



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

CepEd SDO Dagupan City
RECORDS OFFICE



By: Time: 8:59

Office of the Schools Division
Superintendent

July 2, 2026

DIVISION MEMORANDUM

No. 384, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Public Schools District Supervisors
Public Elementary and Secondary School Heads
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," this Office, through the National Educators Academy of the Philippines Region I (NEAP RI), shall conduct the Capacity Building on Becoming a School Head on **October 19-23, 2026** at the NEAP RI, San Vicente, City of San Fernando, La Union.
2. This 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. The following endorsed participants are required to register through the link: <https://tinyurl.com/3922amz4> on or before August 17, 2026:

1	Marvin De Vera	Carael NHS
2	Melynda Escosio	Carael NHS
3	Cristina Villanueva	North Central ES
4	Jane Ramirez	East Central IS
5	Dean Daryl Canete	East Central IS
6	Adelfo Malanum	Judge Jose De Venecia, Sr. TVSS



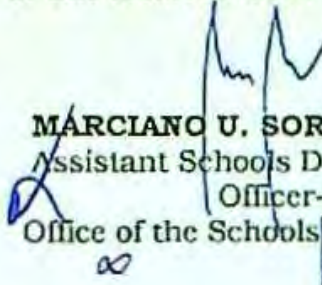
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4. Participants are required to be at the venue on Day 1, October 19, 2026. The Opening Program shall officially commence at 3:00 p.m. on the same day. First meal to be served will be PM snacks on Day while the last meal will be lunch on Day 5, October 23, 2026.
5. Service Credits or Compensatory Time-Off (CTO) shall be granted to participants for attendance in activities conducted beyond regular working hours, including weekends, holidays, or during the cancellation or suspension of classes and work in government offices due to typhoons, flooding, other weather disturbances, or calamities. The grant shall be subject to the provisions of DepEd Order No. 13, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2004, whichever is applicable, and shall require proper certification of attendance and completion of required outputs.
6. Board and lodging shall be charged against the 2026 Human Resource Development 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.
7. For technical assistance, please coordinate with SGOD-HRDS.
8. Immediate dissemination of this Memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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