



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

October 26, 2026

REGIONAL MEMORANDUM

No. **1397** s. 2026

**SUBMISSION OF DOCUMENTARY REQUIREMENTS TO
THE REGIONAL OFFICE FOR LKYSPP NOMINATION**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

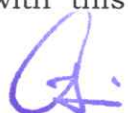
1. In reference to Memorandum DM-OULS-2026-443, this Office, through the Human Resource Development Division–National Educators Academy of the Philippines in the Region (HRDD–NEAP R), has initially identified eight (8) Assistant Schools Division Superintendents (ASDSs) who completed the in-person component of the Executive Course on Leadership and Public Finance Management (ECLPFM) for possible nomination to the **Lee Kuan Yew School of Public Policy (LKYSPP) Capacity-Building Program on Policy Innovation for Education Leaders**, scheduled on November 26–28, 2026, via online modality.
2. The program aims to strengthen education leaders' competencies in public policy processes, data-informed decision-making, and policy communication.
3. The prospective nominees are as follows:

No.	Name of ASDS	Schools Division Office
1	RUIZ, JOSEMILO P.	BAYBAY CITY
2	ZARTIGA, ELOISA R.	BORONGAN CITY
3	ABOGADIE, CRISTA JOY C. (OIC-SDS)	CATBALOGAN CITY
4	ARRIETA, CALICK D.	LEYTE
5	PELIÑO, TEODORICO C.	LEYTE
6	DE LUNA, ELENA S.	MAASIN CITY
7	BULAWAN, REY F.	NORTHERN SAMAR
8	MASIAS, LORELEI A.	ORMOC CITY
9	CARDONA, JAIME LEON T.	SOUTHERN LEYTE
10	CATUBIG, ISIDRO C.	SOUTHERN LEYTE
11	MANAGBANAG, HENRIETTA T.	TACLOBAN CITY

4. Concerned Schools Division Offices (SDOs) are requested to inform the identified ASDSs and facilitate the submission of the following documentary requirements:

- a. Letter of Intent indicating motivation, outstanding accomplishments, and possible Public Policy Process (PPP) focus areas;

- b. SLP Certificate of Completion or ECLPFM Memorandum. ECLPFM completer-nominees may submit the official Batch Memorandum bearing their names in lieu of the Certificate of Completion;
 - c. Office Performance Commitment and Review Form (OPCRF) ratings for two consecutive years;
 - d. Personal Data Sheet (PDS);
 - e. Certificate of Appointment;
 - f. Service Record; and
 - g. Certificates of relevant outstanding accomplishments.
5. Each document shall be submitted as a separate PDF file (not merged) to **neap.region8@deped.gov.ph** by **October 27, 2026 (Tuesday)**, with the subject **"LKYSPP Nomination – Full Name – SDO."** Nominees shall also confirm their willingness and availability to participate.
6. The Regional Office Personnel Development Committee (ROPDC) shall deliberate on October 28, 2026 (Wednesday). Nominations remain subject to ROPDC recommendation, Regional Director's endorsement, and NEAP Central Office's final screening and approval.
7. For inquiries, contact Mr. Israel Gilvani D. Malaca, EPS II, HRDD-NEAP R through **neap.region8@deped.gov.ph**.
8. Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: None

Reference: As stated

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

CAPACITY-BUILDING PROGRAM

POLICY INNOVATION

HRDD-NEAPRVIII-IGDM





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-443

TO : Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

FROM : CARMELA C. ORACION
Undersecretary for Learning Systems

SUBJECT : CALL FOR NOMINATIONS TO LEE KWAN YEW SCHOOL OF PUBLIC POLICY (LKYSPP) CAPACITY BUILDING PROGRAM ON POLICY INNOVATION FOR EDUCATION LEADERS

DATE : October 5, 2026

1. The Lee Kuan Yew School of Public Policy (LKYSPP) under the National University of Singapore (NUS) is pleased to collaborate with the Department of Education (DepEd) in delivering a 3- day capacity-building program on Policy Innovation for Education Leaders. The program aims to support DepEd in fulfilling its mandate as the main agency responsible for the management and governance of the Philippine basic education system, particularly in ensuring the development and sustained delivery of a comprehensive, effective, and unified basic education system aligned with the country's national development objectives.
2. This 3-day program aims to equip participants with essential frameworks to navigate the complexities of public policymaking in an increasingly dynamic environment. Through discussions on policy complexity, futures thinking, education policy, and data analytics, participants will gain a deeper understanding of how to anticipate emerging challenges, design informed policy responses, and support evidence-based decision-making.

The specific program objectives for the participants are as follows:

- To gain a deeper understanding of public policy processes and the application of data analytics in educational decision-making;
 - To understand the key frameworks of public policy process; and
 - To gain a deeper understanding of communicating and engaging policies
3. Below are the target participants and program details.



