



Republic of the Philippines  
Department of Education  
REGION X  
SCHOOLS DIVISION OF LANAO DEL NORTE



August 28, 2025

DIVISION MEMORANDUM  
No. 488 s. 2025

**PARTICIPATION IN THE CONDUCT OF THE REGIONAL TRAINING OF  
SCHOOL LEADERS FOR THE REVISED K TO 12 CURRICULUM PHASE 2-  
TRAINING OF TRAINERS (TOT)**

To: ALL CONCERNED  
*This Division*

1. All concerned personnel per Regional Memorandum No. 619, s. 2025 titled "Conduct of Revised K to 12 Curriculum Capacity Building Activities (Phase 2 Implementation)", are advised to attend the said training of the Department of Education (DepEd Regional Office X) on **October 6-8, 2025** at the **National Educators Academy of the Philippines (NEAP) RX, Lapasan, Cagayan de Oro City**.
2. The activity aims to capacitate school leaders, including School Heads, District Supervisors, and Education Program Supervisors in Grades 2,3,5, and 8 on the principles, content, and instructional shifts under the Revised K to 12 Curriculum. This initiative is aligned with the national goal of strengthening curriculum implementation and ensuring effective instructional leadership.
3. Attached are the training participants and Training Matrix for references.
4. Travel, board and lodging, and training supplies shall be charged to the downloaded funds for Region X, subject to the usual accounting and auditing rules and regulations.
5. Participants shall register through this link <https://bit.ly/RTSLreg>.
6. This Office directs the immediate and wide dissemination of this Memorandum.

**EDWIN E. MARIBOJOC, CESO V**  
Schools Division Superintendent

Atch: As stated

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

RE: CURRICULUM TRAINING PROGRAMS  
HRD/JRI Conduct of Revised K to 12 Curriculum Capacity Building Activities



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte  
Telephone Nos.: (063) 227 6150  
Email Address: lanao.norte@deped.gov.ph  
Website: <https://depedldn.com>

