



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

May 21, 2026

DIVISION MEMORANDUM

OSDS - 2026 093

DISSEMINATION OF REGIONAL MEMORANDUM DM-OUHRODI-2026-0693

To: Assistant Schools Division Superintendent
Cluster Heads/School Heads
Administrative Officer IV and V
SDO and School-Based Administrative Officer II
School-Based Administrative Assistant II and III
This Division

1. Enclosed is REGIONAL MEMORANDUM ASD-2026-028, SUBJECT: **“Empowering Frontline Education Stewards: Regional Capability Building for Excellence in Service Delivery”**.
2. Attention is invited to Enclosure A (Number of Participants Per SDO), Enclosure B (Indicative Program of Activities), Item No. 2 (Schedule of Activities for Cluster 2 - June 22-24, 2026), Item No. 12 (Registration Fee of P3,500.00), and to be conducted in Koronadal City on a live-out basis.
3. Considering the topics of the training which are most aligned with the KRAs of Administrative Officer II, all SDO and school-based AO II are required to attend, while attendance of Administrative Assistant II and III shall be subject to the availability of funds as certified/determined by their respective School Heads.
4. All participants are required to register using their official DepEd email accounts through this link <https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery> on or before May 22, 2026.
4. Immediate and wide dissemination of this Memorandum to all concerned is hereby enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: Regional Memorandum ASD-2026-028
Reference: Regional Memorandum ASD-2026-028
To be indicated in the *Perpetual Index* under the following subjects:

HUMAN RESOURCE

TRAINING

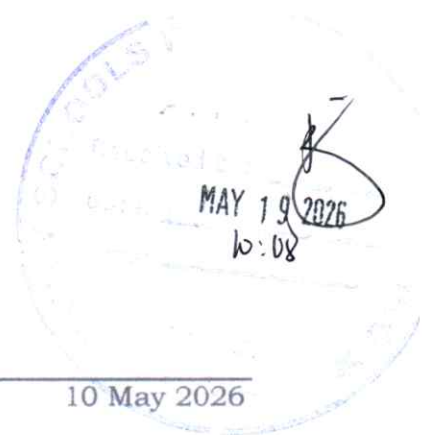
ZNB/OSDS/DM/DISSEMINATION OF REGIONAL MEMORANDUM DM-OUHRODI-2026-0693/May 21, 2026



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10 May 2026

REGIONAL MEMORANDUM
 ASD-2026-028

EMPOWERING FRONTLINE EDUCATION STEWARDS: REGIONAL CAPABILITY BUILDING FOR EXCELLENCE IN SERVICE DELIVERY

To: Schools Division Superintendents
 All Other Concerned Personnel

1. The Department of Education (DepEd) SOCCSKSARGEN Region, in collaboration with the Regional Office Employees Association, recognizes the pivotal role of School and Division-Based Administrative Personnel in ensuring efficient operations in various administrative services. Anchored in the flagship program of the Administrative Services Division, **ITS HRM (Innovative, Transformational, and Sustained Human Resource Management)**, the initiative aims to strengthen the competencies of administrative personnel and promote responsive, effective, and people-centered administrative support services across schools and division offices, in line with DepEd's commitment to strengthening governance and improving service delivery.

2. To continuously enhance the knowledge, skills, and professional competence of administrative personnel, an **"EMPOWERING FRONTLINE EDUCATION STEWARDS: REGIONAL CAPABILITY BUILDING FOR EXCELLENCE IN SERVICE DELIVERY"** will be conducted in Koronadal City for three clusters. This clustering is intentional to ensure manageable group sizes, facilitate effective learning engagement, and allow wider participation of administrative personnel in the region.

Cluster	Schools Division Office	Schedule
Cluster 1	Cotabato	June 17 – 19, 2026
✓ Cluster 2	Sarangani, Kidapawan City, General Santos City, Tacurong City and Koronadal City	<u>June 22 – 24, 2026</u>
Cluster 3	South Cotabato and Sultan Kudarat	June 29 – July 01, 2026

3. This 3-day capability building activity aims to:
- strengthen the understanding of Administrative Personnel on policies, standards, and guidelines governing administrative functions,
 - enhance competencies in personnel administration, payroll processes, and records management,
 - provide updates on relevant laws, policies, and systems, including RA 12009, ORAOHRA, Expanded Career Progression, Leave laws,
 - improve efficiency, accuracy, and accountability in administrative service delivery, and
 - promote professionalism, innovation, and work-life balance among administrative personnel.



