



July-1/29

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 01 2026

MEMORANDUM
No. **351**, s. 2026

**ELEVATE PHASE 2: THE PROFESSIONAL LEARNING AND DEVELOPMENT
PROGRAM FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 589, s. 2026 titled, "**ELEVATE PHASE: THE PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAM FOR SCHOOL HEADS**", dated July 29, 2026, this Office announces the official list of participants for the upcoming professional learning and development program for school heads on September 22-24, 2026 at the Bayleaf Cavite.

September 22-24, 2026

Venue: Bayleaf Cavite, General Trias Cavite

Name of Teacher	Designation	School
Dr. Raul T. Felix	Principal IV	AES
Dr. Shella C. Navarro	Principal IV	MES
Dr. Jane May C. Valbuena	Principal IV	BESU1
Dr. Antonio C. Gagala	Principal III	SHES
Dr. Edizer S. Laqueo	Principal III	CESM
Dr. Antonio B. Rocha	Principal IV	PEDHS
Dr. Rosendo E. Sangalang	Principal IV	MNHS
Dr. Ador B. Querubin	Principal IV	MSHS
Dr. Jay Boy E. Evano	Principal IV	SSHS
Ms. Vilma S. Vilorio	Principal III	TNHS
Mr. Hilario O. Canasa	Principal II	PES
Ms. Olivia G. Elloso	Principal II	TES
Mr. Reynaldo O. Comisario	Principal I	VHES
Ms. Maria Hazel B. Hernandez	Principal II	IES
Ms. Alma O. Bituin	OIC-School Head	CESM
Mr. Felipe W. Marapao Jr.	Principal I	LIS
Ms. Marie Ann C. Esmeria	OIC-School Head	BESM
Ms. Jocelyn A. Morales	OIC-School Head	CSHS
Ms. Maricel G. Lumio	School Principal I	CESA
Mrs. Haydee F. Gucor	School Principal I	F DEMESA
Dr. Jennifer S. Joson	Principal II	POBES
Mr. John William B. Cajano	OIC-School Head	BES
Mr. Reynante H. Espeleta	OIC-School Head	PNHS

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NUM-2026-351



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
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Ms. Jinky C. Santos	Principal II	MBHSSA
Dr. Louie M. Valdez	OIC-School Head	MBHS MAIN
Ms. Mary Jane S. Dalugdug	OIC-School Head	SESSPA ZONE 3 & 4
Mr. Arsenio S. Medenilla	OIC-School Head	BSES

2. A registration fee of **Eight Thousand Five Hundred Pesos (P 8,500.00)** shall cover the participants board and lodging for the three-day program. This fee shall be charged against the school MOOE, local funds and other eligible funds subject to exiting accounting and auditing rules and regulations.
3. Likewise, SDO cashier, Ms. Maria Cristina F. Malacad, will collect all the payment and issue the corresponding acknowledge receipt not later than **August 10, 2026**.
4. This Memorandum shall serve as the **Authority to Travel** of the concerned participants.
5. Immediate and wide dissemination this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

CURRICULUM

TRAINING

SCHOOLS

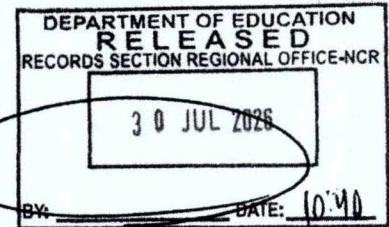
AFS/ ELEVATE PHASE 2: THE PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAM FOR SCHOOL HEADS

351 July 30, 2026

NUM-2026-351



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 29, 2026

REGIONAL MEMORANDUM

No. 589 s. 2026

To: Schools Division Superintendents

**ELEVATE PHASE 2: THE PROFESSIONAL LEARNING AND DEVELOPMENT
PROGRAM FOR SCHOOL HEADS**

1. In line with the National Capital Region's (NCR) Priority No. 3: Capacitating School Heads and Teachers and the Department of Education (DepEd) 5-Point Reform Agenda under the Quality Basic Education Development Plan (QBEDP) 2025-2035, the Philippine Association of Schools Superintendents - NCR (PASS-NCR), in coordination with this Office, will conduct **ELEVATE Phase 2: The Professional Learning and Development Program for School Heads** across three (3) batches in September 2026 at The Bayleaf Cavite, General Trias, Cavite.
2. Attendance is mandatory for all targeted School Heads, Assistant School Principals, and Officers-in-Charge (OICs).
3. For complete details regarding the program objectives, schedule of batches, registration fee remittance process, online confirmation link, and operational guidelines, please refer to the attached letter from PASS-NCR.
4. Registration fees, transportation, and other incidental expenses of the Regional Program Management Team (RPMT) members shall be charged against the Regional Office Maintenance and Other Operating Expenses (MOOE) or local funds, subject to existing accounting and auditing rules and regulations.
5. This Memorandum shall serve as the Official Travel Authority for all approved participants and RPMT members.
6. Immediate dissemination of this Memorandum is directed.

