



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION ADVISORY

No. 305 s. 2025

NOV 17 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor
Public Elementary, Secondary and Senior High School Heads
All Others Concerned

In reference to Regional Memorandum No. 352 s. 2025 titled **REGIONAL NON-TEACHING PERSONNEL CONVERGENCE**, this Office announces the implementation of the issuance.

The first meal to be served is breakfast and the last meal is dinner. Travel and other incidental expenses of the participants shall be charged to SDO /School/local funds, subject to the usual accounting and auditing rules and regulations.

Attached herewith is the said memorandum for information and guidance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

S1/AD5



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



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BY: REGIONAL MEMORANDUM
No. 352, s. 2025

REGIONAL NON-TEACHING PERSONNEL CONVERGENCE

To : Schools Divisions Superintendents

1. The Department of Education Regional Office III, in collaboration with the Schools Division Office of Tarlac, announces the conduct of the Regional Non-Teaching Convergence on **November 20 and 21, 2025**, to be held at **Concepcion Government Center, Concepcion, Tarlac**.
2. This convergence for non-teaching personnel aims to:
 - A. enhance administrative and operational competencies of non-teaching personnel through targeted capacity-building sessions on finance, procurement, human resource management, records management, and digital systems to improve efficiency and accuracy in service delivery.
 - B. strengthen coordination and collaboration mechanisms across regional and division offices by sharing best practices, identifying process bottlenecks, and formulating unified strategies for streamlined and responsive support services to schools and stakeholders.
 - C. promote a culture of public service excellence and accountability by reinforcing ethical standards, customer-service orientation, and performance-driven work practices that contribute directly to effective school operations and learner-centered outcomes.
3. Target participants in this activity are the non-teaching personnel of schools, districts, and division offices. Interested participants are requested to register on or before November 18, 2025, through this link: <http://tiny.cc/Convergence2025RegForm>, on a first-registered, first-served basis. Non-teaching personnel will receive a confirmation message upon the completion of the required number of participants for Batch 1 (November 20) and Batch 2 (November 21).
4. The first meal to be served is breakfast and the last meal is dinner. Travel and other incidental expenses of the participants shall be charged to SDO/School/local funds, subject to the usual accounting and auditing rules and regulations.



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5. For inquiries and other concerns relative to this activity, participants may contact **Rigette Ryan S. Ramos, EdD**, Education Program Supervisor-HRDD, through rigetteryan.ramos@deped.gov.ph and **Bernadette Moratillo, DPA**, Administrative Officer V – SDO Tarlac Province through bernadette.moratillo001@deped.gov.ph.
6. Wide dissemination of this Memorandum is earnestly desired.

RONNIE S. MALLARI, PhD, CESO V
Regional Director

ORD1/osm1
November 11, 2025



Republic of the Philippines
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REGION III-CENTRAL LUZON

Enclosure No. 1

PROGRAM MATRIX

Time	Activity	In-charge
7:00 – 8:00 AM	Registration	PMT
8:00 – 8:30 AM	Opening Program	PMT
9:00 – 10:00 AM	Learning Session 1: From Insight to Impact: Critical Thinking as the Heart Of Strategy For Support Leaders in the MATATAG Curriculum	Resource Person: Kim Jayson Villezca EPS, RO3 DAP Batch 2025
10:00 – 10:15 AM	Break	
10:15 – 11:00 AM	Learning Session 2: Leading School Advocacy through Social Marketing: A Strategic Role for Non-Teaching Personnel	Resource Person: John Denver Desolo EPS, RO3
11:00 – 12:00 PM	Learning Session 3: Beyond Chalk and Talk of MATATAG Schools: Emerging Trends in Philippine Education for Support Systems	Resource Person: Michelle Lacson AO-V, PAU-RO3
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	Learning Session 4: Breakthroughs in Education Support Systems: Towards a Gender-Neutral Future	Resource Person: Dr. Dolores T. Quiambao Vice-President for Student Affairs, GAD Focal Person PSU
2:30 – 3:00 PM		
3:00 – 4:00 PM	Learning Session 6: Stress Management and Work-Life Productivity Practices	Invited Resource Person
4:00 – 5:00 PM	Learning Session 6: Driving Execution through AI-enabled Futures Thinking in Education Support Services	Resource Person: Jet Renz Ferrer OIC-EPS, SDO Olongapo City DAP Batch 2024
5:00 – 5:30 PM	Closing Program	