Doc. Ref. Code	OpsManual	Rev	00
Effectivity		Page	

Attachment No. \_\_\_\_\_ to Division Memorandum No. \_\_\_\_\_ s. 2025

**CONDUCT OF REGIONAL TRAINING OF SCHOOL LEADERS FOR THE REVISED K TO 12 CURRICULUM PHASE 2 - TRAINING OF TRAINERS**

No.	Name	Designation	Division	DepEd Email Address	Station
1	EDITHA M. TAWANTAWAN	P-I	LDN	editha.tawantawan@deped.gov.ph	Jose Balazo MES
2	GLADYS N. VILLACORTA	HT-I	LDN	gladys.villacorta001@deped.gov.ph	Anacorita Tongco-Rubillar ES
3	MARY GRACE B. YAP	P-II	LDN	marygrace.yap@deped.gov.ph	Simpak ES
4	ELLEN O DE GUZMAN	P-III	LDN	ellen.deguzman001@depe.gov.ph	Tubod Central ES
5	SINDAO D. ASIS	PSDS	LDN	sindao.asis001@deped.gov.ph	Sapad District
6	KATIMUAN B. MAMAY	HT-III	LDN	<a href="mailto:katimuan.mamay@deped.gov.ph">katimuan.mamay@deped.gov.ph</a>	Masibay IS
7	ANTONIETA B. EPE	DIC-P-III	LDN	antonietta.epe001@deped.gov.ph	LALA NORTH
8	LUCELYN L. LOMOCSO	P-1	LDN	lucelyn.lascuna001@deped.gov.ph	Fausto Alvia MES
9	HAZEL DE GUZMAN	P-1	LDN	<a href="mailto:hazel.deguzman003@deped.gov.ph">hazel.deguzman003@deped.gov.ph</a>	Dalama CES
10	SOMAIR M. ODIN	P-1	LDN	somair.odin@deped.gov.ph	SND
11	RAQUEL J. CABUSAS	DIC-P-III	LDN	raquel.cabusas@deped.gov.ph	MAIGO DISTRICT
12	NAIM A. MAPANDI	P-I	LDN	naim.mapandi@deped.gov.ph	Balili CES
13	WINA CAFINO	P-1	LDN	winah.cafino@deped.gov.ph	Carusa IS
14	RENATO J. RAMIL	P-1	LDN	<a href="mailto:renato.ramil001@deped.gov.ph">renato.ramil001@deped.gov.ph</a>	Maranding ES
15	JOSELITO C. EPE	PSDS	LDN	joselito.epe001@deped.gov.ph	KAPATAGAN DISTRICT
16	ELEANOR E. CAPULE	P-I	LDN	eleanor.togonon@deped.gov.ph	DALAMA IS
17	WINDA T. PALANG	P-I	LDN	winda.palang@deped.gov.ph	Kakai-Renabor ES
18	Aying, Charlyn Abong	P-1	LDN	charlyn.aying@deped.gov.ph	Salvador NHS
19	Cauntongan, Akizah Busran	T-3 (SIC)	LDN	<a href="mailto:akizah.cauntongan001@deped.gov.ph">akizah.cauntongan001@deped.gov.ph</a>	Ppoonapiagapo NHS
20	SUPERIANO A. MAGLANGIT	PSDS	LDN	superiano.maglangit001@deped.gov.ph	KOLAMBUGAN DISTRICT
21	JESTONI G. JUEVES	P-I	LDN	jestoni.jueves@deped.gov.ph	Bansarvil NHS
22	ANISAH A. SINAL	P-III	LDN	anisah.sinal001@deped.gov.ph	LNNCHS
23	SONIA N. GUMILAO	P-I	LDN	sonia.gumilao@deped.gov.ph	MAIGO NHS
24	DANTE M. ALBOROTO	P-I	LDN	dante.alboroto@deped.gov.ph	LALA PROPER INTEGRATED SCHOOL
25	ROSALYN C. CASAGAN	P-I	LDN	rosalyn.casagan001@deped.gov.ph	Kidalos ES

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum  
Phase 2 – Training of Trainers (TOT)

**Program Matrix**

<b>SCHEDULE</b>	<b>ACTIVITIES</b>		
	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>
7:45 – 8:00 A.M.	<b>7:45 – 8:00 A.M.</b> Opening Program Pre Test		Management of Learning
(8:00-9:00 A.M.)	<b>(8:00-9:00 A.M.)</b>  <b>Session 1</b> Systems Thinking Through Whole School Approach - Advancing People Effectiveness	<b>(8:00-9:30 A.M.)</b>  <b>Session 6</b> Navigating the School Context Leading with Purpose	<b>(8:00-9:30 A.M.)</b>  <b>Session 10</b> Leading in Action: Performance Management through Documented Practice
9:00 – 9:30 A.M.	<b>(9:00-10:30 A.M.)</b>	<b>(9:30-11:00 A.M.)</b>	<b>(9:30-11:30 A.M.)</b>
9:30 – 10:00 A.M.			
10:00 – 10:30 A.M.	<b>Session 2</b> Bridging the Gaps - Leading Curriculum Progression Across Key Stages	<b>Session 7</b> Context-Driven Professional Development Planning	<b>Session 11</b> Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership
10:30 – 11:00 A.M.	<b>(10:30 A.M. – 12:00 P.M.)</b>	<b>(11:00 A.M.- 12:00 P.M.)</b>	
11:00 – 11:30 A.M.		<b>Session 8</b> Context-Driven PD Programs - Adoption and Growth for Impact	
11:30 – 12:00 P.M.			
12:00 – 1:00 P.M.		<b>LUNCH BREAK</b>	
1:00 – 1:30 P.M.		Afternoon Management of Learning	
1:30 – 2:00 P.M.	<b>(1:30 -3:00 P.M.)</b>	<b>(1:30 – 4:30 P.M.)</b>	<b>(1:30-2:30 P.M.)</b>
2:00 – 2:30 P.M.	<b>Session 4</b> Leadership Through Assessment - From Classroom Evidence to School-wide Decisions	<b>Session 9</b> Programmatic Professional Development (PD) - Balancing Structure with Contextual Needs	<b>Session 12</b> Action Research/ Analytics/ Reflection
2:30 – 3:00 P.M.			<b>(2:30 – 3:30 P.M.)</b>
3:00 – 3:30 P.M.	<b>(3:00-4:00 P.M.)</b>		

