



2507-993

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 489, s.2025

**PARTICIPANT TO THE PD PROGRAM CREATING CARING SCHOOL COMMUNITIES:
A CAPACITY BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS**

To: School Head (Salindeg, Pong-Ol Barraca, Elementary School)

1. In reference to **Regional Memorandum No. 896 s. 2025**, the Department of Education, through the National Educators Academy of the Philippines (NEAP), announces the conduct of the professional development program *“Creating Caring School Communities: A Capacity Building Journey for Sel-Driven School Leaders”* with the following objectives:

- a. Equip the school heads with practical evidenced-based tools and leadership insights to help them foster emotionally supportive and inclusive school environments, aligned with the Philippine Professional Standards for School Heads (PPSSH);
- b. Capacitate the school leaders to effectively guide teachers in modeling emotionally intelligent leadership and institutionalizing practices that foster positive relationships and safe learning spaces; and
- c. Contributes to advancing learner well-being, strengthening positive behavior and developing resilience among students and personnel.

2. Below is the participant and other details of this activity:

Activity	Participant	Date and Venue	Registration Link
A Capacity Building Journey for SEL-Driven School Leaders-Batch 2	Avelina T. Alon, School Principal I	August 10-13, 2025 NEAP, Baguio City	bit.ly/CapB_SEL-DrivenSchoolLeaders Deadline: July 30, 2025

3. The participant is requested to bring laptop, pocket Wi-Fi and extension cord to be used during the training.

4. The participant is expected to be at the venue on or before 2:00 pm of Day 0 for the opening program.

5. Compensatory Overtime Credits (COCs) shall be granted to the participant if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances and calamities pursuant to the guidelines specified in CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.

6. The participant’s board and lodging shall be charged against School MOOE or local funds subject to usual accounting and auditing rules and regulations.

7. Immediate dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: Regional Memorandum 896, s. 2025
Reference: None
To be indicated in the Perpetual Index under the following subjects:
TRAINING PROGRAMS
SGOD/HRD/aff/DM_SEL-DrivenSchoolLeaders
July 30, 2025

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
31 JUL 2025
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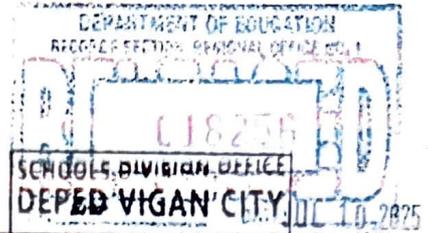


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Republic of the Philippines
Department of Education
 REGION I

2507-9013 EGS



11 JUL 2025

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 BY: EGS

REGIONAL MEMORANDUM

No. 896, s. 2025

**CONDUCT OF THE PD PROGRAM CREATING CARING SCHOOL COMMUNITIES:
 A CAPACITY BUILDING JOURNEY FOR SEL-DRIVEN SCHOOL LEADERS**

To: Schools Division Superintendents

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), announces the conduct of the professional development program "Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders," with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
A Capacity Building Journey for SEL-Driven School Leaders - Batch 1	August 10-13, 2025 Venue: NEAP Baguio	Public Schools District Supervisors (PSDS)	bit.ly/CanB_SEL-DrivenSchoolLeaders
A Capacity Building Journey for SEL-Driven School Leaders - Batch 2	August 13-16, 2025 Venue: NEAP Baguio	School Head or Head Teacher	Deadline: July 30, 2025

2. This program aims to equip school heads with practical evidence-based tools and leadership insights to help them foster emotionally supportive and inclusive school environments, aligned with the Philippine Professional Standards for School Heads (PPSSH). Further, it capacitates school leaders to effectively guide teachers in modeling emotionally intelligent leadership and institutionalizing practices that foster positive relationships and safe learning spaces. In turn, this program is expected to contribute to advancing learner well-being, strengthening positive behavior, and developing resilience among students and personnel.

