



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

29 JUL 2025

**DIVISION MEMORANDUM**

No. **340** s. 2025

**LEADING THE SHIFT: CAPACITY ENHANCEMENT PROGRAM FOR  
SCHOOL LEADERS ON THE REVISED K TO 12 CURRICULUM  
(PHASE 2 IMPLEMENTATION)**

To: OIC, Office of the Asst. Schools Division Superintendent  
Chief Education Supervisor- CID  
OIC, Office of the Chief Education Supervisor - SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public and Private Elementary, Secondary  
and Integrated Schools  
All Others Concerned

1. Pursuant to Memorandum DM-OUHROD-2025-1064 and in support of the Phase 2 implementation of the Revised K to 12 Curriculum Training for School Leaders, the Curriculum Implementation Division (CID), in collaboration with the Human Resource Development (HRD) Unit of the School Governance and Operations Division (SGOD), shall facilitate the conduct of the training program titled **“Leading The Shift: Capacity Enhancement Program for School Leaders on the Revised K to 12 Curriculum (Phase 2 Implementation)”**, to be conducted in two (2) batches: Batch 1 on September 10–12, 2025, and Batch 2 on September 17–19, 2025, from 8:00 AM to 5:00 PM at their respective venues.
2. This activity aims to:
  - a. equip school leaders with the knowledge, skills, and tools necessary to effectively implement the Revised K to 12 Curriculum at the school or district level;
  - b. strengthen instructional and contextual leadership by deepening competencies in curriculum alignment, learner-centered pedagogy, assessment literacy, strategic planning, and professional development management; and
  - c. develop a context-based Professional Development Plan and a School Leadership Masterplan that reflect strategic planning,



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monitoring, and evaluation processes to ensure the effective and sustainable implementation of the Revised K to 10 Curriculum at the school or district level.

3. The participants for this training are elementary, secondary, and integrated school heads from both public and private schools. Below is the breakdown of participants by batch. They are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.

<b>District/School Participants</b>	<b>Date</b>
<b>Batch 1</b> <b>CLASS A</b> ✓ Heads of Integrated Schools-26 ✓ Heads of Secondary Schools-54 ✓ Heads of Elementary Schools in the following districts: ✓ Panay -28 ✓ Ivisan – 15 TOTAL – 123  <b>CLASS B</b> ✓ Heads of Elementary Schools in the following districts: ✓ Panitan -19 ✓ Pilar -21 ✓ Pontevedra -19 ✓ President Roxas -18 ✓ Maayon - 28 TOTAL 105	September 10-12, 2025
<b>Batch 2</b> <b>CLASS A</b> ✓ Heads of Elementary Schools in the following districts: ✓ Cuartero -20 ✓ Dao -19 ✓ Dumalag - 19 ✓ Dumarao -31 ✓ Jamindan -27 TOTAL- 116	September 17-19, 2025





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<b>CLASS B</b> ✓ Heads of Elementary Schools in the following districts: ✓ Mambusao East - 17 ✓ Mambusao West -13 ✓ Sapián - 21 ✓ Sigma - 20 ✓ Tapaz East - 33 ✓ Tapaz West – 21 Total-125	
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4. The following are attached to this Memorandum:
- Enclosure No. 1 – Matrix with Resource Speakers
  - Enclosure No. 2 – List of Program Management Team
  - Enclosure No. 3 – Executive Committee
5. Private schools interested in participating in this activity may proceed to their designated venue, provided they pay the registration fee set by each cluster to cover expenses related to food, venue, and training materials.
6. To ensure the smooth conduct of the activity, walkthrough sessions will be held on September 4–5, 2025, for all resource persons, M&E focal persons, IT support personnel, admin support staff, and training managers.
7. The participants, resource persons, M&E focal persons, IT support personnel, admin support staff, training managers, and all members of the program management team are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024, or DepEd Order No. 009, s. 2025, as well as compensatory time-off pursuant to CSC-DBM Joint Circular No. 02, 2004, whichever is applicable.
8. Food, accommodation, transportation, and other incidental expenses related to the conduct of this activity shall be charged to the downloaded funds, subject to the usual accounting and auditing rules and regulations.
9. This Memorandum shall serve as the Authority to Travel for all participants.



