



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

DEPARTMENT OF EDUCATION
RECORDS SECTION OFFICE NO. VIII
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ADVISORY

July 14, 2026

Conduct of the Finalization Workshop of Resource Packages for the School Leaders' Circle CATALOG

This has reference to DM-OULS-2026-165, titled "**Conduct of the Writeshops on the Development of Resource Packages for the School Leaders' Circle CATALOG (Curated Advancement Trainings and Leadership Opportunities for Growth)**," issued on May 4, 2026.

Please be informed of the specific date and venue of the activity:

ACTIVITY TITLE	DATE	VENUE
Finalization Workshop of the Resource Packages for School Leaders' Circle CATALOG	August 3-7, 2026	Tanza Oasis Hotel and Resort, Tanza Cavite

The Finalization Workshop marks the culminating phase of the resource package development process. It aims to refine, consolidate, and finalize the resource packages by integrating the recommendations generated during the Quality Assurance (QA) validation and ensuring that all materials meet the established quality standards for implementation.

Considering that the resource packages have been collaboratively developed through the previous writeshops, the **attendance of all identified writers is highly encouraged** to ensure continuity, consistency, and fidelity in the completion of the outputs.

This **advisory shall serve as the authority of the identified participants to travel and attend the Finalization Workshop on August 3-7, 2026**, subject to existing government accounting, budgeting, auditing, and DepEd rules and regulations. Participants are requested to present this Advisory to their respective offices as basis for the processing of their travel and other administrative requirements.

All participants are requested to confirm their attendance **on or before July 27, 2026**, through the following registration link:
<https://forms.office.com/r/4sn4mDqNiG>.



2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telefax No.: (+632) 8638-8638
Email Address: neap.od@depd.gov.ph

Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	1 of 2

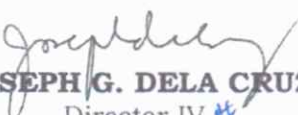


OPD 15721 7/10/26

Participants are likewise reminded to arrange their travel in accordance with the attached activity matrix. Late arrivals and early departures are not encouraged. Please refer to the attached activity matrix for detailed information.

For any questions or concerns, please coordinate with **Mr. Billy Rei Pagba** or **Ms. Ailene Duterte** of NEAP-PDD via email at neap.pdd@deped.gov.ph, or through phone at (02) 8715-9919.

For your guidance and reference.


JOSEPH G. DELA CRUZ
Director IV 

National Educators Academy of the Philippines

Enclosure 1: List of Participants

Enclosure 2: Indicative Activity Matrix



Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF PARTICIPANTS

I. Program Management Team (PMT)

NAME	POSITION	OFFICE
USec. Carmela C. Oracion	Assistant Secretary of Learning Systems	Learning Systems Strand
Dir. Michael Joseph P. Cabauatan	Director III	NEAP-OD
Carlos B. Llamas III	Program Development Officer V	NEAP-PDD NEAP-QAD
Ailene F. Duterte	Senior Education Program Specialist	
Billy Rei M. Pagba	Senior Education Program Specialist	
Rizza A. Pereyra	Senior Education Program Specialist	
Jessica Kristel C. Abeleda	Education Program Specialist II	
Arlu Bernard J. Cabanero	Education Program Specialist II	
Jufael P. Pulvosa	Program Development Officer II	
Ma. Cecilia S. Ferraz	Program Development Officer II	
Toni Rose H. Rosales	Technical Assistant II	
Bradley B. Aniñon	Technical Assistant II	
Pinky C. Perez	Technical Assistant II	
Trisha Imare T. Lunar	Technical Assistant II	
Ralph Martin Escamis	Technical Assistant II	
Maria Elena B. De Acosta	Administrative Officer V	
Nole D. Curachea	Administrative Assistant II	

II. Field Writers

NO	FULL NAME	POSITION	REGION
1	Nixon C. Elahe	Public Schools District Supervisor	CAR
2	Nenita P. Sabino	Principal III	CAR
3	Rosanna D. Dizon	Public Schools District Supervisor	CAR
4	Jayreros S. Guevara	Public Schools District Supervisor	CAR
5	Ferfel Rose Ann D. Lim	Principal II	Region I
6	Arlene B. Casipit	Assistant Schools Division Superintendent	Region I
7	Elsie V. Mayo	Principal IV	Region I
8	Christian A. Giron	Principal IV	Region I

