



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 10, 2025

REGIONAL MEMORANDUM

No. 529, s. 2025

To: Concerned Schools Division Superintendents
Quality Assurance Division (RO)
All Others Concerned

CONDUCT OF WRITESHOP ON THE DEVELOPMENT OF PROFESSIONAL RESOURCE MANUAL FOR MONITORING AND INSPECTION OF SCHOOLS

1. As part of the continuing effort to enhance the quality and effectiveness of the delivery of services to stakeholders in education, a **WRITESHOP ON THE DEVELOPMENT OF PROFESSIONAL RESOURCE MANUAL FOR MONITORING AND INSPECTION OF SCHOOLS** will be held on **July 1-4, 2025**, at a venue to be announced after procurement.
2. The writeshop, spearheaded by the Quality Assurance Division in partnership with the LRMDs of the CLMD, aims to facilitate the collaborative development, refinement, and finalization of professional resource material essential in the monitoring and inspection of private schools including public schools applying for establishment, merger, integration, conversion, naming or renaming.
3. Participants include content writers, technical and subject matter experts, and members of the technical working group. These participants are expected to attend the entire duration of the activity and bring with them their laptops, relevant references, and any personal materials necessary for the writing sessions.
4. Expenses incurred in this professional undertaking shall be charged to LR Funds, subject to the usual auditing rules and regulations. Travel expenses shall be charged against local funds of the Divisions.
5. This memo will serve as the Travel Authority of the participants in this undertaking. Attached is the list of expected participants.
6. Immediate dissemination of and compliance with this Memorandum is expected.

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



Address: 6 Misamis St., Bago Bantay, Quezon City
E-mail address: ncr@deped.gov.ph
Website: depedncr.com.ph





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

qad/rtc

Enclosure:

As stated:

Enclosure 1: List of Participants

A. Content Writers/Facilitators (RO)

Office/Division	Name of Participant	Number of Participants
Quality Assurance Division DepEd-NCR	Atty. Joylyn P. Dulnuan	7
	Dr. Richard T. Catain	
	Dr. Lydia L. Martin	
	Dr. Rowena S. Ontangco	
	Mr. Alfredo G. Desamparo	
	Mr. James M. Macaranas	
	Ms. Angilica B. Asia	
Curriculum and Learning Implementation Division DepEd-NCR	Dr. Dennis L. Mendoza	1
Total		8



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

B. Content Writers/Subject Matter Experts (SDO)

Office/Division	Name of Participant	No. of Participants
SDO- Caloocan	Dr. Ariel P. Villar, Dr. Amaflor C. Alde Ms. Melissa R. Saludes, Ms. Maria Veronica G. Cuartero	4
SDO- Las Pinas	Dr. Joey Z. Balsomo, Dr. Lucy G. Perez Mr. Edsel G. Fajardo, Mr. George G. Gozun	4
SDO-Makati	Dr. Rosalie A. Trongco (Chief), Ms. Irene G. Aquino Ms. Maria Theresa M. Ruiz, Mr. Welbert D. Borlado	4
SDO-Malabon	Ms. Elvira T. Villanueva, Mr. Ronaldo P. Santiago Mr. Lowell G. Alfonso, Ms. Helena C. Calderon	4
SDO-Mandaluyong	Mr. Crispin A. Mejica Mr. John Daryll Mercado	2
SDO-Manila	Ms. Paulyne Joanne R. Pascual, Mr. Jonathan P. Derez Mr. Wilbert P. Carolino, Ms. Anna S. Queja	4
SDO-Marikina	Mr. Alberto Villamor, Ms Remia Ricabar Ms. Doris R. Jasme, Engr. Raymund Alcazar	4
SDO-Muntinlupa	Dr. Gina L. Urquia, Mr. Joseph Nilo, Dr. Myra E. Namit, Dr. Zoren Pepito L. Gubalane, Ms. Chelo DG. Rongavilla	5
SDO-Navotas	Dr. Gil C. Buenavista, Dr. Esperanza M. Soledad Mr. Erros Josephus M. Gutierrez, Ms. Catherine DG. Santos	4
SDO-Paranaque	Dr. Rosie Rombaoa, Dr. Ma. Dolora Zaragoza Ms. Ann Margaret Santos, Ms. Rizza D. Cabales	4
SDO-Pasay	Dr. Bernardita A. Perez, Ms. Lovelynn Jane S. Bacera Ms. Fatima P. Fajardo, Ms. Maria Grazziela F. Paleracio	4
SDO-Pasig	Dr. Victor M. Javena (Chief), Ms. Karen B. Villanueva Ms. Ruth Paniel- Dela Cruz, Ms. Jeanette P. Mose	4
SDO-Quezon City	Ms. Laura V. Ocampo, Dr. Precy M. Paurillo Ms. Ma. Jesusa U. Conanan, Ms. Ana Marie D. Aguilar	4
SDO-San Juan	Mr. Michael P. Rull	1
SDO-Tapat	Dr. Jose F. Abisado Jr, Dr. Marcial C. Sison. Mr. Roldan R. Jamindang, Ms Jelyn B. Diu	4
SDO-Valenzuela	Dr. Salvador A. Gaban, Jr., Dr. Grace I. Yumul Dr. Edwin C Pineda, Mr. Jayson U. Loayon	4
Total		60