



2606-1677

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

**DIVISION MEMORANDUM**No. 727, s.2026

07 SEP 2026

**PARTICIPANTS TO THE CONDUCT OF CAPACITY-BUILDING ON  
BECOMING A SCHOOL HEAD**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
School Heads (BMSW, CAPES, ISNHS and VNHSE)  
All Others Concerned

1. In reference to **Regional Memorandum No. 751, s. 2026** titled, "*Call for Participants to the Conduct of Capacity-Building on Becoming a School Head*", the Department of Education (DepEd) Regional Office I through the National Educators Academy of the Philippines Region 1 (NEAP R1), shall conduct the Capacity Building on Becoming a School Head on **October 19-23, 2026** at the NEAP R1, San Vicente, City of San Fernando, La Union.

2. The activity aims to capacitate the participants with the knowledge, skills, and competencies necessary for understanding and performing the roles and functions of school heads as instructional leaders and administrative managers, in accordance with existing policies, guidelines, laws, and other issuances governing school leadership and management.

3. Below are the official participants of the said activity:

| Participant's Name      | Position               | School/ Office |
|-------------------------|------------------------|----------------|
| Crispulo V. Arquero III | Master Teacher I       | BMSW           |
| Angeline A. Rafanan     | Master Teacher I-OIC   | CAPES          |
| Rolly A. Raceles        | Assistant Principal II | ISNHS          |
| Ammiel Dwane Alquetra   | Teacher VI             | VNHSE          |

4. Participants are required to register individually through this link: <https://tinyurl.com/3922amz4> on or before September 8, 2026.

5. Participants are required to be at the venue on Day 1, October 19, 2026. The Opening Program shall officially commence at 3:00 p.m. on the same day. The first meal to be served will be PM snacks on Day 1, October 19, 2026 while the last meal will be lunch on Day 5, October 23, 2026.

6. Service Credits or Compensatory Overtime Credits (COCs) shall be granted to the participants if the activity falls on local 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.

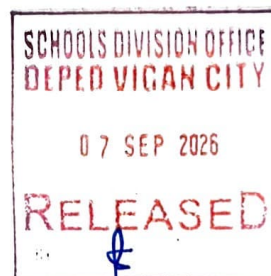


Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

7. Board and lodging shall be charged against the 2026 Human Resource Development (HRD) Current Fund, while transportation, per diem, and other incidental expenses shall be charged against School MOOE or local funds subject to usual accounting and auditing rules and regulations.
8. For queries and other concerns, please contact Aurelyn F. Fieldad through contact number 09265192131 or email at [aurelyn.fieldad@deped.gov.ph](mailto:aurelyn.fieldad@deped.gov.ph).
9. For information, guidance and attendance of all concerned.

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

SGOD/aff/DM\_ParticipantsCapBuildBecomingASchoolHead  
September 4, 2026





2606-1677

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

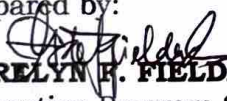
**OFFICIAL PARTICIPANTS**  
**CAPACITY BUILDING ON BECOMING A SCHOOL HEAD**

October 19-23, 2026

NEAP-R1, Barangay San Vicente, City of San Fernando, La Union

| Name                    | Position               | School                          | DepEd Email                       | PRC Number |
|-------------------------|------------------------|---------------------------------|-----------------------------------|------------|
| Crispulo V. Arquero III | Master Teacher I       | Burgos Memorial School West     | crispulo.arquero@deped.gov.ph     | 0600164    |
| Angeline A. Rafanan     | Master Teacher I, OIC  | Capangpangan Elementary School  | angeline.aludino@deped.gov.ph     | 1111690    |
| Rolly A. Raceles        | Assistant Principal II | Ilocos Sur National High School | rolly.raceles@deped.gov.ph        | 0581252    |
| Ammiel Dwane Alquetra   | Teacher VI             | Vigan National High School East | ammieldwane.alquetra@deped.gov.ph | 1897355    |

Prepared by:

