



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 26, 2025

DIVISION MEMORANDUM

No. **667** s. 2025

**PARTICIPANTS OF SDO AKLAN ON THE REVIEW AND REFINEMENT OF DEPED VI
SCHOOL HEADS ACADEMY AND POOL OF SCHOLARS GUIDELINE**

**To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary
and Integrated Schools
All Others Concerned**

1. In line with the Regional Memorandum No. 1194 s. 2025, Workshop on the Review and Refinement of DepEd VI School Heads Academy and Pool of Scholars Guidelines on November 30 – December 3, 2025 at Punta Villa Resort Inc., Arevalo, Iloilo City. herewith is the list of participants to attend the said activity.

No.	Name of Participants	Replacement	Gender	Position	Office
1	JOHN REY G. MAAGMA		MALE	EPS II	DIVISION OFFICE
2	CHARLIE I. URETA	ROLANIE A. BELARMINO	FEMALE	SP III	LNHS
3	GILVERT B. DY		MALE	MT I	BALETE IS
4	ALJON I. AREVALO		MALE	HT I	KISEC
5	JENNYFEL DINGLASAN	EDDELON C. BEREBER	MALE	SP I	BUBOG ES

2. The following are the objectives of the activity:

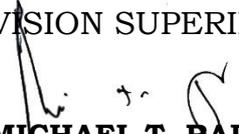
- a. Review existing guidelines on the School Heads Academy and Pool of Scholars
- f. Refine and update the said guidelines; and
- g. Ensure contextual responsiveness of the said guidelines.



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

3. Participants are required to bring their laptops and extension cords which are needed during the workshop.
4. The first meal is dinner on November 30, 2025 (Sunday) and the last meal is PM snack on December 3, 2025 (Wednesday).
5. Expenses to be incurred relative to the conduct of this activity are chargeable against local funds while transportation and other incidental expenses of participants shall be charged against HRD funds/local funds, subject to the existing accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


MICHAEL T. RAPIZ

Chief Education Supervisor
Schools Governance and Operations Division
In-charge of the Division

Encl: As stated

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

TRAINING PROGRAM



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Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM
 No. 1194, s. 2025

NOV 25 2025

WORKSHOP ON THE REVIEW AND REFINEMENT OF DEPED VI SCHOOL HEADS ACADEMY AND POOL OF SCHOLARS GUIDELINES

To: OIC-Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), will conduct a **Workshop on the Review and Refinement of DepEd VI School Heads Academy and Pool of Scholars Guidelines on November 30-December 3, 2025, at Punta Villa Resort Inc., Arevalo, Iloilo City.**

2. The following are the objectives of the activity:
- Review existing guidelines on the School Heads Academy and Pool of Scholars
 - Refine and update the said guidelines; and
 - Ensure contextual responsiveness of the said guidelines

2. The participants are the select HRD Senior Education Program Specialists, Education Program Specialists II, SGOD Chiefs, Education Program Supervisors/Public Schools District Supervisors, School Heads, Head Teachers, and Master Teachers preferably attended the policy analysis training as found in Enclosure 1. The criteria for selecting the participants are as follows:

POSITION	CRITERIA
1. Senior Education Program Specialist	1. Must have worked in the HRD Unit for 3 years. 2. Must have implemented HRD policies/guidelines.
2. Education Program Specialist II	
3. Chief Education Supervisor	
4. Education Program Supervisor/Public Schools District Supervisor	1. Must be an Education Program Supervisor of the SGOD. 2. If not available, PSDS or other EPS with HRD background can serve as alternate.
5. School Head	1. Must be a recipient of any scholarship program. 2. Must be familiar with HRD policies/guidelines.
6. Head Teacher	
7. Master Teacher/Teacher	

3. The participants are required to bring their laptops and extension cords which are needed during the workshop.



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033) 337-0149; 336-2816
 Email Address: region6@deped.gov.ph
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5. The first meal is Dinner on November 30, 2025 (Sunday) and the last meal is PM snacks on December 3, 2025 (Wednesday).
6. The board and lodging of the participants will be charged against the 2024 HRTD Continuing Fund while transportation, per diem, and other incidental expenses to Schools Division Offices/local funds subject to the usual accounting and auditing rules and regulations.
7. This activity will be conducted without prejudice to age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation of the participants, subject to the agency's needs and requirements.
8. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the subjects:

POLICY

PROGRAM

WORKSHOP

RSP/HRDD- RM on the Workshop on the Review of DepEd VI SHA and Pool of Scholars Guidelines
240/November 20, 2025



