



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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26 May 2026

**DIVISION MEMORANDUM**

No. **055**, s. 2026

**DISSEMINATION OF REGIONAL MEMORANDUM ASD-2026-028  
EMPOWERING FRONTLINE EDUCATION STEWARDS:  
REGIONAL CAPABILITY BUILDING FOR EXCELLENCE IN SERVICE  
DELIVERY**

TO: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Section and Unit Heads  
Heads of Public Elementary and Secondary Schools  
School-Based Non-Teaching Personnel  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is the copy of Regional Memorandum ASD-2026-028 dated May 10, 2026, titled Empowering Frontline Education Stewards: Regional Capability Building for Excellence in Service Delivery on June 22-24, 2026 at The Farm at Carpenter Hill, Koronadal City.
2. In addition to the issued memorandum, the following are the amendments and clarification:
  - a. the online registration link shall remain open to continuously accommodate participants from the divisions. The deadline for online registration is until June 05, 2026.
  - b. Likewise, the collection of registration fees shall be managed by the Philippine Association of Schools Superintendents (PASS) RO XII Chapter Incorporated and shall be deposited to the Landbank account of the Philippine Association of Schools Superintendents (PASS), as stated below:

Savings Account Number: 0751-1873-60  
Account Name: PHIL ASSOCIATION OF SCHOOLS SUPERINTENDENTS  
ROXII CHAPTER IN 01 REGIONAL COMPLEX BRGY. CARPENTER HILL  
KOR CITY
  - c. Payment of the registration fee for all clusters shall be made on or before June 05, 2026.





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- d. All participants from the Schools Division Offices (SDOs) are highly encouraged to ensure the participation of their identified administrative personnel during the capability-building activity.
  - e. The link for the online registration can be accessed at: <https://docs.google.com/forms/d/e/1FAIpQLSfwGRKSwJ3NXzkY7RiVCILoQApLmY8uEfUyMwzmS6xLcFq3Hw/viewform> . Please ensure that the form is completely accomplished and that no fields are left blank.
3. For the guidance, wide dissemination, and strict compliance of all concerned.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

COMMUNICATIONS  
CORRESPONDENCE

Roel D. Balbareno/OSDS/DM – dissemination of regional memorandum asd-2026-028 empowering frontline education stewards: regional capability building for excellence in service delivery  
0365/May 26, 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	June 22 – 24, 2026
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 <b>Link:</b> <a href="https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery">https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery</a>
Sarangani, Kidapawan City, General Santos City, Tacurong City and Koronadal City	June 22 – 24, 2026 <b>Link:</b> <a href="https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery">https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery</a>
South Cotabato and Sultan Kudarat	June 29 – July 01, 2026 <b>Link:</b> <a href="https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery">https://bit.ly/REGISTRATION-CapB-Excellence-in-Service-Delivery</a>

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 <b>Link:</b> <a href="https://bit.ly/VM-CapB-Excellence-in-Service-Delivery">https://bit.ly/VM-CapB-Excellence-in-Service-Delivery</a>	RO Personnel
II – TWG Coordination Meeting	May 26, 2026, 1:30pm	Virtual <b>Link:</b> <a href="https://bit.ly/VM-CapB-Excellence-in-Service-Delivery">https://bit.ly/VM-CapB-Excellence-in-Service-Delivery</a>	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.**

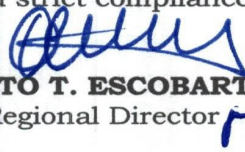
NOTE: Payment for the registration fee shall be made on or before **May 22, 2026**.

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](mailto: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	
<b>ELEMENTARY</b>									
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
<b>SUB-TOTAL</b>	<b>550</b>	<b>111</b>	<b>64</b>	<b>93</b>	<b>35</b>	<b>42</b>	<b>256</b>	<b>381</b>	<b>1532</b>
<b>SECONDARY</b>									
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
<b>SUB-TOTAL</b>	<b>279</b>	<b>61</b>	<b>18</b>	<b>39</b>	<b>16</b>	<b>22</b>	<b>143</b>	<b>68</b>	<b>646</b>
<b>SENIOR HIGH SCHOOL</b>									
ADAS II	98	63	13	34	6	9	66	47	336
AO II	18	9	1	10	1	1	9	8	57
<b>SDO PROPER</b>									
AO II	2	2	1	1	2	1	2	1	12
<b>SUB-TOTAL</b>	<b>118</b>	<b>74</b>	<b>15</b>	<b>45</b>	<b>9</b>	<b>11</b>	<b>77</b>	<b>56</b>	<b>405</b>
<b>GRAND TOTAL per SDOs</b>	<b>947</b>	<b>246</b>	<b>97</b>	<b>177</b>	<b>60</b>	<b>75</b>	<b>476</b>	<b>505</b>	<b>2583</b>



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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
<b>Day 1</b>		
7:30 - 8:30am	Arrival of Participants	<b>RTWG</b>
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	<b>Secretariat</b>  <b>Emerin B. Astillero</b> <i>Supervising Administrative Officer, ASD</i>  <b>Kathrine H. Lotilla</b> <i>Assistant Regional Director</i>  <b>Atty. Alberto T. Escobarte, CESO II</b> <i>Regional Director</i>  <b>Joseph Russel M. Farnazo</b> <i>Chief Administrative Officer, ASD</i>
9:30 – 10:30am	<b>Session 1: Overview of 2025 ORAOHRA</b> (Omnibus Rules on Human Resource and Organizational Development)	<b>Resource Person</b>
10:30 – 10:45	<b>Health Break</b>	
10:45 – 12:00nn	<b>Session 2: Discussion on Leave Laws (CSC)</b>	<b>Resource Person</b>
12:00 – 1:00pm	<b>LUNCH</b>	
1:00 – 3:15pm	<b>Session 3: Republic Act No. 12009 (Key Provisions and Implications)</b>	<b>Resource Person</b>
3:15 – 3:30pm	<b>Health Break</b>	
3:35 - 5:00pm	<b>Session 4: Expanded Career Progression (ECP)</b>	<b>Resource Person</b>
<b>Day 2</b>		
8:00 - 8:15 am	Management of Learning	<b>Secretariat</b>
8:15 - 12:00nn	<b>Session 5: REHUMANIZING LEADERSHIP: Forming Ethical Public Servants in Education through Character and Compassion</b>  <b>Part 1: BEGIN WITH A WHY: Transforming intent into Impact</b>  <b>Part 2: THE MIRROR BEFORE THE MAP: Authentic Leadership and the Courage to Look within</b>	<b>Resource Person</b>
12:00 – 1:00pm	<b>LUNCH</b>	



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



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