	<b>Session 5 Curriculum Teaching and Learning Resources</b>		<b>Post Test End-of-the-Day Reminders and Evaluation</b>  <b>2:30 – 3:00 P.M.</b> <b>Closing Program</b> <b>Home Sweet Home</b>
3:30 – 4:00 P.M.			
4:00 – 4:30 P.M.	End-of-the-Day Reminders and Evaluation		
4:30 – 5:00 P.M.	Debriefing	End-of-the-Day Reminders and Evaluation	Debriefing
5:00 – 5:30 P.M.		Debriefing	

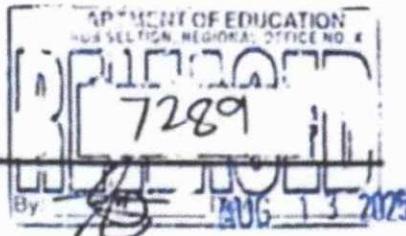


Second Copy of Two

Republic of the Philippines  
Department of Education  
REGION X - NORTHERN MINDANAO

dtb 20-137101

August 8, 2025



REGIONAL MEMORANDUM  
No. 619, s. 2025

**CONDUCT OF REGIONAL TRAINING OF SCHOOL LEADERS FOR THE REVISED K TO 12 CURRICULUM PHASE 2 – TRAINING OF TRAINERS (TOT)**

To: Schools Division Superintendents  
All Others Concerned

1. Regarding DepEd Memorandum DM-OUHROD-2025-1064, titled **Conduct of Revised K to 12 Curriculum Capacity Building Activities (Phase 2 Implementation)**, the Department of Education (DepEd) Regional Office X will spearhead the **Regional Training of School Leaders** as part of the continuing professional development activities under the Revised K to 12 Curriculum Rollout.
2. The activity aims to capacitate school leaders, including School Heads and District Supervisors, in Grades 2, 3, 5, and 8 on the principles, content, and instructional shifts under the Revised K to 12 Curriculum. This initiative is aligned with the national goal of strengthening curriculum implementation and ensuring effective instructional leadership.
3. Attached are the training Resource Speakers/Facilitators, Program Management Team, Training Activities, Training Matrix, Participants' Number of Allocation per division, the Guidelines in the Section of Participants for the Training, and Terms of References.
4. The target participants of this training are School Heads and District Supervisors-in-Charge across the 14 divisions of Region X.
5. Travel, board and lodging, and training supplies shall be charged to the downloaded funds amounting to P34,295,800.00 for Region X, subject to the usual accounting and auditing rules and regulations. Part of this fund will be downloaded to the 14 SDOs of the Region.
6. The Schools Division Offices (SDOs) shall extend full support in mobilizing and preparing the identified participants.
7. The SDOs shall submit their Lists of Endorsed Participants per Cluster using the template found in this link [bit.ly/RTSLendorse](http://bit.ly/RTSLendorse).

