



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

05 Nov 2025

DIVISION MEMORANDUM

No. 635, s. 2025

**MANAGERIAL CAPABILITY BUILDING WORKSHOP FOR SECONDARY
SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Chief – Curriculum Implementation Division (CID)
Chief – School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
All Secondary School Heads

1. The National Association of Public Secondary Schools of the Philippines (NAPSSPHIL), Inc. – Batangas Chapter, in coordination with this Office, will conduct a three-day **Managerial Capability Building Workshop for Secondary School Heads** on **December 12–14, 2025** at **Hotel Supreme, Baguio City**.
2. This capability-building workshop aims to enhance the managerial competencies of secondary school heads in alignment with Republic Act No. 9155 (Governance of Basic Education Act of 2001), DepEd Order No. 24, s. 2020 (Philippine Professional Standards for School Heads), and Republic Act No. 12009 (New Government Procurement Act).
3. Specifically, the activity aims to:
 - 3.1 assess the current level of managerial competencies among secondary school heads in key leadership domains;
 - 3.2 strengthen competencies in human resource management, financial management, and stakeholder engagement; and
 - 3.3 foster a culture of collaborative leadership, accountability, and continuous professional growth among school heads.
4. All public school heads and teachers-in-charge of secondary schools may opt to participate in this activity, provided that participation shall not interfere with the conduct of classes and shall comply with DepEd Order No. 46, s. 2022 (Omnibus Travel Guidelines for All Personnel of the Department of Education).
5. Interested participants shall pay the registration fee of seven thousand five hundred pesos (Php 7,500.00). Registration fee, travel expenses, accommodation and other incidental expenses shall be charged to School MOOE/local funds subject to the usual accounting and auditing rules and regulations.



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6. For more information, all concerned may contact Dr. Wilson T. Ojales, President, NAPSSPHIL, Inc. – Batangas Chapter at 0917-701-0209.
7. For your information and guidance.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent 

Encl.: As Stated
Reference: None
To be indicated in the Perpetual Index
under the following subject:

ISSUANCES

LDSV/DM_Manual Capability Building Workshop for Secondary School Heads/
110525-038/05 Nov 2025