



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

DIVISION MEMORANDUM
No. 540, s. 2026

13 JUL 2026

**WORKSHOP ON THE DEVELOPMENT OF SUPERVISORS ONBOARDING
PROGRAM (SOP) – QUALITY ASSURANCE WORKSHOP ON ONBOARDING
PROGRAM MODULES FOR SUPERVISORS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Memorandum NEAP R1-2026-813, the National Educators Academy of the Philippines (NEAP) shall conduct the Quality Assurance Workshop on Onboarding Program Modules for Supervisors from July 21-24, 2026, via Microsoft Teams.

2. The schedule of activities are as follows:

Activity	Schedule	MS Teams Link
Online Orientation for Validators	July 21, 2026 (9:00 AM to 4:00 PM)	https://tinyurl.com/SOP-Validation-Orientation
Validation of the Onboarding Program Modules	July 22 - 24, 2026 (9:00 AM to 4:00 PM)	https://tinyurl.com/SOP-Validation-Proper

3. The official participant (identified validator) from this Division is as follows:

No.	Name	Position	Office
1	RODRIGO Q. REYES, JR.	Chief Education Supervisor	SGOD

4. The participant is requested to ensure his availability and active participation in both orientation and validation activities to contribute to the enhancement of the Supervisor Onboarding Program.

5. Attached is the Regional Memorandum and Division Memorandum for reference.

6. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD-HRD/ahem/WORKSHOP ON THE DEVELOPMENT OF SOP
QUALITY ASSURANCE WORKSHOP ON ONBOARDING PROGRAM
MODULES FOR SUPERVISORS
2026-082/July 10, 2026





Republic of the Philippines
Department of Education
REGION I



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MEMORANDUM
NEAP R1-2026-

813

**WORKSHOP ON THE DEVELOPMENT OF SUPERVISORS ONBOARDING
PROGRAM (SOP) - QUALITY ASSURANCE WORKSHOP ON ONBOARDING
PROGRAM MODULES FOR SUPERVISORS**

To: Schools Division Superintendents
Schools Division of Pangasinan I
Schools Division of Vigan City

Chiefs of Functional Divisions
Education Support Services Division
Policy, Planning, and Research Division
Quality Assurance Division

1. In reference to DepEd Memorandum DM-OULS-2026-127 titled "*Workshop on the Development of Supervisors Onboarding Program (SOP)*" dated March 25, 2026, the National Educators Academy of the Philippines (NEAP) shall conduct the Quality Assurance Workshop on Onboarding Program Modules for Supervisors from July 21 to 24, 2026, via Microsoft Teams. The activities are as follows:

Activity	Schedule	MS Teams Link
Online Orientation for Validators	July 21, 2026 (9:00 AM to 4:00 PM)	https://tinyurl.com/SOP-Validation-Orientation
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2. The activities aim to achieve the following:

- validate the level of acceptability, relevance, and alignment of the developed program outline across all domains, indicators, and career stages of the Philippine Professional Standards for Supervisors (PPSS);
- gather feedback, insights, and recommendations from key stakeholders to enhance and refine the draft program outline;
- assess the coherence, completeness, and progression of the proposed learning interventions and competency development pathways for school leaders; and



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d. ensure that the program outline is responsive to the professional development needs of school leaders and aligned with current educational priorities and organizational goals.

3. The following are the identified validators.

Name	Division/Office
Wilma S. Carrera	Pangasinan I
Rodrigo Q. Reyes, Jr.	Vigan City
Sarah Q. Casuga	ESSD
Cecilia P. Rosido	PPRD
Oscar P. Flores	QAD

4. Participants are requested to accomplish the Validator's Profile through <https://tinyurl.com/SOP-Validators-Profile> and submit it on or before July 10, 2026.

5. All concerned are requested to ensure their availability and active participation in both the orientation and validation activities to contribute to the enhancement of the Supervisor Onboarding Program.

6. Enclosed is the Activity Matrix for information and guidance.

7. For queries and other concerns, please contact NEAP R1 email at neap.region1@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.

For the Regional Director

RHODA T. RAZON
Assistant Regional Director

NEAP R1/kmmb/M_QAWorkshoponSOPModules
June 29, 2026



CLMD260832



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Enclosure

ACTIVITY MATRIX

Quality Assurance Workshop on the Supervisors Onboarding Program Modules
July 21 - 24, 2026 / Microsoft Teams

July 21 - 24, 2026 / Microsoft Teams

TIME	DAY 1	DAY 2	DAY 3	DAY 4
9:00 am – 9:30 am	Preliminaries			
9:30 am – 9:40 am	Session 1: Program Overview and Presentation of FGD Results	Presentation of Modules 3 and 4 Outputs	Presentation of Module 5 and Mentor's Guide Outputs	Finalization of Validation Outputs
9:40 am – 10:15 am				
10:16 am – 10:30 am	Health Break			
10:30 am – 11:30 am	Session 2: Presentation of Validation Tools	Validation Proper - Modules 3 and 4	Validation Proper - Module 5 and Mentor's Guide	Submission of Validation Outputs
11:31 am – 12:00 noon	Session 3: Insights and Feedback Sessions			
12:00 noon – 1:00 pm	Lunch Break			
1:00 pm – 1:30 pm	Presentation of Modules 1 and 2 Outputs	Continuation of Validation Proper - Modules 3 and 4	Continuation of Validation Proper - Module 5 and Mentor's Guide	Closing Program
1:30 pm – 2:30 pm	Validation Proper - Modules 1 and 2			
2:30 pm – 3:00 pm				
3:00 pm – 3:15 pm	Health Break			
3:15 pm – 4:00 pm	Continuation of Validation Proper - Modules 1 and 2			



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