



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

27 Jul 2023

DIVISION MEMORANDUM
No. 323, s. 2023

**PARTICIPATION TO THE 4th NATIONAL ASSEMBLY
OF EDUCATION LEADERS (NAEL)**

To: **CONNIEBEL C. NISTAL, ASDS**
HELEN S. PALASAN, School Principal III
MELANIE M. LIGUTOM, School Principal II
MA. LOU LEA C. NOB, School Principal II
MARIVIC S. TORRESS, School Principal I
IAN KHAY H. CASTRO, School Principal I
JESSICA MARIE B. RAMOS, Head Teacher III
NILO L. LOMONGO, Head Teacher III
CHUCHIE A. QUIRING, Head Teacher I
This Division

1. Relative to Memorandum DM-OUHROD-202300867, this Office directs you to attend the *4th National Assembly of Education Leaders (NAEL)* on August 21-22, 2023, at the SMX Convention Center Manila, Pasay City.
2. The assembly aims to provide education leaders-participants the opportunity to understand the Matatag Agenda and the leadership skill sets necessary to carry out this agenda.
3. A registration fee of P6,000.00 pesos will be collected per participant. Registration, travel, board, and lodging expenses shall be charged against local funds and downloaded funds, subject to usual accounting and auditing rules and regulations.
4. Payment of registration fee shall be accepted until **July 31, 2023**, through the following bank details:

Bank Name	:	Landbank (DECS Extension Office)
Account Name	:	Association of DepEd Directors Inc.
Account Number	:	3342-1014-52

5. This memorandum shall serve as your **Official Authority to Travel**.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882-6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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6. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. For information, guidance, and compliance.

RANDOLPH B. TORTOLA ↓
Schools Division Superintendent

*Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:*

ASSEMBLY ATTENDANCE

ASDS/rcm



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Department of Education
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Enclosure No. 1 to Division Memorandum No. _____

List of Participants
4th National Assembly of Education Leaders (NAEL)
August 21-22, 2023
SMX Convention Center Manila, Pasay City.

NAMES	DESIGNATION	SCHOOL
CONNIEBEL C. NISTAL	ASDS	DIVISION
HELEN S. PALASAN	SCHOOL PRINCIPAL III	PSB ES
MELANIE M. LIGUTOM	SCHOOL PRINCIPAL II	EL SALVADOR CITY CS
MA. LOU LEA C. NOB	SCHOOL PRINCIPAL II	SINALOC ES
MARIVIC S. TORRES	SCHOOL PRINCIPAL I	MOLUGAN MHS
IAN KHAY H. CASTRO	SCHOOL PRINCIPAL I	MOLUGAN CS
JESSICA MARIE B. RAMOS	HEAD TEACHER III	KIBONBON ES
NILO L. LOMONGO	HEAD TEACHER III	EL SALVADOR CITY NHS
CHUCHIE A. QUIRING	HEAD TEACHER I	COGON NHS

Handwritten signature

----End of List----



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-0867

TO : Bureau and Service Directors
Regional Directors
Schools Division Superintendents
School Principals

FROM : **GLORIA JUMAMPI MERCADO**
Undersecretary for Human Resource and Organizational Development

ATTY. FEVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **2023 NATIONAL ASSEMBLY OF EDUCATION LEADERS (NAEL)**

DATE : **30 JUNE 2023**

The Association of DepEd Directors (ADD) shall convene the 4th National Assembly of Education Leaders (NAEL) with the theme Embracing the MATATAG Agenda with Integrity, Competence and Diligence (ICD), from August 21-22, 2023 at SMX Convention Center Manila, Pasay City.

The assembly aims to provide education leaders-participants the opportunity to understand the Matatag Agenda and the leadership skill sets necessary to carry out this Agenda.

All DepEd Central Office management staff namely: bureau/service directors, chiefs, assistant chiefs, supervising education program specialists, and DepEd field personnel particularly the Regional Directors, Assistant Regional Directors, Schools Division Superintendents, Assistant Schools Division Superintendents, chiefs of the regional and division offices, regional and division supervisors, School Heads and Career Executive Service Written Examination (CESWE) passers are authorized to attend. The members of the Secretariat and working committees who shall provide support in the conduct of the assembly are also authorized to participate.

Charging of the registration fee of Six Thousand Pesos (Php 6,000.00), travel and board and lodging expenses shall be subject to the approval of their respective approving authorities. The same is also contingent upon its availability, and adherence to the usual accounting rules and regulations.



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

For more information, all concerned may contact either the following:

Jocelyn DR Andaya
President, ADD
Mobile No.: 0917 581 8342

Estela Cariño
Treasurer, ADD
Mobile No.: 0908 892 9843

Payment of registration fee shall be accepted until **July 31, 2023** only through the following bank details:

Bank Name	:	Landbank (DECS Extension Office)
Account Name	:	Association of DepEd Directors Inc.
Account Number	:	3342-1014-52

The participants are advised to register online at <https://tinyurl.com/4thNAEL> on or before July 15, 2023. To facilitate the issuance of official receipts, the Regional Coordinators shall consolidate the original copies of deposit slips of all regional participants and present to the Registration Committee on August 20, 2023 at the venue.

The Indicative Program Matrix is enclosed.

For further information, contact **Dir. Jocelyn DR Andaya**, President of the Association of DepEd Directors (ADD), Inc., Department of Education (DepEd) Central Office, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, and/or the **ADD National Assembly Secretariat** at telefax no. (02) 636-5096 or at email add@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.

4th National Assembly of Education Leaders (NEAL)
Embracing the MATATAG Agenda with Integrity, Competence and Diligence (ICD)
August 21-22, 2023

Indicative Program Matrix

Day 1	Day 2
Preliminaries	Preliminaries
8:00-9:30 AM Registration of Participants per Region	7:00-8:00 AM Holy Mass
9:30 AM Opening Program Philippine National Anthem Invocation Welcome Remarks Video Presentation Introduction of Participants Statement of Purpose Conference Mechanics	8:30 AM-9:15 AM Plenary Session 3 <i>Educational Imperatives Post Covid; Insights, Challenges and Opportunities</i>
10:30 AM Keynote Address	9:15-10:30 AM Panel Discussion 2 Responding to the MATATAG Agenda
11:15 AM - Unveiling of ADD Program - Oathtaking of ADD Officers	10:00-10:30 AM HEALTH BREAK
12:00-1:00 PM LUNCH BREAK	10:45-11:45 AM Plenary Session 4 EDCOM Initiatives
1:00 – 2:00 PM Plenary Session 1 <i>The MATATAG Agenda as guidepost for Education Leaders</i>	11:15 AM -12:00 NN Panel Discussion 3 The Imperatives of Building Leaders in the Team
2:00 PM-2:15 PM Intermission	12:00-1:00 PM LUNCH
2:15-3:30 PM Panel Discussion 1 Curriculum and Teaching in Focus	1:15 PM-2:00 PM Panel Discussion 5 <i>Women Leadership Post Covid</i>
3:30 PM-3:45 PM Intermission	2:00 PM-2:45 PM Plenary Session 6 Preventing Leadership Burn Out 2:45-3:30 PM
3:45 PM – 5:00 PM Plenary Session 2 Reimagining Leadership Post Covid	Closing Ceremonies
6:00 PM - SOCIALS	HOME SWEET HOME

Region	# of Pax
Region I	255
Region II	170
Region III	357
Region IV-A	408
Region IV-B	136
Region V	238
Region VI	374
Region VII	357
Region VIII	238
Region IX	153
Region X	255
Region XI	204
Region XII	153
CARAGA	221
CAR	153
NCR	289
Total	3961