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



Republic of the Philippines
Philippine Association of School Superintendents, Inc.
NATIONAL CAPITAL REGION

July 29, 2026

JOCELYN DR ANDAYA

Regional Director, NCR
concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

Greetings of peace and solidarity!

The Philippine Association of Schools Superintendents – National Capital Region (PASS-NCR) remains committed to advancing leadership excellence and professional growth across our region's school division offices. In line with the National Capital Region's (NCR) top five priorities—specifically Priority No. 3: Capacitating School Heads and Teachers—and the Department of Education (DepEd) 5-Point Reform Agenda, aligned with the Quality Basic Education Development Plan (QBEDP) 2025–2035, PASS-NCR, in close partnership with the DepEd Regional Office NCR, respectfully presents the details for the conduct of **Phase 2 of ELEVATE: The Professional Learning and Development Program for School Heads**.

To ensure seamless execution, we respectfully request the issuance of a Regional Memorandum to officially communicate and endorse the following guidelines and details of the program to all Schools Division Superintendents and field personnel:

The Phase 2 of ELEVATE: The Professional Learning and Development Program for School Heads shall be conducted in three (3) batches. The mandatory attendance of all school heads, assistant school principals, and officers-in-charge (OICs) is requested across all division offices.

Batch	Participating SDO	Date	Venue
1	• Quezon City • Valenzuela City • Malabon City • Navotas City	September 1-3, 2026	Bayleaf Cavite, <i>Governor's Drive, Brgy. Manggahan, General Trias, Cavite</i>
2	• Manila • Taguig City & Pateros • Pasig City • Parañaque City • San Juan City	September 15-17, 2026	Bayleaf Cavite, <i>Governor's Drive, Brgy. Manggahan, General Trias, Cavite</i>



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3	• Caloocan City • Las Piñas City • Marikina City • Muntinlupa City • Pasay City • Mandaluyong City • Makati City	September 22-24, 2026	Bayleaf Cavite, Governor's Drive, Brgy. Manggahan, General Trias, Cavite
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This second phase is dubbed "**Sarilunong**"—a seamless fusion of *Sarili* (Self) and *Dunong* (Knowledge/Wisdom). Rooted firmly in the Philippine Professional Standards for School Heads (PPSSH), this phase explicitly prioritizes Domain 3: Focusing on Teaching and Learning and Domain 4: Developing Self and Others. The program is designed to empower school managers to become resilient, self-aware leaders capable of piloting their respective institutions toward academic excellence within an evolving educational landscape. Specifically, the training aims to:

- *Elevate instructional supervision (Domain 3):* Equip school heads with advanced skills in curriculum implementation and data-driven assessment to directly improve classroom teaching and learning outcomes.
- *Foster personnel growth and well-being (Domain 4):* Empower school heads to implement strategic coaching, mentoring, and professional development mechanisms that support teachers' career advancement and wellness.
- *Strengthen leadership self-reflection (Domain 4):* Guide school heads in evaluating their own performance and establishing personal development plans aligned with evolving educational standards.

To cover expenses relative to board and lodging, training materials, speakers honoraria, and other incidental operational costs for the three-day activity, a registration fee of **Eight Thousand Five Hundred Pesos (₱8,500.00)** shall be charged per participant. Said amount may be sourced from local funds, School Maintenance and Other Operating Expenses (MOOE), or other eligible funds, subject to existing accounting and auditing rules and regulations.

Collection shall commence on **August 3, 2026**, through the Cashier Section of the respective Schools Division Offices, which shall subsequently consolidate and remit the collected proceeds to the official account of the Philippine Association of Schools Superintendents (PASS-NCR).

Registration fees are strictly non-refundable for participants who pay but are subsequently unable to attend, as allocated funds are immediately disbursed to secure essential, non-recoverable training expenses and venue bookings.

To maintain the continuity and integrity of the training sessions, all participants must strictly attend their designated schedule. Should an emergency or justifiable circumstance prevent a participant from attending, the concerned Schools Division



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Superintendent shall officially designate an equally qualified representative to ensure uncompromised application of learning competencies in the station.

The specific timeline for registration, check-in, check-out, and meal arrangements for all batches is structured as follows:

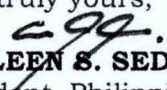
Check IN	Check OUT
2:00 PM (Day 1)	12:00 Noon (Day 3)

Meals	Day 1	Day 2	Day 3
Breakfast		✓	✓
AM Snack	✓	✓	✓
Lunch	✓	✓	✓
PM Snack	✓	✓	✓
Dinner	✓	✓	

All participants are reminded to bring their personal laptops, chargers, extension cords, and backup internet connectivity devices (e.g., mobile data, pocket Wi-Fi) to ensure unhindered participation in the workshop components.

We anticipate your usual support and favorable approval of this endeavor for the continuous professional growth of our educational leaders in NCR.

Very truly yours,


CARLEEN S. SEDILLA, CESO V

President, Philippine Association of Schools Superintendents – NCR
Schools Division Superintendent, Quezon City