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4. The Regional Capacity Building Program shall encompass the following key topics:
- Overview and salient provisions of the **Omnibus Rules on Human Resource and Organizational Development (ORAOHRA)**, with emphasis on their application at the school and division levels;
 - Latest updates on the **Expanded Career Progression (ECP) for Teachers and School Heads**, including opportunities for advancement and professional growth for administrative personnel;
 - Republic Act No. 12009** and its implications on administrative functions and human resource management in schools;
 - Leave Laws and Policies**, including proper application and management of leave benefits; and
 - Motivational Session:** "Rehumanizing Leadership: Forming Ethical Public Servants in Education through Character and Compassion," focusing on personal effectiveness, workplace resilience, ethical leadership and professional growth to enhance productivity and morale in the delivery of administrative services.
5. Participants to this activity shall include the following:
- Regional Office:** RD, ARD, CAO of ASD and Finance Division, SAO, Section and Unit Heads of ASD and Finance Division, AO IV, TCE II, AO II, ADAS I, ADA VI (ASD), CES of HRDD, EPS, ITO I, CP II, CMT I and ECET I (ORD-ICTU), AO V, PDO II and ADAS I (ORD-PAU)
 - Schools Division Offices:** Schools Division Superintendents and/or Assistant Schools Division Superintendents, AO V and AO IV and a total of **2,583 School and Division-Based Administrative Officers** from the eight Schools Division Offices in Region XII.
6. To ensure accurate documentation and smooth logistical arrangements, all concerned participants are hereby required to register using their official DepEd email accounts through the designated registration link by division, not later than **May 22, 2026**.

Schools Division Office	Registration Link
Cotabato	June 17 – 19, 2026 Link: https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery
Sarangani, Kidapawan City, General Santos City, Tacurong City and Koronadal City	June 22 – 24, 2026 Link: https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery
South Cotabato and Sultan Kudarat	June 29 – July 01, 2026 Link: https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery

7. Upon successful registration, participants will receive a link to the Quality Assurance, Monitoring, and Evaluation (QAME) Form daily (from Day 1 to Day 3). The QAME Form will be accessible each day and must be completed after the



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conclusion of the final session of the day. By submitting the completed form via the online system, participants will automatically receive their **Certificate of Appearance** on the final day of the activity.

8. Additionally, a separate link will be provided to the Schools Division Offices (SDOs) for uploading the official list of attendees per division, facilitated by the respective Human Resource Management Officers (HRMOs).

Link: <https://bit.ly/ATTENDEES-CapB-Excellence-in-Service-Delivery>

9. The following dress code and seminar protocols shall be observed:
- Days 1 & 2: Sunday's Best attire. Day 3: Official activity T-Shirt with ID.
 - Arrive 15 minutes early; stay throughout unless excused for valid reasons.
 - Maintain professionalism, courtesy, and decorum.
 - Limit mobile phone/electronic device use to activity-related purposes only.
 - Engage actively in discussions and learning activities.
 - Keep venue clean and orderly; care for facilities.

10. Prior to the conduct of the activity, a three-phase preparatory meeting shall be undertaken to ensure that all aspects of the activity are fully organized and that its implementation will proceed smoothly.

Phase and Activity	Date and Time	Modality	Persons Involved
I – Pre-work	May 13, 2026, 3:00pm	Virtual Link: https://bit.ly/VM-CapB-Excellence-in-Service-Delivery	RO Personnel
II – TWG Coordination Meeting	May 26, 2026, 1:30pm	Virtual Link: https://bit.ly/VM-CapB-Excellence-in-Service-Delivery	RO and SDO TWG
III – Technical Run	June 15, 2026, 1pm	In-person at the Venue	All Personnel Concerned

Phase I (Pre-Wok Planning). This phase aims to align plans, roles, timelines, and initial operational requirements.

Phase II (Coordination with the Technical Working Group). This phase shall focus on refining arrangements, confirming assignments, and addressing coordination concerns across offices.

Phase III (Technical Run-Through). This phase aims to test systems, processes, and workflows and to ensure technical and operational readiness for the activity.

11. Further, on **June 16, 2026, at 1:00 pm**, the Committee on Documentation and Technical, specifically members from the Information and Communication Technology (ICT) unit, THE Secretariat, and the DDSE, will convene at the activity venue to commence setup and finalize all remaining preparation and operational requirements.



