




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2025-058

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Caloocan City
SDO Las Piñas City
SDO Marikina City
SDO Pasay City
SDO Pasig City
SDO Quezon City
SDO San Juan City
Chief of HRDD NEAP-R

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

SUBJECT : **MEETING OF THE REGIONAL PROGRAM MANAGEMENT TEAM USWAG KABISERA: SINAYA - CYCLE 1 PROFESSIONAL ENHANCEMENT FOR DEPED NCR OFFICIALS**

DATE : January 21, 2025

1. In adherence to the Regional Memorandum no. 045, s. 2025 titled Sinaya: The Chronicle of Uswag Kabisera, Cycle 1 of Professional Enhancement Program for Third-level Officials announces the conduct of Coordination Meeting of Regional Program Management team for the above-captured subject matter on January 24, 2025, in SDO Marikina City, from 2:00 p.m. to 5:00 p.m.
2. The Coordination Meeting aims to finalize the following:
 - **Plot the Cycle 1 Implementation:** Develop a clear roadmap outlining the key activities, timelines, and responsibilities for Cycle 1.
 - **Plan the Logistical Concerns of Cycle 1:** Identify and address potential logistical challenges related to venues, materials, communication, and participant support.
 - **Discuss the Delegation of Works:** Clearly define roles and responsibilities within the team to ensure efficient and effective program delivery.



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3. Attached is the list of participants (**Enclosure 1**) for the Coordination Meeting of Regional Program Management Team for the Sinaya: The Chronicle of USWAG Kabisera Cycle 1 Professional Enhancement Program of DepEd NCR Third Level Officials.
4. This Memorandum shall likewise serve as the official travel authority document of the participants.
5. Expenses relative to the conduct of the activity shall be charged to the host division's local funds subject to usual accounting and auditing rules and regulations.
6. For questions and concerns, please contact Arren V. Aduan, Education Program Supervisor – HRDD-L&D at hrdd.ncr@deped.gov.ph.
7. Your prompt attention to this matter and timely compliance are appreciated.

Enclosure 1



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Website: <http://www.depedncr.com.ph>



Certificate No. PHP QMS
24 93 0193

HRDD DIV



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Enclosure 1

**PARTICIPANTS IN THE MEETING OF REGIONAL PROGRAM MANAGEMENT
TEAM USWAG KABISERA: SINAYA - CYCLE 1 PROFESSIONAL ENHANCEMENT
FOR DEPED NCR OFFICIALS**

PARTICIPATION	NAME	POSITION	OFFICE
Focal Person	Alejandro G. Ibañez, CESO V	SDS	Marikina City
Members	Jenilyn Rose B. Corpuz, CESO V	SDS	Caloocan City
	Margarito B. Materum, CESO V	SDS	San Juan City
	Sheryll T. Gayola, CESO V	SDS	Pasig City
	Joel T. Torrecampo, CESO VI	SDS	Pasay City
Content Contributors	Melody P. Cruz, CESO VI	ASDS	Las Piñas City
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RPMT Secretariat	Hajji R. Palmero	CES	HRDD-NEAP(R)
	Arren V. Aduan	EPS	HRDD-NEAP(R)
	Richard D. Vidal	EPS-II	HRDD-NEAP(R)
	Nika A. Diaz	AdA-VI	HRDD-NEAP(R)