3. Enclosed are the following:

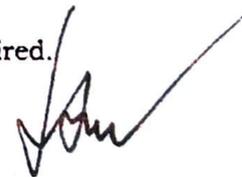
- a. Breakdown of participants per Schools Division Office (SDO)
- b. Indicative Program of Activities
- c. Meal Provision and Accommodation Guide



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4. The Schools Division Offices, through the SGOD HRDS SEPS/EPS II, shall encode the name of participant/s through link <https://tinurl.com/R1ListofPax-SELDriven> on or before July 16, 2025.
5. The Schools Division Offices, through the SGOD HRDS SEPS/EPS II, shall submit the name of participant/s duly endorsed by the Schools Division Superintendent and submitted via email to neap.region1@deped.gov.ph with the subject line:
(Name of SDO)_SELDriven on or before July 16, 2025.
6. All participants are requested to bring their own laptop, pocket Wi-Fi, and extension cord to be used during the training.
7. All participants are expected to be at the venue on or before 2:00 pm of Day 0 for the Opening Program.
8. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 13, s. 2024 on the Revised Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.
9. The participants' board and lodging shall be charged against the Human Resource Development (HRD) Funds. Travel expenses of participants shall be charged against SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.
10. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.
11. Immediate dissemination of this Memorandum is desired.



TOLENTINO G. AQUINO
Director IV

Reference: DM-OUHROD-2025-1823
Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAMS

HRDD/kmmb/RM_SEL-DrivenSchoolLeadersJ
July 10, 2025



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Enclosure 1

Breakdown of Participants per Schools Division Office (SDO)

A. A Capacity Building Journey for SEL-Driven School Leaders – Batch 1

Date: August 10-13, 2025

Venue: NEAP Baguio City

Division	No. of Participants per SDO (PSDS)
Dagupan City	1
Ilocos Norte	1
Ilocos Sur	2
La Union	2
Pangasinan I	3
Pangasinan II	3
San Carlos City	1
Urdaneta City	1

B. A Capacity Building Journey for SEL-Driven School Leaders – Batch 2

Date: Se August 13-16, 2025

Venue: NEAP Baguio City

Division	No. of Participants per SDO (School Head or Head Teacher)
Alaminos City	1
Batac City	1
Candon City	1
Dagupan City	1
Ilocos Norte	1
Ilocos Sur	1
La Union	1
Laoag City	1
Pangasinan I	1
Pangasinan II	1
San Carlos City	1
San Fernando City	1
Urdaneta City	1
Vigan City	1

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES
Creating Caring School Communities:
A Capacity Building Journey For SEL-Driven School Leaders
 August 10 - 16, 2025

TIME	DAY 0 (Sunday)	DAY 1 (Monday)	DAY 2 (Tuesday)	DAY 3 (Wednesday)	DAY 4 (Thursday)	DAY 5 (Friday)	DAY 6 (Saturday)
8:00am - 8:30am		Management of Learning			Management of Learning		
8:30am - 10:00am		Overview of the activity	Discussion of Module 4	Q&A Session, Commitment, and Ways Forward	Overview of the activity	Discussion of Module 4	Q&A Session, Commitment, and Ways Forward
10:00am - 10:30am		Health Break			Health Break		
10:30am - 12:00pm		Discussion of Module 1	Continuation of Module 4	Closing Program	Discussion of Module 1	Continuation of Module 4	Closing Program
12:00pm - 1:00pm		Lunch Break			Lunch Break		
1:00pm - 2:30pm		Registration	Discussion of Module 2	Discussion of Module 5	Registration	Discussion of Module 2	Discussion of Module 5
2:30pm - 3:00pm	Opening Program	Health Break		Opening Program	Health Break		
3:00pm - 4:30pm		Discussion of Module 3	Continuation of Module 5		Discussion of Module 3	Discussion of Module 5	
4:30pm - 8:00pm		End-of-Day Evaluation			End-of-Day Evaluation		

MEAL PROVISION AND ACCOMODATION GUIDE
Creating Caring School Communities:
A Capacity Building Journey for SEL-Driven School Leaders

A. Batch 1

Participants are advised to check-in on Day 0 (Sunday) and check-out on Day 3 (Wednesday). The first meal to be served is an afternoon snack and last meal is lunch. Please see the details below.

Accom	DAY 0 Aug. 10, 2025 Sunday	DAY 1 Aug. 11, 2025 Monday	DAY 2 Aug. 12, 2025 Tuesday	DAY 3 Aug. 13, 2025 Wednesday
Meals				
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. Batch 2

Participants are advised to check-in on Day 3 (Wednesday) and check-out on Day 6 (Saturday). The first meal to be served is lunch and the last meal is morning snack. Please see the details below.

Accom	DAY 0 Aug. 13, 2025 Wednesday	DAY 1 Aug. 14, 2025 Thursday	DAY 2 Aug. 15, 2025 Friday	DAY 3 Aug. 16, 2025 Saturday
Meals				
Breakfast	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM Snacks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM Snacks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>