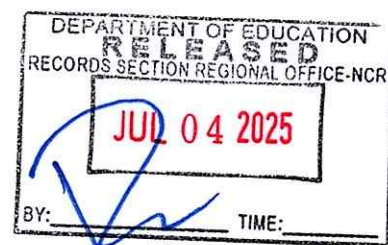




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 2, 2025

REGIONAL MEMORANDUM

No. 597 s. 2025

To: Schools Division Superintendents
All Others Concerned

ONLINE MASTERCLASSES FOR SCHOOL LEADERS FOR FY 2025

1. This is in reference to the Memorandum DM-OUHROD-2025-1653 from Usec. Wilfredo E. Cabral, Undersecretary of Human Resource and Organizational Development and Dr. Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), and Advisory dated June 26, 2025, informing the field about the above-captioned subject.
2. The activity aims to enhance the technical competencies of school leaders to effectively contribute in improving learning outcomes and overall school performance, strengthen instructional leadership and innovative capacity of school leaders to respond to the evolving needs of basic education, and provide Professional Regulation Commission (PRC)-accredited professional development programs for teachers, head teachers, school heads and supervisors.
3. Please see the attached Memorandum and Advisory, for reference.
4. All Schools Division Offices (SDOs), through their **School Governance and Operations Division- Human Resource Development Sections (SGOD-HRDS)**, are advised to coordinate with their respective **Curriculum Implementation Divisions (CID)** to identify the participants for the program.
5. Likewise, each SGOD-HRDS must submit the list of their identified participants to Central Office using the prescribed template (Enclosure 1; editable file with instructions accessible via link bit.ly/EndorsementExcel) through the link bit.ly/JobGroupEndorsement on or before 04 July 2025.
6. For other questions and concerns, kindly coordinate with **Mr. Florentino Varron Jr.** or **Mr. Marvin Villafuerte**, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

7. Immediate dissemination of this Memorandum is directed.


JOCELYN DR ANDAYA

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



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1653

**TO : Regional Directors
Schools Division Superintendents
School Governance and Operations Division Chiefs
All Others Concerned**

FROM : WILFREDO E. CAJRAL
*Undersecretary
Human Resource and Organizational Development*

Carmela C. Oracion
CARMELA C. ORACION
*Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)*

SUBJECT : ONLINE MASTERCLASSES FOR SCHOOL LEADERS FOR FY 2025

DATE : 19 June 2025

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), will conduct the **Online Masterclasses for School Leaders for FY 2025**, with the following objectives:
 - a. Enhance the technical competencies of school leaders to effectively contribute to improved learning outcomes and overall school performance;
 - b. Strengthen instructional leadership and innovative capacity of school leaders to respond to the evolving needs of basic education; and
 - c. Provide Professional Regulation Commission (PRC)-accredited professional development programs for teachers, school heads, and supervisors.

2. The program has the following schedule and details:

Activity	Date	Expected Participants
Turning Assessment Data into Insight: Interpretation and Utilization via Technology-Based Tools	26 July 2025 9:00 a.m. – 12:00 p.m.	PSDS or Acting PSDS of SDOs
Ensuring School Success: A Masterclass for Public Schools District Supervisors (PSDS) on Effective Support Strategies	30 August 2025 9:00 a.m. – 12:00 p.m.	For Small SDOs: Any Learning Area Supervisor or School Head (SH) of a Big/Large School



