



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 27 2026

MEMORANDUM

No. 404, s. 2026

**FIRST ADMINISTRATIVE REMINDERS ON THE CONDUCT OF 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. Attached is Regional Memorandum No. 651 s. 2026 titled **“FIRST ADMINISTRATIVE REMINDERS ON THE CONDUCT OF ELEVATE PHASE 2: THE PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAM FOR SCHOOL HEADS”**, dated August 24, 2026, the contents of which are self-explanatory, for the information and guidance of all concerned.

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



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Dr. Jennifer S. Joson	Principal II	POBES
Mr. John William B. Cajano	OIC-School Head	BES
Mr. Reynante H. Espeleta	OIC-School Head	PNHS
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
Ms. Zyra A. Trimidal	OIC-School Head	FAES
Ms. Gemini M. Guevarra	Assistant School Head	SESSPA ZONE 3 & 4
Mr. Edward R. Montojo	Assistant School Head	LIS

2. This Memorandum shall serve as the **Authority to Travel** of the concerned participants.

3. Participants are entitled to Service Credits or Compensatory Time Off (CTO) in accordance with the DepEd Order No. 53, s. 2003, titled updated Guidelines on Grant of Vacation Service Credits to teachers", should the activity fall on weekends, holidays, or designated work suspensions.

4. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


MA. REGAELE A. OLARTE
Chief Education Supervisor, SGOD
Officer-in-Charge

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

SCHOOL HEADS

SCHOOLS

TRAINING

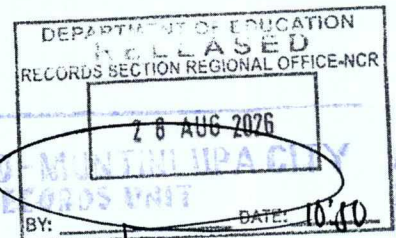
AFS/ FIRST ADMINISTRATIVE REMINDERS ON THE CONDUCT OF ELEVATE PHASE 2: THE PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAM FOR SCHOOL HEADS

404 August 26, 2026

NUM-2026-404



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 651 s. 2026

To: Schools Division Superintendents

**FIRST ADMINISTRATIVE REMINDERS ON THE CONDUCT OF ELEVATE
PHASE 2: THE PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAM
FOR SCHOOL HEADS**

1. In reference to Regional Memorandum No. 589, s. 2026, titled "Elevate Phase 2: The Professional Learning and Development Program for School Heads," this Office through the HRDD, hereby issues the administrative guidelines for the conduct of the said activity.
2. Mandatory attendance is hereby enjoined for all targeted School Heads, Assistant School Principals, and Officers-in-Charge (OICs).

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

3. All participants are directed to present their **Respected Pathways** outputs assigned during Phase 1 of the Elevate program. For reference, the template can be reviewed in *Enclosure 1* of this Memorandum.
4. Participants are expected to arrive at the venue—**The Bayleaf Cavite**, located along Governor's Drive in General Trias, Cavite—before 8:00 A.M. on Day 1.



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5. The prescribed attire for participants across the days of the activity is as follows:

Day 1: Elevate Barong Polojack (Beige and Cream)

Day 2: Professional attire with shades of beige and tan, soft whites, or warm browns

Day 3: Thursday DepEd office-based uniform

6. The members of the Regional Program Management Team (RPMT) from the Human Resource Development Division (HRDD) are listed in *Enclosure 2*. Designated RPMT members must be at the venue for the entirety of Day 0 for each batch to facilitate logistical and preparatory activities prior to the official commencement of the program.

7. This Memorandum shall serve as the **Official Travel Authority** for all approved participants and RPMT members.

8. Participants are entitled to Service Credits or Compensatory Time Off (CTO) in accordance with DepEd Order No. 53, s. 2003, titled "*Updated Guidelines on Grant of Vacation Service Credits to Teachers*," should the activity fall on weekends, holidays, or designated work suspensions.

9. Immediate dissemination of and strict compliance with this Memorandum is directed.

JOCELYN DR ANDAYA

Regional Director, NCR

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



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Enclosure 2

PASS Program Management Team

No.	Name	Position	SDO/ Office
1	Carleen S. Sedilla	Schools Division Superintendent	SDO Quezon City
2	Cecille G. Carandang	Schools Division Superintendent	SDO Caloocan City
3	Meliton P. Zurbano	Schools Division Superintendent	SDO Navotas City
4	Noel D. Bagano	Schools Division Superintendent	SDO Valenzuela City
5	Sheryll T. Gayola	Schools Division Superintendent	SDO Manila
6	Juan C. Obierna	Schools Division Superintendent	SDO Malabon City

DepEd NCR Program Management Team

No.	Name	Position	SDO/ Office
1	Hajji R. Palmero	Chief Education Supervisor	HRDD NEAP-R
2	Arren V. Aduan	Education Program Supervisor	HRDD NEAP-R
3	Richard D. Vidal	Education Program Specialist II	HRDD NEAP-R
4	Emmanuel G. Suelto	Technical Assitant I	HRDD NEAP-R
5	Favi Kharl O. Odato	Data Analyst	HRDD NEAP-R
6	Rodrigo P. Penaraña	Office Staff	HRDD NEAP-R



PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAM FOR SCHOOL HEADS

EXECUTION PATHWAYS

Name:		Division:	
School:		Class:	

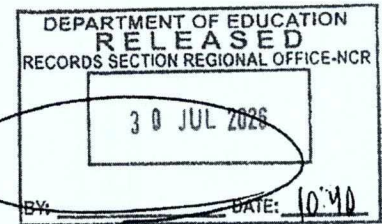
Focus: Strategic Leadership and Financial Management (2-Month Focus)

This plan is structured to ensure that the core principles of strategic leadership and financial prudence learned at the ELEVATE program are immediately translated into visible, measurable changes within the first 60 days. The focus on "Identified Gaps" emphasizes reflective practice.

Identified Gaps (Reflection Focus)	Actionable Steps (Specific & 2-Month Doable)	Output / Success Metric (By 60 Days)
Using the FrED Framework introduced in the Strategic Leadership Session, identify a school problem or issue that needs to be addressed (Identify the WHY). Provide relevant data.	Using the same Framework specify the options or solutions that you and your team have conceptualized and decided on (HOW). Discuss the implementation of your solution, including how you were able to allocate and maximize your resources	Provide challenges / success measures that validates the solution you have chosen



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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:

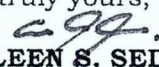
Check IN	Check OUT
2:00 PM (Day 1)	12:00 Noon (Day 3)

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