



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

DIVISION OF CAGAYAN DE ORO CITY
RELEASED
DATE: APR 21 2025

Office of the Schools Division Superintendent

15 April 2025

DIVISION MEMORANDUM
NO. 728 S. 2025

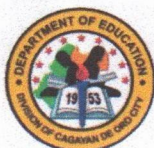
PARTICIPATION TO THE 7TH TRAINING-WORKSHOP AND CONVENTION OF
PUBLIC SECONDARY SCHOOL HEADS

TO: **Kareen Agcopra**, Head Teacher II, Pagalungan NHS
Lordson Siano, Head Teacher III, Tignapoloan NHS
Maricel Bautista, Head Teacher III, Tagpangi NHS
Ninia Marie A. Estillore, Principal I, Bonbon NHS

1. In view of the upcoming 7th Training-Workshop and Convention of Public Secondary School Heads spearheaded by the National Association of Public Secondary School Heads, Inc. (NAPSSHI) on April 22-24, 2025 at Ritz Hotel, Davao City, you are hereby directed to attend the said Training-Workshop and Convention on **Official Business**.
2. All expenses that will be incurred in this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
4. This office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl. : as stated
Reference : DM-OUHROD 2024-3364
To be indicated in the perpetual index
under the following subject: Training-Workshop/Convention



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

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NO. ____S. 2025

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Republic of the Philippines
Department of Education
REGION X—Northern Mindanao
Division of Cagayan de Oro City

April 15, 2025

ROY ANGELO E. GAZO
Schools Division Superintendent
Fr. William Masterson Avenue,
Upper Balulang, Cagayan de Oro City

Subject: Request to Attend the 7th Training-Workshop and Convention of Public Secondary School Heads

Sir:

Greetings of peace and excellence!

We respectfully request your kind approval for the participation of the following school heads from DAPSHI in the **7th Training-Workshop and Convention of Public Secondary School Heads**, which will be held on **April 22–24, 2025** at the **Ritz Hotel, Davao City**:

1. **Ms. Kareen Agcopra**
2. **Mr. Lordson Siano**
3. **Ms. Maricel Bautista**
4. **Ms. Ninia Marie Estillore**

This training-workshop aims to further enhance the leadership skills, management strategies, and instructional competencies of public secondary school heads. Their participation in this event will significantly contribute to the continuous improvement of school governance and educational delivery in our division.

All expenses to be incurred during the said activity shall be charged against available school funds, subject to the usual accounting and auditing rules and regulations.

We hope for your favorable endorsement and support in this professional development initiative.

Thank you for your continued guidance and support.

Respectfully yours,

NINIA MARIE A. ESTILLORE
School Head, Bonbon NHS

MARICEL BAUTISTA
School Head, Tagpangi NHS

KAREEN J. AGCOPRA
School Head, Pagalungan NHS

LORDSON SIANO
School Head, Tignapoloan NHS



Republika ng Pilipinas

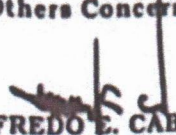
Department of Education
OFFICE OF THE UNDERSECRETARY

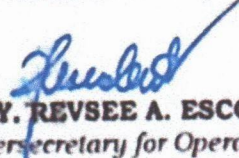
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-334

TO : Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary for Human Resource and
Organizational Development


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **CORRIGENDUM TO DM-OUHROD-2024-2005 (CHANGE OF DATES AND VENUE - NAPSSHI'S 7TH CONVENTION AND TRAINING-WORKSHOP OF PUBLIC SECONDARY SCHOOL HEADS)**

DATE : 21 November 2024

In reference to DepEd Memorandum DM-OUHROD-2024-2005 titled *Invitation to the 7th Training-Workshop and Convention of Public Secondary School Heads*, please be informed of the following changes in the dates and venue of the said Convention:

Original Schedule and Venue	Updated Schedule and Venue
April 16-18, 2025 Apo View Hotel, Davao City	April 22 - 24, 2025 Ritz Hotel, Davao City

It is reiterated that public secondary school heads and DepEd administrators may opt to attend the activity subject to the following conditions:

- compliance with the applicable provisions of DepEd Order No. 046, s. 2022 titled the Amendment to DepEd Order No. 43, s. 2022 (*Omnibus Travel Guidelines for All Personnel of the Department of Education*) and Other Appropriate Orders and Guidelines on Travel;
- secure approval from respective authorities;
- participation shall not interfere with regular functions and responsibilities; and
- use of DepEd funds strictly adheres to the usual budgeting, accounting, and auditing rules and regulations.

For questions or clarifications, please contact **Dr. Roland L. Dela Cruz**, NAPSSHI's National President through the mobile numbers 0976-028-3478 / 0923-727-9069 or **Mr. Nollie Buenaventura**, Chief Secretariat at 0910-185-4097 or email at napsshiphilippines@gmail.com.

Copy furnished:
OFFICE OF THE SECRETARY



NAPSSHI

National Association of Public Secondary School Heads, Inc.
Email Address: napsshiphilippines@gmail.com

MEMORANDUM

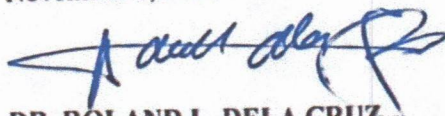


FOR : **HON. JUAN EDGARDO M. ANGARA**
Secretary
Department of Education

THRU : **WILFREDO E. CABRAL, CESO III**
Office of the Undersecretary Human Resource and
Organizational Development (HROD)
Department of Education

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations
Department of Education

DATE : November 5, 2024

FROM : 
DR. ROLAND L. DELA CRUZ
National President, NAPSSHI

SUBJECT : **CORRIGENDUM TO NAPSSHI MEMORANDUM DATED
SEPTEMBER 17, 2024 (CHANGE OF DATES AND VENUE –
NAPSSHI'S 7th Convention and Training-Workshop of Public
Secondary School Heads)**

1. The National Association of Public Secondary School Heads Inc. (NAPSSHI) submitted a request for the conduct of the 7th Convention and Training-Workshop of Public Secondary School Heads. However, after a thorough review and consideration, we have identified a conflict in the calendar of activities that resulted to an error that requires correction and clarification.
2. The following provisions of the initially submitted Memorandum by NAPSSHI dated September 17, 2024 is hereby corrected as follows:

DATE	VENUE
April 22 – 24, 2025	Ritz Hotel, Davao City

3. For more information, questions or concerns, you may contact Dr. Roland Dela Dela Cruz, President at 09760283478 /09237279069 or Mr. Nollie Buenaventura, Chief Secretariat at 09101854097 or email us at napsshiphilippines@gmail.com.

3. Immediate dissemination of and compliance with this Memorandum is enjoined.