



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

January 23, 2024

**REGIONAL MEMORANDUM**

No. 055, s. 2024

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

**CONDUCT OF THE DEVELOPMENT OF THE ASSESSOR'S  
 TRAINING PROGRAM FOR SCHOOL LEADERS**

1. With reference to the Memorandum DM-OUHROD-2024-0070 from the Office of Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, dated 18 January 2024, the field is hereby informed regarding the captured subject matter to be conducted at the **National Educators Academy of the Philippines, National Capital Region at 15 Cepeda St., Concepcion I, Marikina City on (Sunday to Friday) January 28 – 19, 2024.**
2. The identified participants below are requested to respond to the survey to indicate their check in and check out time via this Google link: <https://bit.ly/RegATP>

Name	Designation/ Position	School	SDO
Eladio Escolano	Principal	Batasan Hills National High School	Quezon City
Edmund G. Villareal	Principal IV	Victorino Mapa High School	Manila

3. The board and lodging and other incidental expenses of participants shall be charged against HRD Funds while the travel expenses shall be charged against their HRD/local funds subject to accounting rules and regulations.
4. Please refer to the attached Memorandum for the complete details.
5. For inquiries and clarifications, please contact **Mr. Daniel A. Mabini** or **Ms. Jhoanna C. Javier** at telefax no. **(02) 8715 9919** or via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).



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NATIONAL CAPITAL REGION

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6. Immediate dissemination and compliance with this memorandum is desired.

**JOCELYN DR. ANDAYA**  
Director IV



Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**  
**DM-OUHROD-2024-007<sup>o</sup>**

**TO : ATTY. RESTY C. OSIAS**  
*Director IV*  
*Bureau of Human Resource and Organizational Development*

**Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Development Division Chiefs**  
**NEAP-R Focal Persons**  
**All Others Concerned**

**FROM : WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT : CONDUCT OF THE DEVELOPMENT OF THE ASSESSOR'S  
TRAINING PROGRAM FOR SCHOOL LEADERS**

**DATE : January 18, 2024**

1. As part of its program transformation, the National Educators Academy of the Philippines (NEAP), as informed by DepEd Order No. 11, s. 2019 or the **Implementation of NEAP Transformation**, develops NEAP's Core Programs that are categorized into the following: Teacher Induction Programs, Career Progression Programs for Classroom Teachers, and Special Programs.
2. The result of the Research Center for Teacher Quality's (RCTQ) NEAP Transformation Report, which served as the impetus for the NEAP Transformation, exemplified Assessor's Training Programs as Special Programs; hence, the development of the Assessor's Training Program for School Leaders.
3. The program aims to identify and train the Department of Education (DepEd) personnel who will consist of a pool of assessors for the outputs of participants who will be attending professional development programs for school leaders.



4. The program development will be held from January 28, 2024 (Sunday), to February 2, 2024 (Friday), at DepEd NEAP-NCR, 15 Cepeda, Marikina City, and will be participated by the DepEd personnel from the Regional and Schools Division Offices indicated in Enclosure 1.
5. The participants are requested to respond to this Google Form to indicate their check-in and checkout time: <https://bit.ly/RegATP>. Should the identified participants in the enclosure be unavailable on the program development dates, they are requested to submit a justification letter expressing the reason(s) for their non-attendance.
6. Board and lodging and other incidental expenses of all the participants shall be charged against the HRD Funds, while the travel expenses of the identified participants shall be charged against their HRD/local funds subject to accounting rules and regulations.
7. The participants are advised to check in at 4:00 PM on January 28, 2024 (Sunday) and to check out at 12:00 PM on February 2, 2024 (Friday). The first meal to be served is dinner.

Meals	January 28, 2024 Sunday	January 29, 2024 Monday	January 30, 2024 Tuesday	January 31, 2024 Wednesday	February 1, 2024 Thursday	February 2, 2024 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

8. For inquiries and clarifications, please contact Mr. Daniel A. Mabini or Ms. Jhoanna C. Javier at telefax no. (02) 8715 9919 or via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).
9. Immediate dissemination of and appropriate action on this memorandum is sincerely desired.

EPDD/Mabini]

**Enclosure 1. List of Participants for the Development of the Assessor's Training Program for School Leaders**

<b>Name</b>	<b>Position</b>	<b>Region</b>
1. Eladio Escolano	Principal	NCR
2. Edmund Villarreal	Principal	NCR
3. Myra P. Mcbato	ASDS	X
4. Jasmin R. Lacuna	ASDS	CAR
5. Levi B. Butihen	ASDS	XII
6. Carlos G. Susarno	ASDS	XII
7. Adonis A. Mosquera	ASDS	VI
8. Ivan Brian L. Inductivo	ASDS	IV-A
9. Gregorio T. Mueco	ASDS	IV-A
10. Erickson T. Gutierrez	Principal	IV-A
11. Mary Jane M. Gonzales	Principal	IV-A
12. Carina Untalasco	Principal	I
13. Felix Pamaran	ASDS	IV-B
14. Roger Z. Rochar	ASDS	VI
15. Roberto D. Napare Jr.	ASDS	X
16. Edwina R. Manalang	EPS	I
17. Diana Flor D. Eco	Principal	CAR
18. Arnel A. Usman	EPS	III
19. Mary Ruth S. Salonga	CID Chief	III
20. Bernadette S. Sumagui	Principal	IV-A
21. Arlen A. Jumamoy	Principal	XI
22. Aura Aguilar	Principal	VIII
23. Jocelyn P. Navera	EPS	V
24. Maribel M. Ancheta	PSDS	II
25. Cristy M. Jabonillo	Principal	VII
26. Jeryl M. Casilao	Principal	IX
27. Joseph Estigoy	PSDS	CAR

Name	Position	Region
28. Jeaz DC. Campano	Principal	III
29. BHROD - HRDD Representative		
30. BHROD - SED Representative		

Copy furnished:

**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*