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12. Given that this activity will be conducted on a live-out basis, the registration fee of **Three Thousand Five Hundred Pesos (Php 3,500.00)** per participant will cover all necessary expenses, including meals, training kits, a conference t-shirt, professional fees for resource persons, and other operational and incidental costs.

The Food Provision for the 3 Day Regional Capacity Building Program will include:

Day	AM Snacks	Lunch	PM Snacks
Day 1	/	/	/
Day 2	/	/	/
Day 3	/	/	/

13. The collection of registration fee shall be managed by the Department of Education SOCCSKSARGEN Regional Office Employees Association to be deposited to the Philippine Veterans Bank Account stated below:

Savings Account Number: **0005-90000-114**

Account Name: **Department of Education SOCCSKSARGEN Employees Association, Inc.**

NOTE: Payment for the registration fee shall be made on or before **May 22, 2026**.

14. For reference and guidance, see the following enclosures:

Enclosure A: Number of Participants per SDO

Enclosure B: Indicative Program of Activities

Enclosure C: Technical Working Group (TWG)

15. The registration fee, travelling expenses, allowances, and other incidental expenses of the participants shall be charged from school/division local funds and/or Maintenance and Other Operating Expenses (MOOE), while Regional Office participants shall be charged against the appropriate Regional Office MOOE, subject to the usual accounting and auditing rules and regulations.

16. For queries and information, contact Emerin B. Astillero, Supervising Administrative Officer through email address at emerin.astillero@deped.gov.ph.

17. For the guidance, wide dissemination and strict compliance of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Encls.: As stated

References: None

Allotment: None

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

HUMAN RESOURCE

EBA/AD-P/RM - EMPOWERING SCHOOL AND DIVISION-BASED ADMINISTRATIVE PERSONNEL TOWARDS EFFECTIVE AND EFFICIENT SERVICE DELIVERY: A REGIONAL CAPACITY BUILDING PROGRAM
031/May 10, 2026



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Enclosure A to Regional Memorandum ASD-2026-028

NUMBER OF PARTICIPANTS PER SDO

POSITION	SCHOOLS DIVISION OFFICE								TOTAL ITEMS
	Cluster 1		Cluster 2			Cluster 3			
	June 17 - 19, 2026		June 22 - 24, 2026			June 29 - July 01, 2026			
	COTABATO	SARANGANI	KIDAPAWAN CITY	GENERAL SANTOS CITY	TACURONG CITY	KORONADAL CITY	SOUTH COTABATO	SULTAN KUDARAT	
ELEMENTARY									
ADAS II	49	19	7	15	5	6	19	39	159
ADAS III	49	33	8	19	6	9	38	56	218
AO II	452	59	49	59	24	27	199	286	1155
SUB-TOTAL	550	111	64	93	35	42	256	381	1532
SECONDARY									
ADAS II	89	33	7	20	6	9	39	37	240
ADAS III	70	20	4	16	4	5	26	24	169
AO II	120	8	7	3	6	8	78	7	237
SUB-TOTAL	279	61	18	39	16	22	143	68	646
SENIOR HIGH SCHOOL									
ADAS II	98	63	13	34	6	9	66	47	336
AO II	18	9	1	10	1	1	9	8	57
SDO PROPER									
AO II	2	2	1	1	2	1	2	1	12
SUB-TOTAL	118	74	15	45	9	11	77	56	405
GRAND TOTAL per SDOs	947	246	97	177	60	75	476	505	2583



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Enclosure B to Regional Memorandum ASD-2026-028

INDICATIVE PROGRAM OF ACTIVITIES

June 17 – 19, 2026 (Cluster 1)

June 22 – 24, 2026 (Cluster 2)

June 29 – July 01, 2026 (Cluster 3)

