



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

DIVISION MEMORANDUM  
 No. 301, s. 2026

27 APR 2026

**CONDUCT OF THE MENTORING THE MENTORS FOR KEY STAGES 2 AND 3**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Others Concerned

- In reference to Regional Memorandum No. 490, s. 2026, the National Educators Academy of the Philippines (NEAP) announces the updated list of participants for the Mentoring the Mentors for Key Stages 2 and 3.
- The final participant from this Division in the activity Mentoring the Mentors for Key Stage 3 Filipino, Araling Panlipunan, MAPEH and SNED is as follows:

No.	Name	Position	School	Learning Area	Date & Venue
1	<b>VIVIAN T. DEL CASTILLO</b>	Principal I	CAPEP	Araling Panlipunan	June 8 – 12, 2026 NEAP Facility, Baguio Teachers Camp, Baguio City

- The participant is required to register thru the link: <https://tinyurl.com/KS3MentoringofMentors2026>.
- The participant is reminded to bring laptop, charger, extension cord and other sources of internet connectivity (e.g. mobile data, pocket WIFI, etc.).
- Travel shall be charged to the downloaded HRD Fund subject to the usual accounting and auditing rules and regulations. Any deficiency in travel expenses shall be charged against local Division/School MOOE.
- Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, or cancellation of work in Government Offices due to various reasons, specified in CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration of Overtime Services Rendered.
- Attached is the Regional Memorandum for reference.
- For information and compliance of all concerned.

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent

SGOD-HRD/ahem/Mentoring of Mentors Key Stage 3  
 2026-33/April 24, 2026



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Republic of the Philippines  
**Department of Education**  
 REGION I



2004-1104 E687

**MEMORANDUM**  
 HRDD-2026- 490

**UPDATED LIST OF PARTICIPANTS TO THE CONDUCT OF THE MENTORING  
 THE MENTORS FOR KEY STAGES 2 AND 3**

- To: Schools Division Superintendents  
 Schools Division of Alaminos City  
 Schools Division of Dagupan City  
 Schools Division of Ilocos Norte  
 Schools Division of Ilocos Sur  
 Schools Division of La Union  
 Schools Division of Pangasinan I  
 Schools Division of Pangasinan II  
 Schools Division of San Carlos City  
 Schools Division of Urduaneta City  
 Schools Division of Vigan City

1. In reference to Memorandum HRDD-2026-309 titled "Conduct of the Mentoring the Mentors for Key Stages 2 and 3" dated March 6, 2026, the National Educators Academy of the Philippines Region 1 (NEAP R1) announces the updated list of participants for the following activities.

Activity	Date and Venue	Registration Link
Mentoring the Mentors for Key Stage 2 Filipino, Araling Panlipunan, and Mathematics	May 3 - 8, 2026 NEAP Facility, Baguio Teachers Camp, Baguio City	<a href="https://tinyurl.com/KS2MentoringofMentors2026">https://tinyurl.com/KS2MentoringofMentors2026</a>
Mentoring the Mentors for Key Stage 3 Filipino, Araling Panlipunan, MAPEH, and SNED	June 8 - 12, 2026 NEAP Facility, Baguio Teachers Camp, Baguio City	<a href="https://tinyurl.com/KS3MentoringofMentors2026">https://tinyurl.com/KS3MentoringofMentors2026</a>

2. Enclosed are the following:  
 a. Updated list of participants.  
 b. Indicative Program of Activities  
 c. Meal Provision Guide
3. Participants are requested to register via the link provided in accordance with their assigned activity and corresponding schedule.



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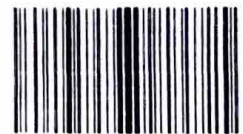
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4. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket WIFI, etc.)
5. The board and lodging expenses of all participants shall be charged to the NEAP CO Human Resource Development (HRD) Fund. Transportation, per diem, and other incidental expenses shall be charged against the downloaded HRD funds to the SDOs. In case downloaded funds are insufficient, it can be charged to the SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.
6. 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.
7. For queries and other concerns, please contact NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
8. Immediate dissemination of this Memorandum is desired.

