



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

14 OCT 2025

DIVISION MEMORANDUM

No. **532**, s. 2025

PREPARATION OF COMPLETION REPORT FOR 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 (BATCH 1) IN COMPLIANCE WITH PRC REQUIREMENTS

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES)/OIC - CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 340, s. 2025 titled **Leading the Shift – Capacity Enhancement Program for School Leaders on the Revised K to 12 Curriculum Phase 2 Implementation (Batch 1)**, this Office through the Human Resource Section of the SGOD shall conduct an activity on Preparation of Completion Report in Compliance with PRC Requirements on October 18–19, 2025. The venue will be announced later.
2. Participants to the said activity are listed in Enclosure Number 1.
3. Participants are entitled to service credits in accordance with DepEd Order No. 53, s. 2023 titled: *Updated Guidelines on the Grant of Service Credits to Teachers* or to Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
4. Food and accommodation expenses of the participants relative to the conduct of this activity shall be charged against HRTD Funds, while their travel expenses shall be charged to the school MOOE, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as Authority to Travel for all participants.
6. Immediate dissemination and compliance of 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:

Completion

PRC Requirement

K to 12



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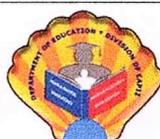


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Enclosure No. 1, Division Memorandum No. **532** s. 2025

List of Participants

Participant	Office/School District
Dr. Rolando B. Jamora	Chief, CID
Dr. Edna Azcarraga	OIC Chief, Office of SGOD
Dr. Immaculada J. Amores	SGOD-SDO Capiz
Dr. Lalain Delos Santos	CID-SDO Capiz
Edwin Jason D. Dueñas	CID-SDO Capiz
Alan Vincent Altamia	CID-SDO Capiz
Jerry Mosquete	SGOD-SDO Capiz
Emmanuel Lati	OSDS-SDO Capiz
Ronald Dile	SGOD-SDO Capiz
Mark Nel R. Venus	CLRANHS-Panay
Evita Rose Busil, PhD	Pontevedra ES-Pontevedra
Mary Lyn T. De Guzman	Casanayan ES-Pilar
Krizelle M. Aguadera	Marciano M. Patricio NHS-Pilar
Edwin Salanatin	CLRANHS-Panay
Gladys Barolo EdD	Jamul-awon ES-Panay
Arnold Delfin	Braulio Morgan R. Patricio ES
Aileen May Isiderio	Sapian NHS-Sapian
Ma. Maybel B. Obispado	Sapian NHS-Sapian
Maricris Venus	Pontevedra ES-Pontevedra
Lovely Baclas- Loretizo	Dulangan NHS-Pilar



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