Republic of the Philippines

Department of Education

REGION XI

SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
CID-2025-597

To : **Assistant Schools Division Superintendent**
CID Chief
Education Program Supervisor – Science
DIGOS CITY NHS School Principal
All others concerned

Attention: **JAIME S. CRISPINO, T-III**
Digos City National High School

Subject : **PARTICIPATION TO THE CONDUCT OF NEAP AND KHAN ACADEMY PHILIPPINES TEACHER CHAMPIONS FELLOWSHIP PROGRAM – BATCH 2**

Date : November 18, 2025

Relative to a memorandum from the Office of the Undersecretary for Learning Systems, DM-OULS-2025-163, dated November 13, 2025, re: Conduct of NEAP and Khan Academy Philippines Teacher Champions Fellowship Program – Batch 2 and Downloading of Funds for the Travel Expenses and Board and Lodging of Participants for the Purpose, this Office directs Mr. Jaime Crispino to attend in the said activity on November 20-23, 2025 at Southview Hotel, National Highway, Lamberto Macias Rd., Dumaguete City, Negros Island Region.

Service credits shall be granted to Mr. Crispino, in pursuant to DepEd Order No. 53, s. 2003 ("Updated Guidelines on the Grant of Vacation Service Credits to Teachers"). Travel expenses and board and lodging expenses relative to his attendance to the activity shall be charged against HRTD 2024-Continuing Funds while other incidental expenses shall be charged against 2024 Continuing Funds/Local Funds, all subject to the usual government accounting and auditing rules and regulations.

Details of the activity are found in the enclosures.

For information, guidance and compliance.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: NOV 21 2025 TIME: 9:12am
BY:

Enclosed: As stated.
CID/ifs

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

DEPARTMENT OF EDUCATION RECORDS SECTION
RECEIVED
17 NOV 2025
By: 1/8 1209 39
Date: Time: 9:35

MEMORANDUM
DM-OULS-2025-163

TO : **Regional Directors (I, II, VIII, IX, X, XI, XII, CARAGA, NIR)**
Concerned Schools Division Superintendents
Concerned HRDD Chiefs/NEAP R Focal Persons
Concerned CLMD Chiefs
All Others Concerned

FROM : **JANIR T. DATUKAN**
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

NOV 14 2025

SUBJECT : **CONDUCT OF NEAP AND KHAN ACADEMY PHILIPPINES TEACHER CHAMPIONS FELLOWSHIP PROGRAM – BATCH 2 AND DOWNLOADING OF FUNDS FOR THE TRAVEL EXPENSES AND BOARD AND LODGING OF PARTICIPANTS FOR THE PURPOSE**

DATE : 13 November 2025

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1. In line with the Department's continuing efforts to expand teachers' access to continuous, targeted, and high-quality professional development opportunities, the National Educators Academy of the Philippines (NEAP), in partnership with Khan Academy Philippines, Inc., shall implement the **Teacher Champions Fellowship Program – Batch 2** on **20-23 November 2025** at Southview Hotel, National Highway, Lamberto Macias Rd. Dumaguete City, Negros Island Region.

2. This professional development program is designed to capacitate teachers and school leaders in the effective integration of the Khan Academy platform in classroom instruction and assessment. The training aims to strengthen learners' foundational mathematical skills through personalized, mastery-based, and impactful learning experiences.

3. In support of this, NEAP Central Office shall download **HRTD 2024-Continuing Funds** amounting to **One Million Six Hundred Six Thousand Pesos (PhP 1,606,000.00)** to the Regional Offices (ROs) to cover the travel expenses and board and lodging of the participants for the following activity:

Activity	Date (inclusive of travel time)	Venue
NEAP AND KHAN ACADEMY PHILIPPINES TEACHER CHAMPIONS FELLOWSHIP PROGRAM- BATCH 2	November 20-24, 2025	Southview Hotel, Dumaguete City, Negros Island Region

4. The participants' transportation expenses shall be downloaded to their respective Regions, and the board and lodging shall be charged against HRTD 2024 – Continuing Funds while other incidental expenses shall be charged against 2024 Continuing Funds/Local Funds, subject to the usual accounting and auditing rules and regulations.

5. Upon receipt of the Sub-Allotment Release Order, the RO HRDD Chiefs/NEAP R Focal Persons shall do the following:
   a. Coordinate with the Budget/Planning Officer for the proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received;
   b. Encode the corresponding activity and its purpose in the PMIS;
   c. Facilitate the further downloading of funds for the participants from the Schools Division Offices (SDOs) under their respective jurisdictions; and
   d. Submit a copy of the final list of participants to the SDOs for their reference in processing the travel expenses of their participants.

6. The ROs are advised to immediately process the payment/reimbursement of travel expenses of the participants. The participants are expected to submit all travel documentary requirements to facilitate proper liquidation, in accordance with existing budgeting, accounting, and auditing rules and regulations.

7. To ensure proper monitoring of fund utilization, the ROs are required to submit their respective Fund Utilization Reports to the NEAP – Quality Assurance Division through the link https://tinyurl.com/KHANFURb2 within 40 working days after the completion of the last activity.

