



2609-1557

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

23 SEP 2026

DIVISION MEMORANDUMNo. 804, s.2026**UPDATES ON 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. 1194, s. 2026** titled, "*Updates on the Conduct of Capacity Building on Becoming a School Head*" and **Division Memorandum No. 751, s. 2026** titled, "*Participants to the Conduct of Capacity Building on Becoming a School Head*", the Department of Education (DepEd) Regional Office I announces the updates on the schedule of the said activity:

Activity	Date (From)	Date (To)	Venue
Capacity Building on Becoming a School Head	October 19-23, 2026	October 18-23, 2026	NEAP R1, City of San Fernando La Union

2. All officially endorsed participants below are required to register individually through this link: <https://tinyurl.com/3922amz4>. The deadline of the registration is on **October 15, 2026**.

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

3. All participants are required to bring their own laptop and extension wires.
4. Participants are required to be at the venue on Day 1, October 18, 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 18, 2026, while the last meal will be lunch on Day 6, October 23, 2026.
5. All other provisions of the said memorandum are still in effect.
6. For queries and other concerns, please contact NEAP R1 through (072) 682-2321 or email at neap.region1@deped.gov.ph.
7. Immediate dissemination of this memorandum is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

23 SEP 2026

VILMA D. EDA, CESO V

Schools Division Superintendent

SGOD/aff/DM_UpdatesCapBuildBecomingASchoolHead
September 21, 2026

RELEASED

Mena Crisologo St., corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur

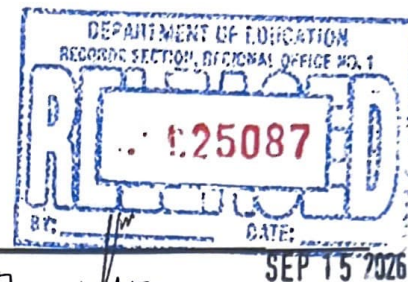
(077) 604-49-44 / (077) 632-05-33

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Republic of the Philippines
Department of Education
REGION I



2609-157 E/1598

REGIONAL MEMORANDUM

No. 1194 s. 2026

UPDATES ON THE CONDUCT OF CAPACITY BUILDING ON BECOMING A SCHOOL HEAD

To: Schools Division Superintendents

1. In reference to Regional Memorandum No. 751, s. 2026 dated June 16, 2026, titled "Call for Participants to the Conduct of Capacity Building on Becoming a School Head," this Office informs the participants of the following:

Activity	Date		Venue	Registration Link:
	From	TO		
Capacity Building On Becoming A School Head	October 19-23, 2026	October 18-23, 2026	NEAP R1, San Vicente, City of San Fernando La Union	https://tinyurl.com/3922amz4 Register on or before October 15, 2026

2. All officially endorsed participants are required to register individually through this link: <https://tinyurl.com/3922amz4>. The deadline of the registration is on October 15, 2026.

3. All participants are required to bring their own laptop and extension wires.

4. Participants are required to be at the venue on Day 1, October 18, 2026. The Opening Program shall officially commence at 3:00 p.m. on the same day.

5. The first meal to be served will be PM snacks on Day 1, October 18, 2026, while the last meal will be lunch on Day 6, October 23, 2026.

Meals	Sunday Day 1	Monday Day 2	Tuesday Day 3	Wednesday Day 4	Thursday Day 5	Friday Day 6
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	



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Department of Education
REGION I

6. All other provisions of the said memorandum are still in effect.
7. For queries and other concerns, please contact NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.


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

Reference: RM No. 751, s. 2026

Encl: None

To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAMS

NEAP R1/DCB/kmmmb/RM_UpdatesBecomingaSchoolHead
September 14, 2026