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Enclosure No. 2

PROGRAM OVERVIEW

LEARNING SESSION 1:

FROM INSIGHT TO IMPACT: CRITICAL THINKING AS THE HEART OF STRATEGY FOR SUPPORT LEADERS IN THE MATATAG CURRICULUM

Participants are expected to analyze how critical thinking strengthens administrative and support functions in aligning systems, processes, and operational support with the goals of the MATATAG Curriculum. They will apply strategic thinking tools to diagnose system gaps, design responsive administrative solutions, and support data-driven decisions in regional and division offices. This session also aims to build a commitment to reflective practice, continuous improvement, and solutions-oriented thinking among non-teaching staff.

LEARNING SESSION 2:

LEADING SCHOOL ADVOCACY THROUGH SOCIAL MARKETING: A STRATEGIC ROLE FOR NON-TEACHING PERSONNEL

Participants will understand the principles and applications of social marketing as a strategy to support positive behavioral and cultural change in schools and communities. They will be equipped to create, implement, and evaluate advocacy and communication initiatives that address critical challenges such as school attendance, hygiene and welfare programs, parents' involvement, environmental stewardship, and values development. The session highlights the unique role support personnel play in strengthening school-community partnerships.

LEARNING SESSION 3:

BEYOND CHALK AND TALK OF MATATAG SCHOOLS: EMERGING TRENDS IN PHILIPPINE EDUCATION FOR SUPPORT SYSTEMS

Participants are expected to identify education trends shaping support systems in Philippine schools and regional offices. They will explore the implications of these trends on administrative and operational work, reflect on how administrative units can adapt and innovate, and propose strategies that improve service delivery, learner support, and institutional responsiveness to the evolving educational landscape.

LEARNING SESSION 4:

BREAKTHROUGHS IN EDUCATION SUPPORT SYSTEMS: TOWARDS A GENDER-NEUTRAL FUTURE

Participants will discover innovative administrative practices, service delivery models, and community-driven support strategies that improve access, efficiency, and inclusivity in education systems. Through real-world examples and success stories, they will gain actionable insights to strengthen processes, modernize workflows, and enhance support mechanisms for schools and learners.



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Enclosure No. 3

LIST OF RESOURCE PERSONS

1. Dr. Dolores T. Quiambao – Vice-President, Pampanga State University
2. Kim Jayson Villezca – Education Program Supervisor, RO3-QAD
3. John Denver Desolo – Education Program Supervisor, RO3-LRMDS
4. Jet Renz Ferrer – OIC, Education Program Supervisor, SDO Olongapo City
5. Michelle Lacson – Administrative Officer V, RO3-PAU
6. Invited Resource Person

PROGRAM MANAGEMENT TEAM

Chairperson:	Bernadette Moratillo DPA, SDO Tarlac Province
Vice-Chairperson:	Nicolasa Camaya, SDO Tarlac Province
Food and Refreshment:	Dr. Elsa Aguilar, SDO Tarlac Province
	Dr. Rosalinda Bartolome, SDO Tarlac Province
Registration and Attendance:	Mary Rose Corpuz, MPA, SDO Tarlac Province
ICT and Documentation:	Engr. Eric Mel Corpuz, SDO Tarlac Province
Evaluation and Monitoring:	Manuel Alejandro Bulo, SDO Tarlac Province
Health, Safety, and Emergency:	Dr. Marie Lhen Reyes, SDO Tarlac Province
Regional Monitors:	Rigette Ryan S. Ramos, EdD, RO3-HRDD
	Chathele Guevarra, RO3-HRDD