



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



August 20, 2024

REGIONAL MEMORANDUM

No: 834 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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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 ANDAYA
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:**

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

C. Secretariat

Haji 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:**

- 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.
- 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.