16th Floor, TechZone Condominium Corporation,
213 Sen. Gil Puyat Avenue, Brgy. San Antonio, Makati City, 1209
Email Address: ouct@deped.gov.ph | Website: www.deped.gov.ph

Target Participants	Outstanding Assistant Schools Division Superintendents (ASDSs) who have completed Superintendents' Leadership Program (SLP) or Executive Course on Leadership and Public Finance Management (ECLPFM) - with no pending scholarship nominations or training commitments that may coincide with the scheduled capacity-building activities.
Number of slots	Thirty (30) participants
Duration	Three (3) days
Dates	26-28 November 2026
Modality	Online
Program Schedule/Matrix	See <i>Enclosure 1</i> .
Method	Mixed method of in-class sessions and consultations
Key learning outcomes	• Understand the complexity of public policy and its implications for education policymaking; • Apply futures thinking and scenario planning approaches to address emerging policy challenges; • Leverage data and analytics to inform evidence-based policy decisions
Program Structure	• Pre-program: Survey • During Program: Group Presentation • Post-Program: Check-Ins
Post-Program Requirement	Public Policy Process (PPP) with focus area/s and WorkPlace Application Plan (WAP)

4. In line with this, each Regional Office Personnel Development Committee (RO PDC), headed by the Regional Director, is requested to nominate qualified Assistant Schools Division Superintendents (ASDSs) and submit the following documents for each nominee through <https://tinyurl.com/4xkawd98> on or before 20 October 2026:

- Letter of Intent which includes motivation, outstanding accomplishments, and PPP focus areas
- Nomination Letter using the template provided in *Enclosure 2*.
- SLP Certificate of Completion or ELPFM Memorandum
- OPCRF ratings for two consecutive years
- Personal Data Sheet (PDS)
- Certificate of Appointment
- Service Record
- Certificates of relevant outstanding accomplishments

5. All nominations shall be subject to screening and approval by the Central Office Personnel Development Committee (CO PDC). The final list of qualified participants shall be issued through a Memorandum.

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6. For further information or any concerns, please contact the **NEAP Scholarships Secretariat** through scholarships@deped.gov.ph and/or landline (02) 8715-9919.
7. For immediate dissemination and appropriate action.

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

Program Schedule/Matrix

TIME	DAY 1	DAY 2	DAY 3
9:00am-10:30am	Program Opening Introduction and Context Setting	Complexity in Public Policy	Policy Communication and Engagement
10:30am-11:00am	Break		
11:00am-12:30am	The Philippines from a Southeast Asian Perspective	Workshop: Scenario Planning and Futures Thinking in Education	Policy Communication and Engagement
12:30pm-1:30pm	Lunch		
1:30pm-3:30pm	The Future Curriculum: A Concept Map for the Philippines	Workshop: Scenario Planning and Futures Thinking in Education	Group Presentations
3:30pm-4:00pm	Break		
4:00pm-5:00pm	Consultation with Lead Faculty	Consultation with Lead Faculty	Group Presentations Closing Program



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Enclosure 2

**LKYSPP CAPACITY BUILDING PROGRAM ON POLICY INNOVATION
FOR EDUCATION LEADERS
Nomination Letter**

Date: _____

CARMELA C. ORACION

Undersecretary for Learning Systems
DepEd Central Office
Pasig City

Dear **USec. Oracion**:

The Regional Office of _____ respectfully nominates [**Name of Nominee**], Assistant Schools Division Superintendent of the Schools Division Office of _____, for consideration to the **Lee Kuan Yew School of Public Policy (LKYSPP) Capacity-Building Program on Policy Innovation for Education Leaders**.

The nominee is being endorsed based on his/her demonstrated leadership, performance, and accomplishments in advancing the delivery of quality basic education and in contributing to the effective management and governance of the Schools Division. The nominee has successfully completed the [**Superintendents' Leadership Program (SLP) / Executive Course on Leadership and Public Finance Management (ECLPFM)**], and has consistently demonstrated strong performance in the discharge of his/her duties as an Assistant Schools Division Superintendent.

Based on the nominee's demonstrated leadership competencies, track record of performance, strategic thinking, and ability to lead and manage complex education initiatives, the Regional Office assesses him/her as having strong potential and readiness for higher office. His/Her sustained performance, commitment to public service, capacity to influence organizational improvement, and demonstrated ability to translate policy directions into effective programs and results indicate that he/she possesses the leadership qualities necessary to assume greater responsibilities in the education service. The LKYSPP Capacity-Building Program is therefore considered a valuable opportunity to further strengthen his/her policy leadership, governance, and strategic management competencies in preparation for higher-level leadership responsibilities.

In support of this nomination, the Regional Office certifies that the nominee meets the prescribed qualification requirements and submits the following documents for consideration:



Room 208, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 8638 8638
Email Address: neap.od@deped.gov.ph | Website: www.deped.gov.ph

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1. Letter of Intent which includes motivation, outstanding accomplishments, and Possible Public Policy Process (PPP) focus areas
2. Nomination Letter
3. SLP Certificate of Complete or ELPFM Memorandum
4. OPCRf ratings for two consecutive years
5. Personal Data Sheet (PDS)
6. Certificate of Appointment
7. Service Record
8. Certificates of relevant outstanding accomplishments

We respectfully submit this nomination for the consideration and approval of the Central Office Personnel Development Committee.

Thank you very much.

Very truly yours,

[NAME OF REGIONAL DIRECTOR]

Regional Director

Region _____