



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



May 06, 2025

REGIONAL MEMORANDUM

No. 414 s. 2025

To: Schools Division Superintendents

PHASE 1 OF ELEVATE: THE PROFESSIONAL LEARNING AND DEVELOPMENT PROGRAM FOR SCHOOL HEADS

1. In line with DepEd NCR's top five priorities, specifically Priority No. 3 (Capacitate School Heads and Teachers), and its commitment to empowering school heads to enhance teacher quality and learner outcomes, DepEd - NCR announces "Phase 1 of Elevate: The Professional Learning and Development Program for School Heads." This program will be held from **July 7-11, 2025**. The venue will be announced in a separate communication. Participation of all school heads, assistant school principals, and officers-in-charge is required.
2. This initial phase, '*Pamanihala*,' combines '*Pinuno*' (Leader) and '*Pamahala*' (Governance), guiding school heads to become skilled navigators. Here, they learn to chart a strategic course, efficiently managing school operations and resources to steer their institutions towards success. It's about gaining the skills to set a course, and keep the school on that course.
3. The primary aim of the *Pamanihala* phase is to:
 - Develop and communicate a clear, compelling strategic vision for their school, aligning with the DepEd's goals and the specific needs of their school community;
 - Demonstrate proficiency in managing the school's financial, human, and physical resources to optimize their use in support of teaching and learning;
 - Collect, analyze, and interpret data from multiple sources (e.g., student performance, teacher evaluations, community feedback) to inform decision-making related to school improvement and strategic planning;
 - Apply effective leadership strategies to build high-performing teams, delegate responsibilities effectively, and foster a shared sense of ownership and accountability for achieving school goals; and
 - Effectively manage day-to-day school operations, ensuring a safe, secure, and supportive learning environment for all students and staff.
4. Here are the details of check-in and check-out of the participants together with the meal schedule:



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Check IN	Check OUT
2:00 PM, Monday July 7, 2025	12:00 Noon, Friday July 11, 2025

Meals	July 7 (Monday)	July 8 (Tuesday)	July 9 (Wednesday)	July 10 (Thursday)	July 11 (Friday)
Breakfast		✓	✓	✓	✓
AM Snack	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	

5. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.)

6. Likewise they are hereby advised to confirm attendance through the form found in this link and QR code on or before **May 30, 2025**.



<https://tinyurl.com/ELEVATEPhase1>

7. A registration fee of Ten Thousand Pesos (P10,000.00) is necessary to cover board and lodging for the five-day program. This fee should be charged from the School MOOE or local funds. Payments will be accepted starting **May 30, 2025**, and should be remitted to the following account:

Account Name: **DEPED NCR**
Account Number: **0692-1020-61**
Name of Bank: **Land Bank of the Philippines**
EDSA Congressional Branch

8. To facilitate the proper recording of your payment, submit the validated deposit slip or LDDAP-ADA to the Cash Section of DepEd-NCR as proof of transaction.



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9. Participants' transportation, per diem, and other incidental expenses shall be charged to their respective school's local funds. Honoraria, tokens, and transportation for Subject Matter Experts will be charged against the HRTD fund. Expenses for the Program Management Team, including board and lodging, transportation, per diem, and incidentals, will be drawn from the 2024 HRTD Fund.
10. Likewise, schools and division offices will provide board and lodging for their drivers and chaperones utilizing local funds, subject to usual accounting and auditing rules and regulations.
11. This Memorandum shall likewise serve as the official travel authority document of the participants.
12. In the event of any questions or concerns, you are encouraged to reach out to Hajji R. Palmero, Chief Education Supervisor, HRDD NEAP-R at the following email address: hrdd.ncr@deped.gov.ph.
13. Immediate dissemination of this Memorandum is directed.

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