From Tension to Resolution: A Masterclass for School Heads on Conflict Management	09 August 2025 9:00 a.m. – 12:00 p.m.	Principals, Assistant Principals, Elementary Head Teachers, TICs, OICs
Leading with Impact: Advancing Instructional Leadership for School Heads	06 September 2025 9:00 a.m. – 12:00 p.m.	
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies in Learning Areas Aligned with PPST Indicators (1.1.2, 1.4.2, 1.5.2, 2.3.2, 2.6.2)	22 July 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (GMRC/ Values Education) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (EPP/TLE/ TVL Track)	<p>From each SDO:</p> <ul style="list-style-type: none"> - Education Program Supervisor (EPS) or Acting EPS for the specific learning area - One (1) Secondary SH specializing in the learning area - One (1) Elementary SH specializing in the learning area - One (1) Secondary Head Teacher or Master Teacher specializing in the learning area - One (1) Elementary Master Teacher specializing in the learning area
	24 July 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (English) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Filipino)	
	05 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (MAPEH) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Araling Panlipunan)	
	16 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (Mathematics) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Science)	
	19 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (GMRC/ Values Education) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (EPP/TLE/ TVL Track)	
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies in Learning Areas Aligned with PPST Indicators (3.1.2, 4.1.2, 4.5.2, 5.1.2)	20 August 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (English) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Filipino)	
	02 September 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (MAPEH) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Araling Panlipunan)	
	04 September 2025 <i>Morning Session:</i> 9:00 a.m. – 12:00 p.m. (Mathematics) <i>Afternoon Session:</i> 1:30 – 4:30 p.m. (Science)	

3. In this regard, all Schools Division Offices (SDOs), through their School Governance and Operations Division – Human Resource Development Sections (SGOD-HRDS), are advised to coordinate with their respective Curriculum Implementation Divisions (CID) to identify the participants for the program. ccf

4. Likewise, each **SGOD-HRDS** must submit the list of identified participants using the prescribed template (*Enclosure 1; editable file with instructions accessible through the link bit.ly/EndorsementExcel*) through the link bit.ly/JobGroupEndorsement on or before 04 July 2025.
5. All endorsed participants will receive an email notification five (5) days prior to the activity, confirming their slots/attendance and the link/credentials for the online masterclasses.
6. The *Indicative Program of Activities (Enclosure 2)* and the *List of Program Management Team Members (Enclosure 3)* are attached, for reference.
7. Should you have further questions or concerns, please coordinate with **Mr. Florentino Varron Jr.** or **Mr. Marvin Villafuerte**, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
8. For dissemination and appropriate action.

CV

Copy furnished:

**OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**



Republika ng Pilipinas
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

TEMPLATE FOR LIST OF SDO IDENTIFIED PARTICIPANTS

Link of Downloadable Excel File: bit.ly/EndorsementExcel

TOPIC FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)					
Turning Assessment Data into Insight: Interpretation and Utilization via Technology-Based Tools Implementation Date: July 26, 2025 (9:00 am to 12:00 pm)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (i.e. juan.cruz@deped.gov.ph)	Is this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attached is the preview of the sheet for participants in the master classes for PSDSs from the attached file. Please download the file and edit it as instructed and upload it in this **form: bit.ly/JobGroupEndorsement**

TOPIC FOR PRINCIPALS, ASSISTANT PRINCIPALS, OFFICER-IN-CHARGE (OICs) and TEACHER-IN-CHARGE (TICs)					
From Tension to Resolution: A Master Class for School Heads on Conflict Management Implementation Date: August 30, 2025 (9:00 am to 12:00 pm)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (i.e. juan.cruz@deped.gov.ph)	Is this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Attached is the preview of the sheet for participants in the master classes for School Heads from the attached file. Please download the file and edit it as instructed and upload it in this **form: bit.ly/JobGroupEndorsement**

TOPIC 1 FOR SCHOOL LEADERS					
From Standards to Practice: Guiding School Leaders in Advancing Teacher Competencies Aligned with FPST Indicators: (1.1.2, 1.4.2, 1.5.2, 2.3.2, 2.6.2) July 22, 2025 Morning Session (9:00 AM to 12:00 NN) Good Manners and Right Conduct (ORMC)/ Values Education/Edukasyon sa Pagpapakatao (EaP)					
NAME (Surname, Given Name, Middle Initial)	SEX	POSITION	DepEd EMAIL ADDRESS (i.e. juan.cruz@deped.gov.ph)	Is this email provided (deped.gov.ph) registered to your DepEd PD LMS account (YES/NO)	CONTACT NUMBER
1		Education Program Supervisor			
2		Secondary School Head			
3		Elementary School Head			
4		Secondary Head Teacher or Master Te...			
5		Elementary Master Teacher			

