



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

November 12, 2025

DIVISION MEMORANDUM

No. 708, s. 2025

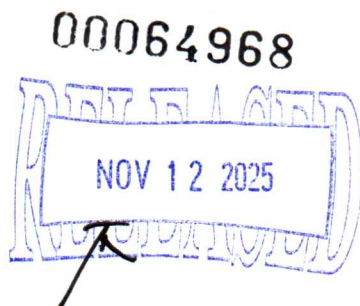
**DISSEMINATION OF REGIONAL MEMORANDUM NO. 352, S. 2025 TITLED
REGIONAL NON-TEACHING PERSONNEL CONVERGENCE**

To: Heads of Public Elementary and Secondary Schools
All Teaching and Non-Teaching Personnel Concerned
All Others Concerned

1. Attached is **Regional Memorandum No. 352, s. 2025**, titled "Regional Non-Teaching Personnel Convergence," issued by the Department of Education Regional Office III, for information and guidance.
2. The **Regional Non-Teaching Personnel Convergence** will be conducted on **November 20 and 21, 2025**, at the **Concepcion Government Center, Concepcion, Tarlac**.
3. Interested participants are required to register **on or before November 18, 2025**, through the following link: <http://tiny.cc/Convergence2025RegForm>. Registration will be on a **first-registered, first-served basis**.
4. The program details, list of resource persons, and other important information are enclosed in the attached Regional Memorandum for ready reference.
5. Immediate dissemination of this Memorandum is desired.

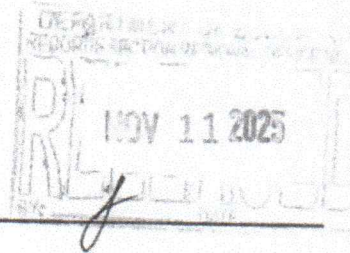

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/11-068-25





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



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.



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
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Website: <https://region3.deped.gov.ph>





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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 rigettervan.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



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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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LEARNING SESSION 5:

STRESS MANAGEMENT AND WORK-LIFE PRODUCTIVITY PRACTICES

Participants are expected to understand the importance of maintaining work-life balance and managing stress to stay productive, motivated, and mentally healthy in the workplace. They will explore practical tools and strategies to prevent burnout, manage workload demands, and cultivate healthy habits that support wellness and efficiency. Through guided reflection and experiential activities, participants will learn to recognize stress triggers, apply self-management techniques, improve focus and time management, and promote a positive mindset in handling workplace challenges. Ultimately, the session aims to empower non-teaching personnel to sustain peak performance and well-being while supporting the goals of the MATATAG education system.

LEARNING SESSION 6:

DRIVING EXECUTION THROUGH AI-ENABLED FUTURES THINKING IN EDUCATION SUPPORT SERVICES

This session aims to equip non-teaching leaders with the foresight and technological mindset needed to anticipate changes and harness Artificial Intelligence (AI) for more effective and efficient service delivery. Participants will explore how AI tools can streamline administrative workflows, enhance data management, strengthen communication systems, and improve decision-making in support of MATATAG reforms. By learning to apply AI-assisted planning, forecasting, and process automation, non-teaching personnel will be empowered to move from manual, reactive operations toward proactive, data-driven, and innovation-enabled practices. The goal is to develop AI-ready support systems that are adaptive, future-responsive, and capable of elevating the quality and speed of educational services across the region.



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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 Buló, 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



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