



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

August 20, 2024

**REGIONAL MEMORANDUM**

No.: **836**, s. 2024

**To:** Schools Division Superintendents

**CREATION OF REGIONAL PROGRAM MANAGEMENT TEAM  
FOR THE PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAMS  
OF THIRD LEVEL POSITIONS**

1. The Office of the Regional Director, through Human Resource Development Division, created and promulgated a Regional Program Management Team (RPMT), a Professional Learning and Development Program for Third Level positions.
2. This program serves as the capacity-building programs designed for career and professional development, continuous and lifelong learning, and capacity enhancement of CESOs and third-level eligibles in DepEd NCR.
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 : **ALEJANDRO G. YBAÑEZ, CESO V**  
*Schools Division Superintendent*

Members : **JOEL T. TORRECAMPO, CESO VI**  
**JENILYN ROSE B. CORPUZ, CESO V**  
**MARGARITO B. MATERUM, CESO V**  
**SHERYLL T. GAYOLA, CESO V**  
*Schools Division Superintendents*

RPMT Secretariat : **HAJJI R. PALMERO**  
*Chief Education Supervisor*  
**ARREN V. ADUAN**  
*Education Program Supervisor*



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4. In the event of any questions or concerns, you are encouraged to reach out to Arren V. Aduan, Education Program Supervisor and Regional Focal Person for Learning and Development - HRDD-NEAP(R), at the following email address: [hrdd.ncr@deped.gov.ph](mailto: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 PROGRAM MANAGEMENT TEAM**

The following are the members of the Program Management Team and their respective Terms of Reference.

### **A. FOCAL PERSON**

**ALEJANDRO G. YBAÑEZ, CESO V**  
*Schools Division Superintendent*  
*Taguig City and Pateros*

- **Role:** The Focal Person plays a key role in coordinating and serving as the main point of contact for the Professional Learning and Development Program designed for individuals in executive positions.
- **Responsibilities:**
  - Oversees the implementation of the entire program.
  - 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.
  - Organizes and supervises the program and learning management team to ensure that all processes are carried out and outputs delivered according to standards.
  - 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.
  - Leads in crafting the Program Completion Report.

## **B. RPMT MEMBERS**

### **JOEL T. TORRECAMPO, CESO VI**

*Schools Division Superintendent – Pasay City*

### **JENILYN ROSE B. CORPUZ, CESO V**

*Schools Division Superintendent – Caloocan City*

### **MARGARITO B. MATERUM, CESO V**

*Schools Division Superintendent – San Juan City*

### **SHERYLL T. GAYOLA, CESO V**

*Schools Division Superintendent – Pasig City*

- **Role:** Members are expected to leverage their specialized knowledge and skills to actively participate in designing and implementing the Professional Learning and Development Program specifically tailored for Executive positions within the DepEd National Capital Region.
- **Responsibilities:**
  - Participate in the design and development of training designs 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. RPMT SECRETARIAT**

**HAJJI R. PALMERO**

Chief Education Supervisor – HRDD-NEAP(R)

**ARREN V. ADUAN**

Education Program Supervisor – HRDD-NEAP(R)

**RODOLFO J. COLOCAR**

Education Program Supervisor – HRDD-NEAP(R)

**RICHARD D. VIDAL**

Education Program Specialist II – HRDD-NEAP(R)

**NIKA A. DIAZ**

Administrative Aide VI – HRDD-NEAP(R)

- **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.