8. The savings generated after the processing of travel expenses of the participants for the abovementioned activities may be used for other reimbursements of travel expenses related to other activities conducted by NEAP Central Office. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against local funds subject to the usual accounting and auditing rules and regulations.

9. The funds to be downloaded shall be distributed to the ROs based on the Allocation List ***(Enclosure 1)*** provided.

10. The List of Participants is provided in ***Enclosure 2***. The participants are advised to register and confirm their attendance through the link **https://tinyurl.com/TCFPb2** on or before November 17, 2025.

11. The Teacher Champions Fellowship Program is **not open for sign-ups and is exclusively for teacher-participants from partner public schools** who have been

selected on their exemplary and consistent use of Khan Academy platform from June to September 2025.

12. Participants are reminded to bring their own laptops, chargers, extension cords, and reliable sources of internet connectivity (e.g., mobile data, pocket Wi-Fi, etc.) to ensure full participation in all training sessions.

13. Participants are advised to **check in** at **2:00 p.m. on 20 November 2025** and **check out** at **12:00 p.m. on 23 November 2025**. The meal schedule is as follows:

Meals	November 20	November 21	November 22	November 23
Breakfast	*Travel Time*	✓	✓	✓
AM Snacks		✓	✓	✓
Lunch		✓	✓	✓
PM Snacks	✓	✓	✓	*Travel Time*
Dinner	✓	✓	✓	

14. Teaching personnel who will attend the activities shall be entitled to vacation service credits pursuant to DepEd Order No. 009, s. 2025 "Amendment to DepEd Order no. 009 s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)."

15. Should there be further concerns/questions, please coordinate with **Rogelio III O. Dian,** Education Program Specialist II of NEAP Quality Assurance Division, through email at neap.qad@deped.gov.ph or landline at (02) 8633-7207.

16. For immediate dissemination and appropriate action.

Enclosures:
Enclosure 1: Allocation List per Regional Office and Breakdown of Expenses
Enclosure 2: List of Participants

Copy furnished:
OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE

Enclosure 1

ALLOCATION LIST PER REGIONAL OFFICE AND BREAKDOWN OF EXPENSES

Region	TEV of participants	Board and lodging of participants	Estimated Total Amount for Downloading
Region I	PhP100,000.00	0	PhP100,000.00
Region II	40,000.00	0	40,000.00
Region VIII	150,000.00	0	150,000.00
Region IX	150,000.00	0	150,000.00
Region X	150,000.00	0	150,000.00
Region XI	150,000.00	0	150,000.00
Region XII	150,000.00	0	150,000.00
CARAGA	150,000.00	0	150,000.00
SDO-Dumaguete (NIR)	4,000.00	534,000.00	566,000.00
ESTIMATED TOTAL AMOUNT FOR DOWNLOADING			**1,606,000.00**

Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

		City	Science Hs	
48	REGION X	Iligan City	Tambo Central School	Odyssa Pusod
49	REGION X	Misamis Occidental	Tudela Central School	Jonifer Sarabia
50	REGION X	Iligan City	Sgt. Miguel Canoy Mcs	Reynold Barinque
51	REGION X	Lanao Del Norte	Liangan Nhs	Lovelyanne Ajoc
52	REGION X	Misamis Oriental	Naawan Cs	Karen Ilogon
53	REGION X	Iligan City	Sgt. Miguel Canoy Mcs	Camillerose Cajes
54	REGION X	Misamis Occidental	Looc National High School	Ann J. Robiato
55	REGION X	Malaybalay City	Malaybalay City National Science Hs	Melmark Rondaris
56	REGION XI	Davao De Oro	Laak Nhs	Anna Marie A. Lazarte
57	REGION XI	Davao De Oro	Compostela Nhs	Haidee Amistoso
58	REGION XI	Davao De Oro	Compostela Nhs	Cheney Morre
59	REGION XI	Davao De Oro	Nabunturan Nchs	Jovelyn Ewayan
60	REGION XI	Davao De Oro	Laak Nhs	Wendelie Torrejos
61	REGION XI	Davao De Oro	Nabunturan Nchs	Erwina C. Urgel
62	REGION XI	Digos City	Digos City Nhs (Davao Del Sur Nhs)	Jaime Crispino
63	REGION XI	Davao City	Carlos P. Garcia Senior High School	Carlo Quitos
64	REGION XI	Davao City	Carlos P. Garcia Senior High School	Hildalyn Gamba
65	REGION XI	Tagum City	Tagum City National High School	Monica Panes
66	REGION XII	North Cotabato	Bual Elementary School	Marlone Acera
67	REGION XII	North Cotabato	Villarica High School	Reynelsa Ebreo
68	REGION XII	North Cotabato	Villarica High School	Yvette Hibaya
69	REGION XII	North Cotabato	Palacat High School	Joren Caunan
70	REGION XII	Koronadal City	Koronadal Nchs	Mark Jester Juan
71	REGION XII	North Cotabato	Bual Elementary School	Regine Pagdato
[illegible]	REGION [illegible]	North [illegible]	Pigcawayan National High	Gloria Estalilla