Time	Activity	Person Responsible
Day 1		
7:30 - 8:30am	Arrival of Participants	RTWG
9:00 - 9:30am	Preliminaries Government Employee's Prayer Recitation of DepEd Quality Policy Introduction of the Participants Welcome Message Message Statement of Purpose and Objectives	Secretariat Emerin B. Astillero <i>Supervising Administrative Officer, ASD</i> Kathrine H. Lotilla <i>Assistant Regional Director</i> Atty. Alberto T. Escobarte, CESO II <i>Regional Director</i> Joseph Russel M. Farnazo <i>Chief Administrative Officer, ASD</i>
9:30 - 10:30am	Session 1: Overview of 2025 ORAOHRA (Omnibus Rules on Human Resource and Organizational Development)	Resource Person
10:30 - 10:45	Health Break	
10:45 - 12:00nn	Session 2: Discussion on Leave Laws (CSC)	Resource Person
12:00 - 1:00pm	LUNCH	
1:00 - 3:15pm	Session 3: Republic Act No. 12009 (Key Provisions and Implications)	Resource Person
3:15 - 3:30pm	Health Break	
3:35 - 5:00pm	Session 4: Expanded Career Progression (ECP)	Resource Person
Day 2		
8:00 - 8:15 am	Management of Learning	Secretariat
8:15 - 12:00nn	Session 5: REHUMANIZING LEADERSHIP: Forming Ethical Public Servants in Education through Character and Compassion Part 1: BEGIN WITH A WHY: Transforming intent into Impact Part 2: THE MIRROR BEFORE THE MAP: Authentic Leadership and the Courage to Look within	Resource Person
12:00 - 1:00pm	LUNCH	



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1:00 – 5:00pm	Part 3: KALEIDOSCOPE WORLD: Bridging Gaps. Connecting People Part 4: THE SPIRIT OF THE SQUIRREL: Unleashing the Moral Purpose to Change Lives and Shape the Future	Resource Person
Day 3		
8:00 - 8:15 am	Management of Learning	Secretariat
8:15 - 9:15 am	Session 6: Asset Inventory and Disposal	Resource Person
9:15 - 10:15 am	Session 7: School Financial Management	Resource Person
10:15 – 10:25	Health Break	
10:25 – 11:20 am	Session 8: Records Management and Disposal of Public Records	Resource Person
11:20 - 11:40 am	Session 9: DepEd National Employees Union Updates	Resource Person
11:40-12:00nn	Plenary	
12:00nn-1:00pm	LUNCH	All
1:00pm-3:00pm	Session 10:	Resource Person
3:00pm– 3:10pm	Closing Remarks	Norman S. Valeroso EPS, OIC-CES, QAD DepEd Employees Association President
3:10pm onwards	HOME SWEET HOME	
Program Facilitator: Dave C. Prodigio and Regine L. Vingno		
Program Facilitator for Cluster 2 and Cluster 3: <i>to be identified</i>		





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Enclosure C to Regional Memorandum ASD-2026-028

TECHNICAL WORKING GROUP (TWG)

COMMITTEE	TASKS	PERSONS RESPONSIBLE
Over-All Management	<i>Provides directions, oversight management support, and expert advice on design, plan and actual implementation of the activity.</i>	Atty. Alberto T. Escobarte, CESO II Regional Director Kathrine H. Lotilla Assistant Regional Director 9 School Division Superintendents 8 Assistant Div. Superintendents
Program Management	<i>Takes charge of the necessary preparations in the conduct of this activity.</i> <i>Leads in ensuring the efficient flow of the opening, session proper, and closing program.</i> <i>Oversees the hall/venue preparation.</i>	Chair: Joseph Russel M. Farnazo Chief Administrative Officer, ASD Co-Chair: Emily F. Enolpe Chief Education Supervisor, HRDD Members: Dave C. Prodigio *Emerin B. Astillero Regine L. Vingno
Registration, Attendance and Certificates	<i>Ensures that all participants comply online registration in close coordination with the ICT Committee.</i> <i>Welcomes and assists participants upon arrival to the venue and accommodation.</i> <i>Prepares the certificates of recognition for resource persons</i>	Chair: Shienna Lyn L. Antenor EPS, OIC-CES, CLMD Co-Chair: Maricel B. Rodriguez Administrative Officer IV, ASD Members: Judith H. Dalgan Elijean R. Parochelin Charon J. Initan Johannah D. Bantas Melvin P. Fortuna Zenaida B. Porras Ronald Jim S. Somera Danilo M. Pajel Irma May G. Dinasas Lizette May N. Dioso
Stage Decoration and Logistics	<i>Facilitates the arrangement and decoration of the stage and the venue.</i>	Chair: Ar-jay C. Raborar Education Program Specialist (HRDD) Co-Chair: Alyssa Grace D. Goyone Administrative Officer IV, ASD