8. The endorsed participants shall register through this link <https://bit.ly/RTSLreg>.
9. This Office directs the immediate and wide dissemination of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

## CURRICULUM TRAINING PROGRAMS

RE: Conduct of Revised K to 12 Curriculum Capacity Building Activities (Phase 2 Implementation)

HRDD/ranie



Attachment No. 1 to Regional Memorandum No. Ca 19, s. 2025

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum  
Phase 2 – Training of Trainers (TOT)

**A. Resource Speakers/Facilitators**

Name	Position	Gender	Station
1. Enerio E. Ebisa	Chief ES	M	HRDD - ROX, Lead LMT/PMT
2. Shambaeah Abantas Usman	SDS	F	SDO Tangub City
3. Roberto D. Napere, Jr.	ASDS	M	SDO Bukidnon
4. Myra P. Mebato	ASDS	F	SDO Iligan City
5. Mary Ann Allera	ASDS	F	SDO Misamis Oriental
6. Nancy Panstante	Chief ES	F	SDO Bukidnon
7. Ninian Alcasid	Chief ES	F	SDO El Salvador City
8. Maria Eva S. Edon	Chief ES	F	SDO Lanao del Norte
9. Francis J. Buac	Chief ES	M	SDO Oroquieta City
10. Beth Tabañag	Chief ES	F	SDO Valencia City
11. Rebecca P. Postrano	EPSvt	F	HRDD - ROX
12. Maria Fritzie Amigable	EPSvt	F	FTAD - ROX
13. Marivic D. Labitad	EPSvt	F	QAD - ROX
14. Annalyn Salcedo	EPSvt	F	QAD - ROX
15. Margie Valmoria	EPSvt	F	SDO El Salvador City
16. Mitchel V. Rodriguez	EPSvt	F	SDO Gingoog City
17. Levi Coronel	EPSvt	F	SDO Iligan City
18. Marilyn Cajeta	EPSvt	F	SDO Iligan City
19. Rowell Villarubia	EPSvt	M	SDO Ozamiz City
20. Joannette Clarpontel Caparaz	EPSvt	F	SDO Misamis Occidental
21. Mary Jane Ramo	EPSvt	F	SDO Misamis Occidental
22. Dindo Gabales	EPSvt	M	SDO Malaybalay City
23. Said Macabago	PSDS	M	SDO Bukidnon
24. Charles Mahistrado	PSDS	M	SDO Bukidnon
25. Jovy Molina	PSDS	F	SDO Malaybalay
26. Dennis Caballes	PSDS	M	SDO Valencia City

**B. Program Management Team**

Name	Position	Gender	Station	Role
1. Ranie Livero O. Villamin	EPSvt	M	ROX - HRDD	Program Holder
2. Owen Niko Mabaylan	SEPS	M	ROX - HRDD	Member
3. Monella Mae C. Galos	EPS II	F	ROX - HRDD	Member
4. Jason Flores	EPS II	M	SDO Misamis Oriental	Adviser, Cluster 1
5. Shareen Gay Baslot	EPS II	F	SDO Gingoog City	Adviser, Cluster 2
6. Shannon C. Labang	EPS II	M	SDO Iligan City	Adviser, Cluster 3
7. Jovanny M. Pangasian	EPS II	M	SDO Lanao del Norte	Adviser, Cluster 4
8. Mark Andrew Catane	AO II	M	SDO Oroquieta City	Documenter, Cluster 1
9. Mary Caress Galono	EPS II	M	SDO Cagayan de Oro City	Documenter, Cluster 2
10. John Perkin Sebua	PDO II	F	SDO Iligan City	Documenter, Cluster 3
11. Mohammad Jameel S. Salem	AO II	M	SDO Iligan City	Documenter, Cluster 4
12. Myra G. Yee, MD	MO III	F	ROX - ESSD	Medics



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone No: (088) 881-3137  
Email Address: region10@deped.gov.ph  
Website: r10.deped.gov.ph

Dec. Ref. Code: RO-ORD-F013 Rev. 01  
Effectivity: 01.22.24 Page 3 of 8



Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum  
Phase 2 – Training of Trainers (TOT)

