



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**

July 14, 2025

DIVISION MEMORANDUM

No. 340, s. 2025

**CALL FOR PARTICIPANTS TO THE PD PROGRAM CREATING CARING SCHOOL
COMMUNITIES: A CAPACITY BUILDING JOURNEY FOR SEL-DRIVEN
SCHOOL LEADERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
All others concerned

1. In reference to Regional Memorandum no. 896, s. 2025 titled “*Conduct of the PD Program Creating Caring School Communities: A Capacity Building Journey for SEL-Driven School Leaders*”, this Office informs the field of the conduct of said program with the following schedule and details:

Activity	Date & Venue	Target participants
A Capacity Building Journey for SEL-Driven School Leaders – Batch 1	August 10-13, 2025 NEAP Baguio	Public Schools District Supervisors
A Capacity Building Journey for SEL-Driven School Leaders – Batch 2	August 13-16, 2025 NEAP Baguio	School Head or Head Teacher

2. This program aims to equip school heads with practical evidence-based tools and leadership insights to help them foster emotionally supportive and inclusive school environments, aligned with the Philippine Professional Standards for School Heads (PPSSH). Further, it capacitates school leaders to effectively guide teachers in modeling emotionally intelligent leadership and institutionalizing



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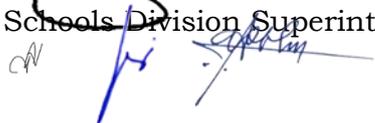


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practices that foster positive relationships and safe learning spaces. In turn, this program is expected to contribute to advancing learner well-being, strengthening positive behavior, and developing resilience among students and personnel.

3. Service Credits or Compensatory Time-Off (CTO) shall be granted to participant if the activity falls on weekends, holiday, or cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, and other weather disturbances and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s, 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is applicable.
4. The participants' board and lodging shall be charged against the Human Resource Development (HRD) Funds. Travel expenses of participants shall be charged against SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.
5. Enclosed is the regional memorandum for information on the indicative program of activities, meal provision and accommodation guide, and other pertinent details.
6. For technical assistance and endorsement, please coordinate with SGOD-HRDS.
7. Immediate dissemination of this Memorandum is desired.


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Schools Division Superintendent




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