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		<p>Members: Jovel S. Hunas Edwin T. Montilla Richard Nixon B. Astillero</p>
Secretariat	<p><i>Facilitates payment of participants by SDO.</i></p> <p><i>In-Charge in preparing payroll for the honorarium of the resource person and TWG.</i></p>	<p>Chair: Norman S. Valeroso EPS, OIC-CES, QAD</p> <p>Co-Chair: Maria Jeanette N. Delima Chief Administrative Officer. FD</p> <p>Magdaleno C. Duhilag Chief Education Supervisor, ESSD</p> <p>Members: Louella D. Jabido Lydia G. Initan Jhoana Marie A. Lira Mariel L. Maquiling</p>
Program and Invitation	<p><i>Prepares the program design and invitation.</i></p> <p><i>Ensures all RO staff/personnel are informed about their tasks during the activity.</i></p> <p><i>Coordinates with concerned participants, guests and Resource Speakers regarding the program of activities.</i></p>	<p>Chair: *Emerin B. Astillero Supervising Administrative Officer, ASD</p> <p>Co-Chair: Jodan F. Manua Education Program Specialist II, HRDD</p> <p>Members: Kent Francis C. Lebaquin Janneth C. Pragados Juvy Lyn L. Mangibunong Rowena Jessette S. Villa Glenda P. Orcinado Ma. Luz E. Estember Faizal B. Macasayon Roel D. Balbareno Linamen C. Catas</p>
Technical Group (ICT)	<p><i>Documents the regional activity. Leads the video or photo documentation of the activity.</i></p> <p><i>Ensures provision of LED as backdrop and full video coverage of the event.</i></p> <p><i>Establishes the mechanism of Online Registration and facilitates in the Online Registration</i></p>	<p>Chair: Aldwin B. Opre Information Technology Officer I, ORD – ICTU</p> <p>Co-Chair: Charl Lorenz B. Nadela Computer Programmer II, ORD-ICTU</p> <p>Members: Levi Carla E. Villanueva Ricardo Custodio Reah Joy S. Halique Kimber Mae L. Agpalsa Darlene Cris A. Dela Torre</p>



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<p>Documentation and QAME</p>	<p>Provides the online evaluation link for the activity and facilitates the completion of online evaluation.</p> <p>Documents the activity and oversees the preparation of the Activity Documentation Report.</p>	<p>Chair: Glenn A. Bisnar Chief Education Supervisor, PPRD</p> <p>Co-Chair: Grace Patrice M. Mondragon Education Program Supervisor, QAD</p> <p>Members: Nathaniel F. Bangoc II Dulce Mae L. Corpuz Gladys Joy R. Duce</p>
<p>Procurement (Meals, Venue, Plaques, Tokens and Prizes)</p>	<p>Ensures that the conduct of the activity is compliant to procurement process.</p> <p>Prepares the design and facilitate the purchase of plaques and tokens.</p> <p>Procure meals, venue, prizes and coordinates with the Program holder.</p>	<p>Chair: Remie P. Pama Administrative Officer IV, ASD</p> <p>Co-Chair: Jocelyn G. Garfin Administrative Officer II, ASD</p> <p>Members: Kelvin Jay Losañes Jessa Q. Carbajosa Gerwin G. Golingay Ruby B. Aguilar Samsudin M. Paraid</p>
<p>Supplies</p>	<p>Distributes Conference kit in coordination with the DepEd SOCCSKSARGEN Employees Union</p>	<p>Chair: Jose Leody C. Armada Administrative Officer V, ASD</p> <p>Co-Chair: Jesse James O. Lamigo Administrative Officer V, ASD</p> <p>Members: Angelita S. Poral Amy B. Ibañez Nicco Shinedell P. Farnazo</p>
<p>Medical Team</p>	<p>Provide medical care and immediate medical response to participants when needed and in time of health emergencies.</p>	<p>Chair: Edelyn Grace A. Jamila Medical Officer IV, ESSD</p> <p>Co-Chair: Mina Fe S. Ruz Dentist III, ESSD</p> <p>Members: Ma. Lourdes A. Ines Shawn Shervin M. Garcia Kem D. Gulmatico Rodolf Salen S. Castro</p>



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Peace, Security and DRR	<i>Leads the peace and security in the activity venue through coordination with the venue management and security personnel.</i>	Chair: Agney C. Taruc EPS, OIC-CES, FTAD Co-Chair: Ismael N. Ngitngit PDO IV, ESSD Members: Jann Earl Wendell J. Lope Steffanny S. Polo Kristel Joy M. Ramos Therese Jane P. Ombid John Rey M. Robles
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