**Schedule of Activities**

Date	Activity	Participants	Venue
August 28-29, 2025	Pre-Work Activity	Program Management Team Learning Management Team	NEAP RX, Lapasan, Cagayan de Oro City
September 3-5, 2025	Cluster 1	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
September 10-12, 2025	Cluster 2	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
September 29 – October 1, 2025	Cluster 3	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
October 6-8, 2025	Cluster 4	Program Management Team Learning Management Team Participants (75)	NEAP RX, Lapasan, Cagayan de Oro City
October 9-10, 2025	Post-Work Activity	Program Management Team Learning Management Team	NEAP RX, Lapasan, Cagayan de Oro City

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum  
Phase 2 - Training of Trainers (TOT)

**Allocation of Participants**

Cluster	Division	No. of Participants	Total
1	Misamis Occidental	25	75
	Oroquieta City	16	
	Ozamiz City	18	
	Tangub City	16	
2	Cagayan de Oro City	20	75
	Gingoog City	25	
	El Salvador City	15	
	Camiguin	15	
3	Malaybalay City	25	75
	Valencia City	25	
	Iligan City	25	
4	Bukidnon	25	75
	Lanao del Norte	25	
	Misamis Oriental	25	

*Link for the Registration of Participants: <https://bit.ly/RTSLreg>*

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum  
Phase 2 - Training of Trainers (TOT)

**Terms of Reference**

The **Program Management Team** members assigned to session rooms are expected to carry out the following tasks to ensure the smooth, effective, and learner-centered implementation of the program:

- 1. Assist the Regional Office - Program Management Team (HRDD-PMT)** in supervising the overall implementation of the program within the assigned session room, ensuring a constructive and engaging learning environment.
- 2. Coordinate with resource persons and/or learning area experts** to ensure that the program is delivered in alignment with the approved instructional design and session objectives.
- 3. Establish a conducive learning atmosphere** by initiating unfreezing activities, aligning participant expectations, and setting learning norms at the start of the program.
- 4. Monitor and respond to emerging learning needs and challenges** within the session room, referring complex issues to the Program Lead as necessary for resolution or escalation.
- 5. Facilitate the execution of scheduled learning activities** and provide logistical and instructional support for any required adjustments.
- 6. Ensure the proper administration of both pre-test and post-test assessments**, in accordance with the program's assessment protocols.
- 7. Document the learning sessions accurately**, including key discussions, activities, insights, and participant engagement. Capture relevant photographs to support program documentation and reporting.
- 8. Assist in the distribution of learning materials and necessary supplies**, ensuring participants have access to required resources throughout the training.
- 9. Ensure the completion and submission of daily attendance sheets and daily evaluation forms** by participants to designated QAME Focal Person.

Conduct of Regional Training of School Leaders for the Revised K to 12 Curriculum  
Phase 2 – Training of Trainers (TOT)

**Guidelines in the Selection of Participants for the Training**

To ensure the overall success of the program and uphold the quality and integrity of its implementation, DepEd ROX strongly encourages the conduct of a rigorous evaluation process at all levels of governance. This is to guarantee that only the most qualified individuals are selected and endorsed to the official pool of trainers.

All nominated participants must meet the following **Qualification Standards (QS)**:

1.	Must be currently holding any of the following positions: Master Teacher who has 3 years of school in-charge experience, Head Teacher, School Principal, Assistant School Principal, Public Schools District Supervisor and Education Program Supervisor with at least Master's degree and/or Doctorate Degree in a specialization relevant to the identified Learning Areas.
2.	Must have <b>at least a Very Satisfactory (VS) performance</b> rating for the last rating period.
3.	Must possess <b>good facilitation skills</b> to deliver professional development programs effectively and engagingly.

The participants are expected to attend the entire duration of the in-person training and complete all required tasks of the program.

Please be reminded that tardiness, absences, or failure to fulfill assigned tasks may result in non-completion of the program and disqualification from receiving certification.