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10. Immediate dissemination of and compliance with this Memorandum are desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As Stated  
Reference: As Stated

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

SCHOOLS      TRAINING      TEACHERS      CURRICULUM



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Enclosure No. 1 to Division Memorandum No. 340, s. 2025

**LEADING THE SHIFT: CAPACITY ENHANCEMENT PROGRAM FOR  
SCHOOL LEADERS ON THE REVISED K TO 12 CURRICULUM  
(PHASE 2 IMPLEMENTATION)**

<b>SCHEDULE</b>	<b>ACTIVITY/ CLASS A/ RESOURCE PERSON</b>	<b>ACTIVITY/ CLASS B/ RESOURCE PERSON</b>
<b>8:00 – 8:30</b>	<b>Registration/Attendance</b>	
<b>8:30 – 9:00</b>	<b>Opening Program</b>	
<b>9:00 – 10:00</b>	<b>Session 1.</b> Systems Thinking Through Whole School Approach: Advancing People Effectiveness <b>Dr. Edna B. Azcarraga</b>	<b>Session 2.</b> Bridging the Gaps: Leading Curriculum Progression Across Key Stages <b>Dr. Rolando B. Jamora</b>
<b>10:00 – 10:15</b>	<b>Health Break</b>	
<b>10:15 – 11:45</b>	<b>Session 2.</b> Bridging the Gaps: Leading Curriculum Progression Across Key Stages <b>Dr. Rolando B. Jamora</b>	<b>Session 1.</b> Systems Thinking Through Whole School Approach: Advancing People Effectiveness <b>Dr. Edna B. Azcarraga</b>
<b>11:45 – 12:45</b>	<b>Lunch Break</b>	
<b>12:45 – 2:15</b>	<b>Session 3.</b> How To Teach: Core Elements and Strategies <b>Dr. Merlie J. Rubio</b>	<b>Session 4.</b> Leadership Through Assessment: From Classroom Evidence to School-wide Decisions <b>Elenia P. Baranda</b>
<b>2:15 – 2:30</b>	<b>Health Break</b>	
<b>2:30 – 4:00</b>	<b>Session 4.</b> Leadership Through Assessment: From Classroom Evidence to School-wide Decisions <b>Elenia P. Baranda</b>	<b>Session 3.</b> How To Teach: Core Elements and Strategies <b>Dr. Merlie J. Rubio</b>
<b>4:00 – 5:00</b>	<b>Session 5.</b> Teaching and Learning Resources <b>Dr. Edwin Jason D. Dueñas</b>	<b>Session 6.</b> Navigating the School Context Leading with Purpose <b>Dr. Lalain E. Delos Santos</b>
<b>End-of-the-Day Reminders and Evaluation</b>		





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<b>DAY 2</b>		
<b>SCHEDULE</b>	<b>ACTIVITIES</b>	<b>OBJECTIVES</b>
<b>8:00 – 8:10</b>	<b>Management of Learning</b>	
<b>8:10 – 9:30</b>	<b>Session 6.</b> Navigating the School Context Leading with Purpose <b>Dr. Lalain E. Delos Santos</b>	<b>Session 5.</b> Teaching and Learning Resources <b>Dr. Edwin Jason D. Dueñas</b>
<b>9:30 – 9:45</b>	<b>Health Break</b>	
<b>9:45 – 11:15</b>	<b>Session 7.</b> Systems Thinking Through Whole School Approach: Advancing People Effectiveness <b>Alan Vincent B. Altamia</b>	<b>Session 8.</b> Adoption and Development of PD Programs based on Context <b>Dr. Judith P. Tu</b>
<b>11:15 – 12:15</b>	<b>Session 8.</b> Adoption and Development of PD Programs based on Context <b>Dr. Judith P. Tu</b>	<b>Session 7.</b> Systems Thinking Through Whole School Approach: Advancing People Effectiveness <b>Alan Vincent B. Altamia</b>
<b>12:15 – 1:00</b>	<b>Lunch Break</b>	
<b>1:00 – 2:30</b>	<b>Session 9.</b> Programmatic Professional Development (PD): Balancing Structure with Contextual Needs <b>Jonel Sembrano</b>	
<b>2:30 – 3:00</b>	<b>Health Break</b>	
<b>3:00 – 4:30</b>	<b>Session 9.</b> Programmatic Professional Development (PD): Balancing Structure with Contextual Needs (Continuation) <b>Jonel Sembrano</b>	
<b>4:30 – 5:00</b>	<b>End-of-the-Day Reminders and Evaluation</b>	

