

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

March 27, 2025


REGIONAL MEMORANDUM

No. 321, s. 2025

To: Schools Division Superintendents
Chiefs of Functional Divisions
Schools Division Youth Formation Coordinators
Selected SELG/SSLG Advisers
All Others Concerned

**FOSTERING LEADERSHIP EXCELLENCE AND EFFECTIVE PROJECT
DEVELOPMENT: A CAPACITY BUILDING FOR STUDENT GOVERNMENT
ADVISERS AND PROJECT DEVELOPMENT OFFICERS**

1. The field is hereby informed of the conduct of the above-captioned activity on **April 3-4, 2025** at **Microtel Wyndham**, UP-Ayala Land Technohub, Commonwealth Avenue, Diliman, Quezon City.
2. Participants in the abovementioned activity are selected SELG and SSLG Teacher-Advisers, and Project Development Officers.
3. Expenses related to the said activity may be charged to local funds, subject to the usual accounting and auditing procedures.
4. Attached are the indicative program, list of participants, and technical working group.
5. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

amp/essd



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

ANNEX A: INDICATIVE PROGRAM

Day 1: Leadership in Action

Time	Activities	In charge
7:00 - 7:30 a.m.	Registration	Registration Committee
7:30 - 8:00 a.m.	Program Preliminaries	AVP
8:00- 8:15 a.m.	Acknowledgment of Participants	Masters of Ceremony
8:15- 8:30 a.m.	Welcome Remarks	Arnel M. Peralta Education Program Supervisor, ESSD
8:30 - 8:45 a.m.	Inspirational Message	Dr. Jocelyn DR Andaya Regional Director, NCR Concurrent OIC Office of the Assistant Secretary for Operations
8:45 - 10:05 a.m.	Session 1: Leadership	Dr. Roger R. Morillos Chief Education Supervisor FTAD & OIC-FTAD
10:05 am-10:15 a.m.	Health Break	Food Committee
10:15 -11:00 a.m.	Session 2: Pillars of Leadership	Dr. Maria Teresa A. Namoro Consultant, Phoenix Publishing Co.
11:00 - 12:00 p.m.	Session 3: Effective Meeting for Leaders	Dr. Hajji R. Palmero Chief Educ. Supervisor, HRDD
12:00- 1:00 p.m.	Lunch	Food Committee
1:00- 2:30 a.m.	Session 4: Public Speaking for Leaders	Ms. Grace Espiel R. Espiel MT II, Quezon City Science HS
2:30- 3:00 p.m.	Health Break	Food Committee
3:00- 4:30 p.m.	Session 5: Conflict Resolution for Mentors & Leaders	Atty. Annaliza G. Esperanza Atty. IV, Deped-NCR
4:30- 5:00 p.m.	YFD Reminders	Masters of Ceremony
Masters of Ceremony		



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Day 2: Leadership in Action

Time	Activities	In charge
7:30 - 8:00 a.m.	Preliminaries, Energizer, and Recap of Day 1	Assigned SDO
8:00 - 9:00 a.m.	Session 1: Project Development Officer Key Result Areas	Ms. Rosally L. Roque PDO, SDO-Makati
9:00- 10:00 am	Session 2: Project Planning	Engr. Marc Voltaire A. Padilla ASDS, SDO-QC
10:00 – 10:15 am	Health Break	Food Committee
10:15 – 12:00 p.m.	Session 3: Parliamentary Procedures	Engr. Marc Voltaire A. Padilla ASDS, SDO-QC
12:00- 1:00 p.m.	Lunch	Food Committee
1:00- 3:30 a.m.	Conduct of Mock Meeting using Parliamentary Procedures	Engr. Marc Voltaire A. Padilla ASDS, SDO-QC
3:30- 4:00 p.m.	Health Break	Food Committee
4:00- 5:00 p.m.	Closing Ceremony <ul style="list-style-type: none">• Ways Forward• Closing Remarks	Mr. Arnel M. Peralta Education Program Supervisor ESSD, DepEd-NCR
Masters of Ceremony		



