



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 122

TO : Schools Division Superintendents
 SDO Marikina City
 SDO Quezon City
 SDO City of Manila

FROM : Office of the Regional Director

SUBJECT : PARTICIPANTS IN THE TRAINING OF ASSESSORS ON
 COMPETENCY-BASED PORTFOLIO ASSESSMENT OF SCHOOL
 HEADS FROM DEPED NATIONAL CAPITAL REGION

DATE : February 19, 2024

- In reference to Memorandum **DM-OUHROD-2024-0243**, dated February 15, 2024, titled “*Training of Assessors on Competency-Based Portfolio Assessment of School Heads*”, from the Office of Undersecretary for Human Resource and Organizational Development, Hon. Wilfredo E. Cabral, this Office informs the concerned personnel of the above-captioned subject.
- The activity shall be conducted from **February 26 to March 02, 2024**, at **NEAP Facility, Baguio Teachers Camp, Baguio City**.
- Participants from the National Capital Region are as follows:

Name	Position	SDO/School
Cynthia L. Ayles, CESO VI	Assistant Schools Division Superintendent and OIC- SDS	SDO Marikina City
Eladio H. Escalano	Principal IV	Batasan Hills NHS, SDO Quezon City
Edmund G. Villareal	Principal IV	Victor Mapa HS, SDO Manila

Registration link: <https://bit.ly/Registration4Assessors> (until Feb. 22, 2024)

Check-in: February 26, 2024, lunch as first meal
 Check-out: March 02, 2024, AM snacks as the last meal



Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
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4. Participants shall bring their laptops, extension cords, and maintenance medicines.
5. Board and lodging, as well as other incidental expenses of all participants, shall be charged against the HRD Fund, while travel expenses shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
6. For further clarification, contact Christian T. Español, Education Program Supervisor-HRDD at 0917-114-81-30 or email at christian.espanol@deped.gov.ph.
7. For information and strict compliance.

JOCELYN DR. ANDAYA
Director IV

CTE/HRDD



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0243

TO : 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 for Human Resource
and Organizational Development

SUBJECT : TRAINING OF ASSESSORS ON COMPETENCY-BASED
PORTFOLIO ASSESSMENT OF SCHOOL HEADS

DATE : 15 February 2024

1. As provided by DepEd Order No. 011, s. 2019 titled *Implementation of the NEAP Transformation*, the National Educators Academy of the Philippines is developing its Core Programs that are categorized into Teacher Induction Programs, Career Progression Programs for Classroom Teachers, and Special Programs.
2. The NEAP Transformation Report of the Research Center for Teacher Quality classified the *Assessor's Training Programs* as a Special Program. For this reason, the *Training of Assessors on Competency-Based Portfolio Assessment of School Heads* will be conducted on 26 February – 02 March 2024 at NEAP Facility, Baguio Teachers Camp, Baguio City.
3. The training aims to capacitate identified DepEd personnel who will form the pool of assessors and validate the Assessor's Tool which was accomplished/designed during the development of the assessor's training program held on 29 January – 02 February 2024. Participants include select personnel from the Regional Offices (ROs) and Schools Division Offices (SDOs).
4. The Regional Directors are requested to send at least three (3) personnel who have the following qualifications:
 - a. Occupied any of the following positions with at least five (5) years of experience as School Head: Schools Division Superintendent,

Assistant Schools Division Superintendent (ASDS), RO/SDO Chiefs, RO/SDO Supervisor, and School Heads;

- b. With significant experience and expertise in the field of education, particularly in school management and leadership;
 - c. Has deep understanding of education policies, regulations, and practices on school management;
 - d. Has an in-depth knowledge and understanding of the Philippine Professional Standards for School Heads;
 - e. Possesses strong communication skills, both written and verbal, and able to provide constructive feedback and recommendations;
 - f. A good team player; and
 - g. Has no pending administrative case and with unquestionable integrity.
5. ASDS, RO/SDO Supervisors, and School Heads listed in **Enclosure 1** must be given priority since they already attended the *Development of Assessor's Training Program for School Heads* held in January 2024 in Marikina City.
 6. Likewise, School Heads listed in **Enclosure 2** who will serve as program designers are requested to attend but they will not belong to the list of RO participants. An **online meeting for program designers** is scheduled on **21 February 2024, 9:00a.m.** through the link <https://meet.google.com/msb-dysx-ymv> with PIN **792 645 168#**.
 7. Training participants are requested to register through the link <https://bit.ly/Registration4Assessors> until 22 February 2024. Should the identified participants be unavailable on the said training dates, they are requested to submit a justification letter stating the reason/s for their non-attendance.
 8. Board and lodging as well as other incidental expenses of all participants shall be charged against the HRD Fund, while travel expenses of identified participants shall be charged against their respective SDO MOOE/Local Funds, subject to the usual accounting rules and regulations.
 9. Participants are advised to check in on 26 February 2024 (morning) and check out on 02 March 2024, 12:00p.m. The first meal to be served is Lunch.

Meals	26 February (Monday)	27 February (Tuesday)	28 February (Wednesday)	29 February (Thursday)	01 March (Friday)	02 March (Saturday)
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

10. The Program Management Team (PMT) is expected to arrive at the venue on 25 February 2024 (Sunday).
11. Participants are required to bring their own laptops, laptop chargers, and extension cords, since outputs will be completed at the venue. Please also be reminded to bring your needed medications, if any.

12. For questions and concerns, please contact Mr. **Guillermo Nikus Telan** of NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.

13. Immediate dissemination of and appropriate action on this Memorandum are requested.

Copy furnished:
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

[NEAP-EPDD/Telan/Monsanto/Abeleda]

**Enclosure 1. List of School Leaders participants for the Training of Assessors
Training on Competency-Based Portfolio Assessment for School Heads**

NAME	POSITION	REGION
1. Ivan Brian L. Inductivo	ASDS	IV-A
2. Felix Pamaran	ASDS	IV-B
3. Adonis A. Mosquera	ASDS	VI
4. Roger Z. Rochar	ASDS	VI
5. Roberto D. Napere Jr.	ASDS	X
6. Myra P. Mebato	ASDS	X
7. Levi B. Butihen	ASDS	XII
8. Carlos G. Susarno	ASDS	XII
9. Jasmin R. Lacuna	ASDS	CARAGA
10. Gregorio T. Mueco	ASDS	IV-A
11. Mary Ruth S. Salonga	CID Chief	III
12. Arnel A. Usman	EPS	III
13. Edwina R. Manalang	EPS	I
14. Jocelyn P. Navera	EPS	V
15. Maribel M. Ancheta	PSDS	II
16. Joseph Estigoy	PSDS	CAR
17. Eladio Escalano	Principal	NCR /
18. Edmund Villareal	Principal	NCR /

**Enclosure 2. List of School Heads as Program Designers for the Training of Assessors
on Competency-Based Portfolio Assessment for School Heads**

NAME	POSITION	REGION
1. Carina Untalasco	Principal	I
2. Jeaz DC. Campano	Principal	III
3. Erickson T. Gutierrez	Principal	IV-A
4. Mary Jane M. Gonzales	Principal	IV-A
5. Bernadette S. Sumangui	Principal	IV-A
6. Cristy M. Jabonillo	Principal	VII
7. Aura Aguilar	Principal	VIII
8. Arlen Jumamoy	Principal	XI
9. Jeryk M. Casilao	Principal	IX
10. Diana Fior D. Eco	Principal	CAR



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