



Republic of the Philippines
Department of Education
 REGION I



JUN 16 2026

REGIONAL MEMORANDUM
 No. 751, s. 2026

CALL FOR PARTICIPANTS TO THE CONDUCT OF CAPACITY BUILDING ON BECOMING A SCHOOL HEAD

To: Schools Division Superintendents

1. This Office, through the National Educators Academy of the Philippines Region 1 (NEAP R1), shall conduct the Capacity Building on Becoming a School Head on October 19-23, 2026 at the NEAP R1, San Vicente, City of San Fernando La Union.
2. The activity aims to capacitate the participants with the knowledge, skills, and competencies necessary for understanding and performing the roles and functions of school heads as instructional leaders and administrative managers, in accordance with existing policies, guidelines, laws, and other issuances governing school leadership and management.
3. To ensure the timely and efficient implementation of the program, this Memorandum is hereby issued to provide Schools Division Offices (SDOs) with sufficient time to identify, screen, and endorse qualified participants and undertake the necessary preparations for their participation. SDOs through SGOD HRDS SEPS/EPS II shall submit the endorsed list of participants through link: <https://tinyurl.com/7pk5zt49> on or before August 14, 2026.
4. The participants in this activity shall be selected Head Teachers who:
 - a. are NQESH/NASH passers;
 - b. have not yet been designated as Teacher-in-Charge (TIC), Officer-in-Charge (OIC), or appointed as School Head by their respective Schools Division Offices (SDOs); and
 - c. have not previously attended any conducted batch of the Capacity Building on Becoming a School Head.
5. Below is the required number of participants per division.

Division	Number of Participants
Alaminos City	4
Batac City	4
Candon City	4
Dagupan City	6
Ilocos Norte	8
Ilocos Sur	9
La Union	9
Laoag City	4
Pangasinan I	12
Pangasinan II	10
San Carlos City	6
San Fernando City	4
Urduaneta City	6
Vigan City	4



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6. All officially endorsed participants are required to register individually through this link: <https://tinyurl.com/3922amz4>. The deadline of the registration is on August 17, 2026.

7. Participants are required to be at the venue on Day 1, October 19, 2026. The Opening Program shall officially commence at 3:00 p.m. on the same day.

8. The first meal to be served will be PM snacks on Day 1, October 19, 2026 while the last meal will be lunch on Day 5, October 23, 2026.

Meals	Monday Day 1	Tuesday Day 2	Wednesday Day 3	Thursday Day 4	Friday Day 5
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

9. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on local holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 13, s. 2024 on the Revised 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 appropriate and applicable.

10. Board and lodging shall be charged against the 2026 Human Resource Development (HRD) Current Fund, while transportation, per diem, and other incidental expenses shall be charged against School MOOE or local funds subject to usual accounting and auditing rules and regulations.

11. For queries and other concerns, please contact NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.

12. Immediate dissemination of this Memorandum is desired.

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ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director *ju*

Reference: None

Encl: None

To be indicated in the Perpetual Index

Under the following subjects:

TRAINING PROGRAMS

NEAP R1 /kmmb/RM_CallforParticipantsCapBuildBSH
June 17, 2026



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