*elp*  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/Regional Director

HRDD/kmmb/RM\_UpdatedListParticipants  
 April 20, 2026



HRDD260434



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Enclosure 1

**Updated List of Identified Participants**

**\* Mentoring the Mentors for Key Stage 3 Filipino, Araling Panlipunan, MAPEH, and SNED**  
**June 8-12, 2026**

**NEAP Training Facility, BTC, Baguio City**

NO.	NAME	DepEd Email Address/ Contact Number	Region	Division	School	Learning area to be Attended
1.	Einee B. Camota	einee.camota@deped.gov.ph	1	Dagupan City	Dagupan City National High School	Araling Panlipunan
2.	Eugene Toralba	eugene.toralba100@deped.gov.ph/09685157464	1	Pangasinan II	CID	Araling Panlipunan
3.	Vivian T. Del Castillo	vivian.tandoc003@deped.gov.ph/09058307190	1	Vigan City	Capangpangan Elementary School	Araling Panlipunan
4.	Rebecca Vilonia	rebecca.vilonia003@deped.gov.ph/09778024389	1	Ilocos Sur	CID	Filipino
5.	Melchora Viduya	melchora.viduya001@deped.gov.ph/09321056769	1	Pangasinan I	CID	Filipino
6.	Leilani P. Vicencio	leilani.vicencio001@deped.gov.ph/09178173394	1	Pangasinan II	Mataas na Paaralang Juan C. Laya San Manuel	Filipino
7.	Sheryl S. Villacorta	sheryl.villacorta@deped.gov.ph	1	Dagupan City	CID	MAPEH

**\*Mentoring the Mentors for Key Stage 2 Filipino, Araling Panlipunan, and Mathematics**  
**May 3-8, 2026**

**NEAP Training Facility, BTC, Baguio City**

NO.	NAME	DepEd Email Address/ Contact Number	Region	Division	School	Learning area to be Attended
1.	Benedicta Santos	benedicta.santos@deped.gov.ph	1	Alaminos City	CID	Araling Panlipunan
2.	Jonathan Callanta	jonathan.callanta@deped.gov.ph/09451256678	1	Urdaneta City	Cabaruan National High School	Araling Panlipunan
3.	Claire P. Pulanco	claire.pulanco@deped.gov.ph/09477902414	1	La Union	Naguilian Senior High School	Araling Panlipunan
4.	Myrna Peralta	myrna.peralta123@deped.gov.ph/09206749228	1	Dagupan City	Judge Jose De Venecia Sr. Technical-Vocational Secondary School	Filipino
5.	Digna M. Morion	digna.morion@deped.gov.ph/09202437241	1	La Union	Sto. Tomas National High School	Filipino
6.	Maricon P. Agpoon	maricon.agpoon@deped.gov.ph/09062746117	1	Ilocos Norte	Caraitan Integrated School- Badoc	Filipino
7.	Glieza A. Laña	glieza.lana@deped.gov.ph/09088721324	1	La Union	Daramuangan Integrated School	Mathematics
8.	Josephine Rosario	josephine.rosario004@deped.gov.ph/09228166302	1	San Carlos City	CID	Mathematics
9.	James C. Verdadero	james.verdadero@deped.gov.ph/09452882781	1	Ilocos Norte	Ferdinand Elementary School	Mathematics



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Enclosure 2

**Indicative Program of Activities**

**Mentoring the Mentors**

Day/Time	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	
8:00 - 8:30 am	Arrival of Participants	8:00 - 9:00 am Registration of Participants	<b>Management of Learning</b>				
8:30 - 9:00 am			Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	
9:00 - 10:00 am			<b>MORNING BREAK</b>				
10:00 - 10:30 am							
10:30 am - 12:00 nn		Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	
12:00 - 1:00 pm	<b>LUNCH BREAK</b>						
1:00 - 2:00 pm		Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	
2:00 - 3:00 pm	3:00 - 4:30 pm Opening Program Preliminaries National Anthem Prayer Welcome Message Kumustahan Levelling of Expectations Norms Setting Schedule of Activities Program and Activity Objectives					Closing Program	
3:00 - 3:30 pm	<b>AFTERNOON BREAK</b>						
3:30 - 4:30 pm		Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Training Proper Breakout Sessions per Learning Area	Home Sweet Home	
4:30-5:30 pm	<b>Program Management Team Debriefing</b>						



Enclosure 3

### Meal Provision Guide, Check-In and Check Out Details

#### Meal Provision Guide - Mentoring the Mentors

Meals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	✓	✓	✓	✓	✓	✓
AM Snack	✓	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	✓