  
**AURELYN F. FIELDAD**

Education Program Specialist II

Recommending Approval:

  
**RODRIGO Q. REYES JR.**

Chief Education Supervisor

Approved:

  
**VILMA D. EDA, CESO V**

Schools Division Superintendent



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



JUN 18 2026

**REGIONAL MEMORANDUM**

No. 751, s. 2026

**CALL FOR PARTICIPANTS TO THE CONDUCT OF CAPACITY BUILDING ON  
BECOMING A SCHOOL HEAD**

To: Schools Division Superintendents

1. This Office, through the National Educators Academy of the Philippines Region 1 (NEAP R1), shall conduct the Capacity Building on Becoming a School Head on October 19-23, 2026 at the NEAP R1, San Vicente, City of San Fernando La Union.

2. The activity aims to capacitate the participants with the knowledge, skills, and competencies necessary for understanding and performing the roles and functions of school heads as instructional leaders and administrative managers, in accordance with existing policies, guidelines, laws, and other issuances governing school leadership and management.

3. To ensure the timely and efficient implementation of the program, this Memorandum is hereby issued to provide Schools Division Offices (SDOs) with sufficient time to identify, screen, and endorse qualified participants and undertake the necessary preparations for their participation. SDOs through SGOD HRDS SEPS/EPS II shall submit the endorsed list of participants through link: <https://tinyurl.com/7pk5zt49> on or before August 14, 2026.

4. The participants in this activity shall be selected Head Teachers who:

- are NQESH/NASH passers;
- have not yet been designated as Teacher-in-Charge (TIC), Officer-in-Charge (OIC), or appointed as School Head by their respective Schools Division Offices (SDOs); and
- have not previously attended any conducted batch of the Capacity Building on Becoming a School Head.

5. Below is the required number of participants per division.

| Division          | Number of Participants |
|-------------------|------------------------|
| Alaminos City     | 4                      |
| Batac City        | 4                      |
| Candon City       | 4                      |
| Dagupan City      | 6                      |
| Ilocos Norte      | 8                      |
| Ilocos Sur        | 9                      |
| La Union          | 9                      |
| Laoag City        | 4                      |
| Pangasinan I      | 12                     |
| Pangasinan II     | 10                     |
| San Carlos City   | 6                      |
| San Fernando City | 4                      |
| Urdaneta City     | 6                      |
| Vigan City        | 4                      |

6. All officially endorsed participants are required to register individually through this link: <https://tinyurl.com/3922amz4>. The deadline of the registration is on August 17, 2026.

7. Participants are required to be at the venue on Day 1, October 19, 2026. The Opening Program shall officially commence at 3:00 p.m. on the same day.

8. The first meal to be served will be PM snacks on Day 1, October 19, 2026 while the last meal will be lunch on Day 5, October 23, 2026.

| Meals     | Monday<br>Day 1 | Tuesday<br>Day 2 | Wednesday<br>Day 3 | Thursday<br>Day 4 | Friday<br>Day 5 |
|-----------|-----------------|------------------|--------------------|-------------------|-----------------|
| Breakfast |                 | ✓                | ✓                  | ✓                 | ✓               |
| AM Snack  |                 | ✓                | ✓                  | ✓                 | ✓               |
| Lunch     |                 | ✓                | ✓                  | ✓                 | ✓               |
| PM Snack  | ✓               | ✓                | ✓                  | ✓                 |                 |
| Dinner    | ✓               | ✓                | ✓                  | ✓                 |                 |

9. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on local 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.

10. Board and lodging shall be charged against the 2026 Human Resource Development (HRD) Current Fund, while transportation, per diem, and other incidental expenses shall be charged against School MOOE or local funds subject to usual accounting and auditing rules and regulations.

11. 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).

12. Immediate dissemination of this Memorandum is desired.

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

Reference: None

Encl: None

To be indicated in the Perpetual Index

Under the following subjects:

TRAINING PROGRAMS

NEAP R1/knmb/RM\_CallforParticipantsCapBuildBSH  
June 17, 2026