Attached is the preview of the sheet for participants in the master classes for school leaders from the attached file. Please input the five (5) requested participants in each learning area as stipulated: One (1) Education Program Supervisor (EPS) or Acting EPS for the specific learning area; One (1) selected Secondary School Head (SH) specializing in the learning area; One (1) selected Elementary School Head (SH) specializing in the learning area; One (1) Secondary Head Teacher (HT) or Master Teacher (MT) specializing in the learning area; One (1) Elementary Master Teacher (MT) specializing in the learning area. Upload the file in this **form: bit.ly/JobGroupEndorsement**

To check the **expected participants and schedule of online activities**, please refer to the following link for your guidance: <https://tinyurl.com/yc2e58z>



Republika ng Pilipinas
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Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Note: This training matrix shall be followed for all sessions, both in the morning and in the afternoon.

Time		Activity	In-Charge
Morning Session	Afternoon Session		
8:30 AM - 9:00 AM	1:30 PM - 2:00 PM	Opening Program - Nationalistic Song - Prayer - Messages	Host
9:01 AM - 11:45 AM	2:01 PM - 4:45 PM	Training Proper - Discussion - Workshop - Completion of Additional Activities	Session's Resource Person
11:45 AM - 12:00 PM	4:45 PM - 5:00 PM	Q & A Portion	Session's Resource Person
12:00 PM	5:00 PM	Closing Program - Session Evaluation - Messages	Host



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Enclosure 3

PROGRAM MANAGEMENT TEAM

NAME	POSITION	OFFICE/ STATION
Jennifer E. Lopez	Director IV	NEAP -DepEd Central Office
Marife T. Morcilla	Project Development Officer V	NEAP-PDD, DepEd Central Office
Alexander Simagala	Project Development Officer IV	NEAP-PDD, DepEd Central Office
Marvin DJ. Villafuerte	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Florentino L. Varron Jr.	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Billy Rei M. Pagba	Senior Education Program Specialist	NEAP-PDD, DepEd Central Office
Jessica Kristel C. Abeleda	Education Program Specialist II	NEAP-PDD, DepEd Central Office
Mathew M. Bofete	Project Development Officer II	NEAP-PDD, DepEd Central Office
Aizyl Ann E. Natanauan	Technical Assistant II	NEAP-PDD, DepEd Central Office
Roselle D. Cabiling	Technical Assistant II	NEAP-PDD, DepEd Central Office
Toni Rose H. Rosales	Technical Assistant II	NEAP-PDD, DepEd Central Office



Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

June 26, 2026

ADVISORY

In reference to DM-OUHROD-2025-1653 “*Online Masterclasses for School Leaders for FY 2025*” dated June 19, 2025, the Department of Education, through the National Educators Academy of the Philippines (NEAP), will implement the Online Master Classes for Fiscal Year 2025. This professional development program is specifically designed for School Heads, Public Schools District Supervisors (PSDS), and other designated School Leaders, as part of NEAP’s continuing commitment to strengthen instructional leadership.

To further expand the reach and impact of the program, **Head Teachers** who demonstrate potential for leadership development are also **encouraged to participate**, in support of enhancing school-based leadership and instructional capacity.

Please be informed that **certain sessions may be scheduled on weekends, holidays, or special non-working days** to accommodate the program’s timeline and the availability of participants and resource persons.

In this regard, trainers, members of the management team, and participants are entitled to service credit or Compensatory Time-Off (CTO) in accordance with DO No. 13, s. 2024, titled *Revised Guidelines on Grant of Vacation Service Credits for Teachers*, should the activities fall on days with class suspensions, cancellations, weekends, or holidays.

For further inquiries or clarifications, you may reach the NEAP – Professional Development Division via email at neap.pdd@deped.gov.ph or through landline at (02) 8715-9919.

Thank you for your continued support and cooperation.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

*Human Resource and Organizational Development
National Educators Academy of the Philippines*