Learning Systems



Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**APPROVAL FORM**  
**Review, Certification, and Approval Process for**  
**Capacity Building and Output-Based Activities for**  
**Teaching and Teaching-Related Personnel**

<b>Activity Title:</b>	2-Day Inclusive Excellence Summit for the "Civic Architect Initiative" (SUSI 2025 Mini-Grant Pilot Project) Towards Strengthening School-Based Management (SBM) and Supporting Q-BEDP Governance Outcomes		
<b>PMIS Activity Code:</b>	NA	<b>Allocated Budget:</b>	NA
<b>CBA Type:</b>			
<b>Venue:</b>	TZ Conference Room		
<b>Indicative or Tentative Date:</b>	May 14-15	<b>Strand:</b>	Governance and Operations

This is to certify that the abovementioned activity is hereby **approved for implementation**, having noted the completeness of requirements and compliance to the provisions as stated in Office Order No. OO-OSEC-2024-316 or the *Guidelines on the Conduct of and Participation in Capacity-Building Activities and Strategic and Operational Planning-Organized by the DepEd Central Office Strands*.

Kindly furnish the Office of the Undersecretary for Learning Systems Strand with a post-participation/implementation report signed by the Bureau/Service Director and recommended by the supervising Executive Committee Official **within fifteen (15) days from the final day of the activity implementation**.

Assessed:

MARIFE T. MORCILLA  
 PDO V, NEAP-PDD

MARIFE T. MORCILLA  
 PDO V, NEAP-PDD

\_\_\_\_\_ Date

Verified and Recommended for Approval:

MICHAEL JOSEPH P. CABAUTAN  
 Director III, NEAP

\_\_\_\_\_ Date

Approved:

CARMELA C. ORACION  
 OIC-Undersecretary  
 Learning Systems Strand

MAR 21 2025

\_\_\_\_\_ Date





Republic of the Philippines  
**Department of Education**  
Regional Focal Secretariat

**2-Day Inclusive Excellence Summit for the “Civic Architect Initiative” (SUSI 2025 Mini-Grant Pilot Project)  
Towards Strengthening School-Based Management (SBM) and Supporting Q-BEDP Governance Outcomes**

**Background**

*The Civic Architect Initiative is a governance and civic-literacy pilot designed to embed civic-mindedness into formal school governance. This summit serves as the primary mobilization event where the Directorate Coalition and Pilot School Heads collaborate to draft Civic Charters and finalize AIP entries, addressing the national deficit in civic responsibility.*

**Purpose and Objectives**

*The summit aims to achieve the initiative's four core pillars: Strengthening SBM, operationalizing decentralized mentorship, enabling global benchmarking, and ensuring sustainability through formal AIP integration.*

Alignment to the Five-Point Agenda of the DepEd Administration

*Identify which among the Five-Point Agenda does the activity target/ align with:*

NO.	AGENDA	✓ / X	BRIEF EXPLANATION
1	Enabling learning environment	✓	<i>Empowers schools as decentralized units with shared governance (SGCs).</i>
2	Welfare of teachers		
3	Well-being of learners	✓	<i>Builds safe, inclusive environments for civic participation (RA 12080).</i>
4	Efficient learning delivery in all its forms		
5	Future-ready workforce	✓	<i>Mandates the inculcation of citizenship and ethical duties for learners.</i>

Role of Targeted Participants

- *Discuss who the targeted participants are*
- *Specify in the table below the three (3) roles they usually do/perform in the office/unit that the CBA aims to support and strengthen*

NO.	ROLES TO BE SUPPORTED
1	<i>Secondary School Heads: Act as “Civic Architects” localized at the school level to draft Charters and lead SGC resolutions.</i>
2	<i>Directorate Coalition: Provide strategic mentorship and ensure alignment with national governance outcomes.</i>
3	<i>Regional Focal Secretariat: Coordinate implementation and link school outputs to Q-BEDP governance indicators.</i>

Skills to be Developed (for CBA only)

List three skills that the activity aims to develop or enhance

NO.	SKILLS TO BE DEVELOPED
1	
2	
3	

Strand Mandates Addressed

Identify which of the Strand mandates are addressed/targeted by the activity, maximum of three

NO.	STRAND MANDATES
1	Governance and Operations Decentralization Initiative
2	Strengthens DepEd's civic formation ecosystem and
3	School-Based Management (SBM) while aligning with RA 9155, RA 11476 (GMRC), and Q-BEDP 2025–2035 governance outcomes

Performance Targets Supported

List three of the Strand's performance targets that the activity supports/aligns with

NO.	PERFORMANCE TARGETS SUPPORTED
1	Increase percentage of functional SGCs (Baseline: 9.69%).
2	Increase percentage of school IUs (Baseline: 5.88%).
3	Integration of civic-literacy targets in 100% of pilot school AIPs for SY 2026-2027.

**Intended Results of the Activity**

The activity shall result in the following observable benefits for each individual participant and their respective organization as a whole:

Individual	Organizational
School Heads will produce finalized drafts of Civic Charters and localized AIP entries.	A validated, scalable model for decentralized governance mentorship and institutionalized civic-governance reforms.

*add more as needed*

Prepared by:

JENNIFER E. LOPEZ

Reviewed by:

Approved by: