



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

DIVISION MEMORANDUM

No. **824**, s. 2026

29 SEP 2026

**PARTICIPATION IN THE EMPOWERING MENTORS, DEVELOPING LEADERS:
 BUILDING SUSTAINABLE SUPERVISORY LEADERSHIP**

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

1. In reference to Regional Memorandum No. 1237, s. 2026, the National Educators Academy of the Philippines shall conduct Batch 1 of the Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership on November 17-20, 2026. The specific venue shall be provided through a separate memorandum.

2. The program aims to strengthen the leadership, coaching and mentoring competencies of Chief Education Supervisors as mentors and enablers of newly appointed supervisors, thereby supporting the effective implementation of the SOP and fostering their sustained professional growth and development.

3. The official participants from this Division are as follows:

No.	Name	Position	Office
1.	RODRIGO Q. REYES, JR.	Chief Education Supervisor	SGOD
2.	MARIE CHRISTINE L. NATIVIDAD	Chief Education Supervisor	CID

4. The identified participants are requested to register through the link: tinyurl.com/SOP-Batch1 on or before October 28, 2026. Registration is required to secure the participant code which shall serve as the official reference for all program-related transactions and communications.

5. The participants are also requested to bring a 60-inch by 60-inch piece of fabric, preferably gina cloth, as well as crayons or coloring pens to be used during the activity. They are also reminded to bring their own maintenance medications, laptops, extension wires, and other possible sources of internet connectivity.

6. The travel expenses, per diem and other expenses incurred by the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.

7. 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 CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.



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8. Attached is the Regional Memorandum for reference.
9. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/RRQ/ahem





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2009-2345 E1651

REGIONAL MEMORANDUM

No. 1237 s. 2026

CONDUCT OF "EMPOWERING MENTORS, DEVELOPING LEADERS: BUILDING SUSTAINABLE SUPERVISORY LEADERSHIP"

To: Schools Division Superintendents

1. In reference to DM-OUHROD-2026-369, titled "*Conduct of 'Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership,'*" dated August 24, 2026, the National Educators Academy of the Philippines (NEAP) shall conduct Batch 1 of the said activity with the theme "Deepening Accountability and Leadership: Unlocking Mindsets for Adaptive Leadership and Transformation (DALUMAT)" on November 17-20, 2026. Details on the specific venue shall be provided through a separate memorandum.
2. The program aims to strengthen the leadership, coaching, and mentoring competencies of Chief Education Supervisors as mentors and enablers of newly appointed supervisors, thereby supporting the effective implementation of the SOP and fostering their sustained professional growth and development.
3. Attendance to the program shall be limited to the concerned Chiefs. All Officers-in-Charge (OICs) serving as Chief Education Supervisors (CES) may attend, only as endorsed by the Regional Director. **In case the Chief is unavailable on the assigned dates, only the Assistant Schools Division Superintendent (ASDS) may attend on their behalf.**
4. Enclosed are the following:
 - a. List of participants per Schools Division Office (SDO).
 - b. Program of Activities
 - c. Meal Provision
5. The identified participants are likewise requested to register through the registration link: tinyurl.com/SOP-Batch1 on or before October 28, 2026. Registration is required to secure the participant code, which shall serve as the official reference for all program-related transactions and communications.
6. All identified participants are requested to bring a 60-inch by 60-inch piece of fabric, preferably gina cloth, as well as crayons or coloring pens to be used during the activity. They are also reminded to bring their own maintenance medications, laptops, extension wires, and other possible sources of internet connectivity.



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7. In case activities fall on suspensions, cancellations, weekends or holidays, non-teaching and teaching-related personnel-participants may be granted compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004, titled Non-Monetary Remuneration for Overtime Services Rendered, provided that they will not receive per diem for the same activity, subject to existing government accounting and auditing rules and regulations.
8. The board and lodging of the participants, resource persons, and members of the program management team will be charged to the NEAP HRD Funds. Meanwhile, transportation, per diem, and other incidental expenses will be charged to RO/SDO MOOE, local, and HRD funds subject to the usual accounting and auditing rules and regulations.
9. For queries and other concerns, please contact NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.
10. Immediate dissemination of this Memorandum is desired.


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

Reference: None
Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAMS

NEAP R1/DCB/kmmmb/RM_SOP-DALUMATBatch1
September 21, 2026



CLMD261471



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Enclosure 1

Empowering Mentors, Developing Leaders: Building Sustainable
Supervisory Leadership (Batch 1)
November 17-20, 2026
Venue: TBA

List of Participants:

NAME	DIVISION
Arturo R. Viray	Alaminos City
Orlando I Guerrero	Alaminos City
Marilou B. Sales	Batac City
Nemalyn M. Ulep	Batac City
Feljone G. Ragma	Candon City
John Marvin M. Gacutan	Candon City
Liezl S. Cancino	Dagupan City
Maria Linda R. Ventenilla	Dagupan City
Jonarex L. Morella	Ilocos Norte
Ursino C. Pacua	Ilocos Norte
Jose P. Bueno, Jr.	Ilocos Sur
Philip John Gregory G. Aldos	Ilocos Sur
Emiliana M. Boac	La Union
German A. Flora	La Union
John Paul M. Viernes	Laoag City
Lourdes B. Arucan	Laoag City
Carmina C. Gutierrez	Pangasinan I
Michael E. Rame	Pangasinan I
Eddie M. Raguindin	Pangasinan II
Redentor B. Aquino	Pangasinan II
Emhil C. Medrano	Pangasinan II
Editha R. Pridas	San Carlos City
Marlon B. Ecol	San Carlos City
Edgardo P. Cosares	San Fernando City
Jose Mari P. Almeida	San Fernando City
Edgar F. Olua	Urdaneta City
Mario E. Campilla	Urdaneta City
Marie Christine L. Natividad	Vigan City
Rodrigo Q. Reyes	Vigan City
Dinah C. Bonao	CLMD
Sarah Q. Casuga	ESSD
Arlene A. Niro	FTAD
Maria Teresa M. Bautista	HRDD
Marc Melony B. Cavinta	NEAP R1
Cecilia P. Rosido	PPRD
Oscar P. Flores	QAD



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Enclosure 2

Program of Activities

Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batches 1 to 4)
Theme: Deepening Accountability and Leadership: Unlocking Mindsets for Adaptive Leadership and Transformation (DALUMAT)

A. Program of Activities				
Time	Day 1	Day 2	Day 3	Day 4
8:00 - 8:10 a.m.	Travel Time	Management of Learning		
8:11 - 8:20 a.m.		Session 4. Program Management and Policy Implementation	Session 8. Executive Coaching Conversations: Unlocking Mindsets through Powerful Inquiry	Session 10. Building a Coaching Culture: Executive Coaching Laboratory and Leadership Legacy
8:21 - 8:30 a.m.				
8:31 - 8:40 a.m.				
8:41 - 8:50 a.m.				
8:51 - 9:00 a.m.				
9:00 - 9:10 a.m.	Registration	HEALTH BREAK		
9:11 - 9:20 a.m.				
9:21 - 9:30 a.m.				
9:31 - 9:40 a.m.				
9:41 - 9:50 a.m.				
9:50 - 10:00 a.m.	Opening Program	Session 5. Monitoring, Evaluation, and Data-Driven Decision Making	HEALTH BREAK	
10:01 - 10:10 a.m.			Continuation of Session 8	Continuation of Session 10
10:11 - 10:20 a.m.				
10:21 - 10:30 a.m.				
10:31 - 10:40 a.m.				
10:41 - 10:50 a.m.				
10:51 - 11:00 a.m.	Session 1. Overview of the Supervisors' Onboarding Program	Session 6. Developing Self and Others for Effective Leadership		
11:01 - 11:10 a.m.				
11:11 - 11:20 a.m.				
11:21 - 11:30 a.m.				
11:31 - 11:40 a.m.				
11:41 - 11:50 a.m.				
11:51 - 12:00 nn.				
12:01 - 1:00 p.m.	LUNCH BREAK			
1:01 - 1:10 p.m.	Management of Learning			POST TEST
1:11 - 1:20 p.m.	PRE-TEST	Session 7. The Executive Coach: Reframing the Role of Chiefs as Leadership Architects	Session 9. Strategic Mentoring, Adaptive Leadership, and Systems Thinking	
1:21 - 1:30 p.m.				
1:31 - 1:40 p.m.				
1:41 - 1:50 p.m.				
1:51 - 2:00 p.m.				
2:01 - 2:10 p.m.	Session 2. Foundations of Supervisory Leadership in the Department of Education	HEALTH BREAK	Closing Program	
2:11 - 2:20 p.m.				
2:21 - 2:30 p.m.				
2:31 - 2:40 p.m.				
2:41 - 2:50 p.m.				
2:51 - 3:00 p.m.	HEALTH BREAK	Continuation of Session 7	Continuation of Session 9	Departure
3:01 - 3:10 p.m.				
3:11 - 3:20 p.m.				
3:21 - 3:30 p.m.				
3:31 - 3:40 p.m.				
3:41 - 3:50 p.m.	Session 3. Instructional Leadership and Technical Assistance			
3:51 - 4:00 p.m.				
4:01 - 4:10 p.m.				
4:11 - 4:20 p.m.				
4:21 - 4:30 p.m.				
4:31 - 4:40 p.m.				
4:41 - 4:50 p.m.				
4:51 - 5:00 p.m.	Activity: Leadership Reflection Journal and Commitment Sharing			
5:01 - 5:30 p.m.	Reminders and Daily Evaluation			



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Enclosure 3

Meal Provision

Empowering Mentors, Developing Leaders: Building Sustainable Supervisory Leadership (Batches 1-4)

Meals	Day 1	Day 2	Day 3	Day 4
Breakfast	✓	✓	✓	✓
AM Snack	✓	✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓
Dinner	✓	✓	✓	