9	Joy S. Ferrer-Lopez	Education Program Supervisor	Region II
10	Mary Ann L. Catindig	Principal IV	Region II
11	Myline J. Respicio	Principal III	Region II
12	Dolly C. Aguilar	Principal II	Region II
13	Mauricio Angeles	Public Schools District Supervisor	Region III
14	Roderick A. Tadeo	Principal IV	Region III
15	Marie Flo M. Aysip	Principal III	Region III
16	Rosaline M. Tuble	Principal IV	Region III
17	Erickson T. Gutierrez	Public Schools District Supervisor	CALABARZON
18	Mary Jane M. Gonzales	Public Schools District Supervisor	CALABARZON
19	Evelyn P. Navia	Principal IV	CALABARZON
20	Magdaleno R. Lubigan	Principal IV	CALABARZON
21	Jofit P. Dayoc	OIC-Assistant Schools Division Superintendent	CALABARZON
22	Revalyn B. Echivarre	Principal IV	MIMAROPA
23	Roque F. Falible	Principal IV	MIMAROPA
24	Annie B. Baylon	Public Schools District Supervisor	REGION V
25	Cristobal A. Sayago	Principal III	REGION V
26	Caren D. Aliligay	Principal II	REGION VI
27	Joliven S. Maratas	Education Program Supervisor	REGION VI
28	Marlowe S. Revolteado	Principal I	REGION VII
29	Rosa H. Cabotaje	Education Program Supervisor	REGION VII
30	Gemma H. Tangoan	Principal III	REGION VII
31	Aura O. Aguilar	Principal III	REGION VIII
32	Raphi T. Añover	Education Program Supervisor	REGION VIII
33	Hera Paz B. Yamson	Principal IV	REGION VIII
34	Ma. Glenda D. Suyom	OIC-Public Schools District Supervisor	REGION VIII
35	Roger Z. Rochar	OIC-Assistant Schools Division Superintendent	NIR
36	Eiggy D. Yap	Assistant Schools Division Superintendent	NIR
37	Dee Marie J. Dela Victoria	Public Schools District Supervisor	NIR
38	Jay Garry T. Tangente	Public Schools District Supervisor	NIR
39	Sheila B. Tabuena	Public Schools District Supervisor	NIR
40	Lyna H. Basri	Assistant Schools Division Superintendent	REGION IX
41	Mardie A. Acotanza	Public Schools District Supervisor	REGION IX
42	Alma D. Belarmino	Public Schools District Supervisor	REGION IX
43	Mary Ann M. Allera	Assistant Schools Division Superintendent	REGION X
44	Said M. Macabago	Public Schools District Supervisor	REGION X
45	Josie T. Bolofer	Assistant Schools Division Superintendent	REGION XI
46	Jose Allan M. Suganob	Principal IV	REGION XI

47	Noel P. Mamac	Principal IV	REGION XI
48	Reylan R. Alas	Principal IV	CARAGA
49	Fluellen L. Cos	CID Chief	CARAGA
50	Glorian B. Ederosas	OIC-Assistant Schools Division Superintendent	CARAGA
51	Analou O. Hermocilla	Education Program Supervisor	CARAGA
52	Fernando A. Dones Jr.	Education Program Supervisor	CARAGA
53	Archie J. Azucenas	Public Schools District Supervisor	NCR
54	Mary Ann Margaret L. Morden	Public Schools District Supervisor	NCR
55	Diana Flor D. Eco	Principal IV	NCR
56	Manolo G. Peña	Principal IV	NCR
57	Corazon N. Caculitan	Principal IV	NCR
58	Mary Jane S. Fernando	Principal III	NCR

--Nothing follows--



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ACTIVITY MATRIX
Finalization of the Resource Packages for the
School Leaders' Circle CATALOG (Phase 4)
 Tanza Oasis Resort and Hotel | August 3-7, 2026

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME					
8:30 - 8:45 AM	Ingress Breakfast and AM Snacks	Management of Learning			
8:45 - 9:00 AM					
9:00 - 9:15 AM					
9:15 - 9:30 AM		Session 3: Strengthening Teacher's Notes for Effective Facilitation	Session 4: Designing Effective Slide Decks for Case Teaching	Session 6: Developing the Mentor's Guide Toolkit for Effective Coaching and Mentoring	Session 8: Standards for File Naming, Version Control, and Output Management
9:45 - 10:00 AM		Workshop 3: Revision of Teacher's Notes	Workshop 4: Development of Slide Decks for Case Teaching	Workshop 6: Mentor's Guide Toolkit	Workshop 8: Standardization of File Names and Organization of Resource Packages
10:00 - 10:15 AM	Registration	BREAK (AM SNACKS)			
10:15 - 10:30 AM					
10:30 - 10:45 AM					
10:45 - 11:00 AM					
11:00 - 11:15 AM		Continuation Workshop 3	Continuation of Workshop 4	Continuation of Workshop 6	Continuation of Workshop 8
11:15 - 11:30 AM					
11:30 - 11:45 AM					
11:45 - 12:00 PM					
12:00 - 1:00 PM	LUNCH				
1:00 - 1:15 PM	Opening Program - National Anthem - Prayer - Acknowledgments - Opening Message - Special Messages - Program Matrix - Norms - Reminders	Session 4: Strengthening PRINTS for Meaningful Learning Experiences	Session 5: Strengthening the Learner's Diary for Meaningful Reflection and Learning Transfer	Session 7: Strengthening Assessment Tools for Measuring Learning Outcomes	Wrap-Up Session
1:15 - 1:30 PM					
1:30 - 1:45 PM					
1:45 - 2:00 PM					
2:00 - 2:15 PM	Program Team Huddle	Workshop 4: Revision of PRINTS	Workshop 5: Integration of Reflection and Learning Activities into the Learner's Diary	Workshop 7: Assessment Tools (Pre-training and Post-training Assessment)	Reminders, End-of-Day Evaluation,
2:15 - 2:30 PM					
2:30 - 2:45 PM					
2:45 - 3:00 PM	Session 2: Revisiting the Case: Key Points in Revising				

	High-Quality Case Studies				
3:00 - 3:15 PM	BREAK (PM SNACKS)				
3:15 - 3:30 PM	Workshop 2: Revision of Case	Continuation of Workshop 4	Continuation of Workshop 5	Continuation of Workshop 7	Closing Program
3:30 - 3:45 PM					
3:45 - 4:00 PM					
4:00 - 4:15 PM					
4:15 - 4:30 PM					
4:30 - 4:45 PM	Reminders and End- of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	Reminders and End-of-Day Evaluation	
4:45 - 5:00 PM					

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