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Enclosure 1

No.	SDO	NAME	POSITION
1.	Aklan	Jennyfel Dinglasan	Master Teacher
2.	Aklan	Gilbert Dy	Master Teacher
3.	Aklan	John Rey G. Maagma	EPS II
4.	Aklan	Aljon I. Arevalo	Head Teacher
5.	Aklan	Charlie Ureta	EPS
6.	Antique	Richard M. Nolasco	EPS II
7.	Antique	Mylene Yanga	Master Teacher I
8.	Antique	Ma. Rita Santiana	Master Teacher I
9.	Antique	Fe E. Tolentino	Principal I
10.	Antique	Aurelio Odiong	EPS
11.	Capiz	Lalain de los Santos	PSDS
12.	Capiz	Jerry V. Mosquite	EPS II
13.	Capiz	Mark Nel Venus	Principal I
14.	Capiz	Edwin Salanatin	Master Teacher
15.	Capiz	Judith Tu	PSDS
16.	Guimaras	Nanette G. Galuno	SEPS
17.	Guimaras	Behtchi S. Jarandilla	EPS II
18.	Guimaras	Edlyn D. Legita	EPS
19.	Guimaras	Bob Vincent Hervilla	Head Teacher
20.	Guimaras	Anabelle Llaso	PSDS
21.	Iloilo	Lea Gotera	Principal 1
22.	Iloilo	Grace Coronado	Principal II
23.	Iloilo	Arjee Caro	Principal I
24.	Iloilo	Anthony Macaya	Master Teacher
25.	Iloilo	Donnabelle Ninonuevo	SEPS
26.	Iloilo City	Jessie Sondia	Principal I
27.	Iloilo City	Jennifer Ann Molina	Guidance Counselor
28.	Iloilo City	Bonifacia J. Dalugdugan	Principal I
29.	Iloilo City	Marites M. Serra	EPS II
30.	Iloilo City	Welme Segovia	Principal III
31.	Passi City	Caren D. Alilingay	Principal II
32.	Passi City	Jenelyn E. Pama	SEPS
33.	Passi City	Jella Padernal	Head Teacher I
34.	Passi City	Roda B. Seduco	Master Teacher I
35.	Passi City	Pinky P. Cia	Chief SGOD
36.	Roxas City	Arlyn C. Aducal	EPS
37.	Roxas City	Jay Blancaflor	EPS II
38.	Roxas City	Cheene Mae B. Brillo	Master Teacher II
39.	Roxas City	Erwin Victoriano	Head Teacher I
40.	Roxas City	Jose Richard Lachica	PSDS
41.	Regional Office	Dr. Susan D. Severino	Chief Education Supervisor



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42.	Regional Office	Dr. Joven M. Madera	Education Program Supervisor
43.	Regional Office	Dr. Mark Louie C. Liwa	Education Program Supervisor
44.	Regional Office	Dr. Rolly Ben M. Madera	Education Program Supervisor
45.	Regional Office	Raymond S. Porras	Education Program Specialist II
46.	Regional Office	Lilibeth G. Sanchez	Education Program Specialist II
47.	Regional Office	Rosemarie G. Girado	Administrative Assistant III
48.	Regional Office	Zander F. Frofunga	Education Program Specialist II
49.	Regional Office	Dr. Jingky Dioso	Education Program Supervisor
50.	Iloilo City		Nurse/Welfare Officer



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Enclosure 2

MATRIX OF ACTIVITIES

DAY/TIME	ACTIVITY/TOPIC	RESPONSIBLE PERSON
Day 1 (December 1, 2025)		
8:00 – 9:00 am	Opening Program	PMT
9:00 – 10:30 am	Policy Development Process	Dr. Rolly Ben M. Madera
10:30 – 11:00 am	Policy Analysis and Problem Structuring	Dr. Joven Madera
11:00 – 12:00 nn	Formulate Policy Objectives & Alternatives	Raymond S. Porras
12:00 – 1:00 pm	Lunch Break	
1:00 – 1:15 pm	Afternoon Preliminaries / Energizer	
1:15 – 2:00 pm	Harmonizing Feedback from Holistic Approach	Joven Madera
2:00 – 4:00 pm	Revisiting RO 339 s. 2021- Guidelines on the Establishment of School Heads Academy	Joven Madera
4:00 – 5:00 pm	Revisiting RM 243 s. 2021- Proposal on The Establishment of Pool of Scholars In DepEd Region VI	Lilibeth Sanchez
Day 2 (December 2, 2025)		
8:00 – 8:30 am	Morning Preliminaries	Assigned SDO
8:30 – 10:30 am	Writeshop : Rationale on Scope and Coverage, Objectives	
10:30 – 12:00 am	Writeshop: DepEd Trainings & Scholarship Programs/Grants Standards in the Selection Process	
12:00 – 1:00 pm	Lunch Break	
1:00 – 2:30 pm	Writeshop: Screening Process	
2:30 – 3:00 pm	Groupings	
3:00 – 5:00 pm	Drafting of the Revise Issuances	
5:01 PM-5:15 PM	Debriefing and M&E	PMT
Day 3 (December 3, 2025)		
6:00 AM-8:00 AM	Breakfast	
8:01 AM-8:30 AM	Management of Learning	Assigned SDO
8:31 AM-12:00 PM	Continuation of Write shop	
12:01 PM-1:00 PM	Lunch Break	



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1:01 PM-1:15 PM	Energizer	Assigned SDO
1:15 PM-2:30 PM	Workshop 2: Policy Statement, Procedure and Roles and Responsibility	Dr. Joven M. Madera
2:31 PM-4:00 PM	Workshop 3: Monitoring and Evaluation and Effectivity Clause	Rolly Ben M. Madera
4:00 PM-5:00 PM	Presentation of Outputs and Critiquing	
5:01 PM-5:15 PM	Closing Program	PMT



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