<b>DAY 3</b>		
<b>SCHEDULE</b>	<b>ACTIVITIES</b>	<b>OBJECTIVES</b>
<b>8:00 – 8:10</b>	<b>Management of Learning</b>	
<b>8:10 – 9:30</b>	<b>Session 10.</b> Leading in Action: Performance Management through Documented Practice <b>Andres D. Quiachon</b>	<b>Session 11.</b> Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership <b>Salvador Dale Artates</b>
<b>9:30 – 9:45</b>	<b>Health Break</b>	



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<b>9:45 – 11:45</b>	<b>Session 11.</b> Beyond Workshops: Sustaining Growth and Evolving Practice in School Leadership <b>Salvador Dale Artates</b>	<b>Session 10.</b> Leading in Action: Performance Management through Documented Practice <b>Andres D. Quiachon</b>
<b>11:45 – 1:00</b>	<b>Lunch Break</b>	
<b>1:00 – 2:30</b>	<b>Session 12.</b> Action Research/ Analytical/ Reflection <b>Dr. Marggie Obligacion</b>	
<b>2:30 – 5:00</b>	<b>Closing Program</b>	





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Enclosure No. 2 to Division Memorandum No. 340, S. 2025

**PROGRAM MANAGEMENT TEAM**

**IMMACULADA J. AMORES**

Program Manager

**JERRY V. MOSQUITE**

Co-Program Manager

**ROLANDO B. JAMORA**

Learning Manager

**DR. JOY ARNOLD T. LEJOS**

Medical Officer III/ Lead Welfare Officer

**3 NURSES**

**RONALD D. DILE**

Lead M&E

**M&E FOCALS (BATCH 1): MAMERTO EUSEBIO, GERALDINE T. GIALOGO,  
ROWENA LUZA, CHRISTINE LUZA & MARY GRACE ATINON**

**M&E FOCALS (BATCH 2): JOANAH ROJO, MARLON RELLENTE, REYNALDO  
DORADO, MARY CRIS IBANEZ & MARY GRACE ATINON**

**EMMANUEL V. LATI**

Technical Lead

Co- Technical Lead: **ALTHER SUNIO, VINCENT LAUSA & RONALD DIESTRO**

Admin Support Staff: **AILEEN ISIDERIO, JENNIFER CATALAN, JEAN BASA  
& JUVY BARANDA**

NAMES	POSITION	ROLE
1. Alan Vicent B. Altamia	EPS	PMT Member
2. Andres D. Quiachon	EPS	PMT Member
3. Edwin Jason Dueñas PhD	EPS	PMT Member
4. Ronie C. Reteracion	EPS	PMT Member
5. Salvador Dale B. Artates	EPS	PMT Member
6. Elenia P. Baranda	EPS	PMT Member
7. Merlie J. Rubio, EdD	EPS	PMT Member
8. Ruth C. Gervero, EdD	EPS	PMT Member
9. Lalaine G. Fundal PhD	PSDS	PMT Member
10. Angel F. Payo, Jr. PhD	PSDS	PMT Member
11. Zaldy Caalam	PSDS	PMT Member
12. Fe D. Bañez PhD	PSDS	PMT Member
13. Judith P. Tu. EdD	PSDS	PMT Member
14. Calin A. Bernales, EdD	PSDS	PMT Member
15. Lalain Delos Santos, PhD	PSDS	PMT Member
16. Reynaldo Azcarraga, PhD	PSDS	PMT Member
17. Ma. Theresa Villagrancia, EdD	PSDS	PMT Member





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Enclosure No. 3 to Division Memorandum No. 340, S. 2025

**EXECUTIVE COMMITTEE**

**ROEL F. BERMEJO**

Schools Division Superintendent

**LUZ U. BANSON**

OIC, Assistant Schools Division Superintendent

**ROLANDO B. JAMORA**

CES - Curriculum Implementation Division

**EDNA B. AZCARRAGA**

OIC, CES - School Governance and Operations Division

**MA. SHARON S. BARRIENTOS**

Administrative Officer V

**CECIL JOY D. DIOCSON**

Administrative Officer V

**DENMARK LLANERA**

Accountant III