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

ANNEX B: LIST OF PARTICIPANTS

DIVISION SELG AND SSLG TEACHER-ADVISERS			
	Name	Division	Position
1	Ma. Feliza V. Saliga	Caloocan City	SELG Teacher-Adviser
2	Jenriel P. Plan	Caloocan City	SSLG Teacher-Adviser
3	Cristy Dela Cuadra Ontanillas	Las Piñas City	SELG Teacher-Adviser
4	Raymund S. Calimbas Jr.	Las Piñas City	SSLG Teacher-Adviser
5	Lagrimas U. Hilario	Makati City	SELG Teacher-Adviser
6	Raymond Emil M. Romero	Makati City	SSLG Teacher-Adviser
7	Marie Karlene A. Abaigar	Malabon City	SELG Teacher-Adviser
8	Nadine M. Baksal	Malabon City	SSLG Teacher-Adviser
9	Kathreen Tordil	Mandaluyong City	SELG Teacher-Adviser
10	Ma. Rowena P. Sta. Teresa	Mandaluyong City	SSLG Teacher-Adviser
11	Marifel Sarmiento	Manila	SELG Teacher-Adviser
12	Ginalyn A. Perez	Manila	SSLG Teacher-Adviser
13	Alma P. Centeno	Marikina City	SELG Teacher-Adviser
14	Annalyn M. Abela	Marikina City	SSLG Teacher-Adviser
15	Fretzel C. Pasion	Muntinlupa City	SELG Teacher-Adviser
16	John Kevin Llander	Muntinlupa City	SSLG Teacher-Adviser
17	Almer C. Obojas	Navotas City	SELG Teacher-Adviser
18	Jenalyn Jane B. Bambico	Navotas City	SSLG Teacher-Adviser
19	Merlita P. Diaz	Parañaque City	SELG Teacher-Adviser
20	Airah May F. Surigao	Parañaque City	SSLG Teacher-Adviser
21	Retchel T. Melicio	Pasay City	SELG Teacher-Adviser
22	Piedad O. Diola	Pasay City	SSLG Teacher-Adviser
23	Joselito C. Aragon	Pasig City	SELG Teacher-Adviser
24	Mary Ann T. De Villa	Pasig City	SSLG Teacher-Adviser
25	Kyasinth C. Boniol	Quezon City	SELG Teacher-Adviser
26	Carlos Accoy	Quezon City	SSLG Teacher-Adviser
27	Elizabeth P. Cariño	San Juan City	SELG Teacher-Adviser
28	Marvin M. Calanoc	San Juan City	SSLG Teacher-Adviser
29	Fritzie G. Lautingco	Taguig City-Pateros	SELG Teacher-Adviser



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

30	Cyril G. Poblador	Taguig City-Pateros	SSLG Teacher-Adviser
31	Mary Grace B. Samalca	Valenzuela City	SELG Teacher-Adviser
32	Rowena M. Sakay	Valenzuela City	SSLG Teacher-Adviser

DIVISION YOUTH FORMATION COORDINATORS		
	Name	Division
1.	Myris Joy DG Tugo	Caloocan City
2.	Lea Zoraida C. Dela Cruz	Caloocan City
3.	Josephine V. Yjares	Caloocan City
4.	Mark Lyndon B. Garcia	Las Piñas City
5.	Mary Stephanie R. Magdamit	Las Piñas City
6.	Mark Philip M. Ragos	Makati City
7.	Rosally L. Roque	Makati City
8.	Donna F. Capuli	Malabon City
9.	Vince Jhon B. Yanga	Malabon City
10.	Kevin Emmanuel I. Haber	Mandaluyong City
11.	Laraine S. Quibuyen	Mandaluyong City
12.	Christian Wilson Joi M. Antalan	Manila
13.	Rene P. Taroy	Manila
14.	Risheill D. Guevara	Marikina City
15.	Rizeal C. Biejo	Marikina City
16.	King Solidini J. Torres	Muntinlupa City
17.	Ma. Romma S. Pagador	Muntinlupa City
18.	Maria Maurine G. De Vera	Navotas City
19.	Chrice Amiel M. Nopuente	Parañaque City
20.	Cedrick C. Dy	Pasay City
21.	Maverick Kevin P. Tuddao	Pasay City
22.	Camille Marie V. Fernandez	Pasig City
23.	Francisco V. Padilla Jr.	Pasig City
24.	Reinalyn L. Magdaong	Quezon City
25.	Rouie F. Conanan	Quezon City



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

26.	John Vincent G. Banatao	Quezon City
27.	Kristine Nova P. Melido	San Juan City
28.	Lorilyn M. Lea	Taguig City-Pateros
29.	Ieryn S. Simborio	Taguig City-Pateros
30.	Richmae L. Dantes	Valenzuela City
31.	Elias Adrian K. Santos II	Valenzuela City

ANNEX C: TECHNICAL WORKING GROUP

Organizing Committee, Registration and Attendance

- Education Support Services Division
 - Dr. Roger R. Morallos (Chief-FTAD, and OIC-ESSD)
 - Dr. Merlin M. Mateo (Regional Supervising Dentist)
 - Mr. Arnel M. Peralta (EPS, Regional YFD Coordinator)
 - Ms. Joan R. Pedroche (PDO IV)
 - Mr. Perlito G. Manalad (PDO II)

Secretariat Committee (SDO Makati City and SDO Las Piñas City)

- Mr. Mark Philip M. Ragos
- Ms. Rosally L. Roque
- Ms. Mary Stephanie R. Magdamit
- Mr. Mark Lyndon B. Garcia

Program and Technical Committee (SDO Marikina City, SDO TAPAT, and SDO San Juan City)

- Ms. Risheill D. Guevara
- Ms. Rizeal C. Biejo
- Ms. Kristine Nova P. Melido
- Ms. Lorilyn M. Lea
- Ms. Ieryn S. Simborio

Monitoring and Evaluation, and Assessment Committee (SDO Quezon City and SDO Pasay City)

- Ms. Reinalyn L. Magdaong
- Mr. Rouie F. Conanan
- Mr. John Vincent G. Banatao
- Mr. Maverick Kevin P. Tuddao
- Mr. Cedrick C. Dy



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Food, Logistics, and Venue Committee (SDO Valenzuela City and SDO Muntinlupa City)

- Mr. Elias Adrian K. Santos II
- Ms. Richmae L. Dantes
- Mr. King Solidini J. Torres
- Ms. Ma. Romma S. Pagador

Registration Committee

- Ms. Cora Manansala
- Ms. Christelle R. Alcano
- Mr. Bernard Legarte
- Ms. Regine Zapanta
- Ms. Kanna Katrina Magdangan