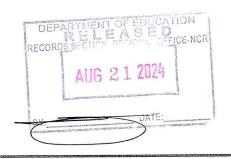


Republic of the Philippines **Department of Education**

NATIONAL CAPITAL REGION



August 20, 2024

REGIONAL MEMORANDUM

No: . 8 3 4 ____ s. 2024

To: Schools Division Superintendents

CREATION OF REGIONAL TECHNICAL WORKING GROUP (RTWG) FOR THE PRINCIPALS' DEVELOPMENT PROGRAM

- 1. The Office of the Regional Director, through the Human Resource Development Division, created and promulgated a Regional Technical Working Group (RTWG) to work on a sustainable, progressive development program for all principals.
- 2. This program is a crucial initiative that addresses the pressing need for capable and effective school leadership in the DepEd NCR. By equipping school heads with the necessary skills and knowledge, this program aims to create a cadre of school leaders who can lead their schools to success and contribute to the broader goal of achieving quality education for all Filipino learners.
- 3. As such, the following officials will form the members of the Regional Program Management Team (RPMT) responsible for overseeing and managing the implementation:

Chairman

: CARLEEN S. CEDILLA, CESO V

Schools Division Superintendent

Members

: nerissa l. losaria, ceso v

RITA E. RIDDLE, CESO V MELITON P. ZURBANO, CESO V

CECILLE G. CARANDANG, CESO V

Schools Division Superintendents

RPMT Secretariat

: HAJJI R. PALMERO

Chief Education Supervisor

RHEA B. EDEN

Education Program Supervisor







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Republic of the Philippines

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- 4. In the event of any questions or concerns, you are encouraged to reach out to Hajji R. Palmero, Chief Education Supervisor HRDD-NEAP(R), at the following email address: hrdd.ncr@deped.gov.ph.
- 5. Immediate dissemination of this Memorandum is directed.

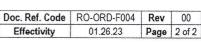
JOCELYN DR ANDAY

Director IV











TERMS OF REFERENCE/ DUTIES AND RESPONSIBILITIES OF THE MEMBERS OF THE REGIONAL TECHNICAL WORKING GROUP

The following are the members of the Technical Working Group and their respective Terms of Reference.

Roles and Responsibilities

A. Focal Person

CARLEEN S. CEDILLA, CESO V

Schools Division Superintendent Schools Division of Quezon City

 Role: The Focal Person serves as the primary coordinator and point of contact for the Principal's Academy Program.

Responsibilities:

- Lead the planning, implementation, monitoring, and evaluation of the program.
- Coordinate with the Department of Education (DepEd) and other stakeholders for the effective delivery of training modules.
- Ensure that the program objectives are met and that the training content aligns with national standards and priorities.
- Prepare progress reports and updates for DepEd NCR and other relevant authorities.
- Facilitate communication among all program members and ensure that all activities are executed in a timely manner.

B. Members

SDS Nanette Losaria SDS Rita E Riddle SDS Meliton Zurbano SDS Cecile Carandang

• **Role**: Members are responsible for contributing their expertise to the development and execution of the Principal's Academy Program in DepEd National Capital Region.

Responsibilities:

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- Participate in the design and development of training modules and materials.
- Provide input and feedback during the planning and implementation phases.
- o Assist in the delivery of training sessions, workshops, and seminars.
- o Support the Focal Person in monitoring and evaluating the effectiveness of the program.
- o Contribute to the continuous improvement of the program through active participation in meetings and discussions.

C. Secretariat

Hajji R. Palmero Rhea B. Eden Leah Ailah C. Vicencio Don Ray Salvador Jerol C. De Lira

• **Role**: The Secretariat provides administrative and logistical support to the Principal's Academy Program.

• Responsibilities:

- o Manage the day-to-day administrative tasks of the program, including documentation, record-keeping, and correspondence.
- Assist in the organization and coordination of training sessions, workshops, and other program-related activities.
- o Handle logistical arrangements, including venue setup, participant registration, and material distribution.
- Ensure that all program-related information is properly documented and archived.
- Support the Focal Person and Members in any additional tasks as required.