



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

DEPARTMENT OF EDUCATION  
RECORDS UNIT, REGIONAL OFFICE-CARAGA  
**RELEASED**  
BY: RAB

Digitally  
signed by  
Releasing

Date:  
2026.10.14  
15:01:50  
+0800

14 Oct 2026

REGIONAL MEMORANDUM

No. 1107, s. 2026

To: Schools Division Superintendents  
Curriculum Implementation Division Chiefs  
School Governance and Operations Division Chiefs  
Homeroom and Career Guidance Program Focal  
Learner Rights and Protection Focal Person  
All Others Concerned

UPDATE ON THE CONDUCT OF THE REGIONAL TRAINING OF TRAINERS (TOT)  
FOR THE ROLL-OUT OF THE KAAGAPAY PROGRAM

1. In reference to Regional Memorandum No. 1007, s. 2026 titled *Addendum to Regional Memorandum No. 0731, s. 2026 re: Conduct of the Kaagapay Program Homeroom and Guidance Workshop*, this Office informs all concerned that the official title of the activity is hereby renamed to **Regional Training of Trainers (TOT) for the Roll-out of the Kaagapay Program**. The activity will be conducted on **October 19-20, 2026**, at **VCDU Prince Hotel**.

2. This Memorandum aims to clarify the official title, participant composition, adjusted registration fee, funding arrangements, and deadline for the submission of Technical Assistance (TA) requirements in connection with the activity.

3. The official delegation per division shall consist of seven (7) participants, as follows:

| Designation                                       | No. of Pax                        |
|---------------------------------------------------|-----------------------------------|
| Federated PTA Presidents                          | 1 per SDO                         |
| SGC Representatives                               | 1 per SDO                         |
| President of Elementary or Secondary School heads | 1 per SDO                         |
| Federated SSLG Presidents and Advisers            | 1 President and 1 Adviser per SDO |
| Learner Rights and Protection Focal Person        | 1 per SDO                         |
| <b>Education Program Supervisor for GMRCVE</b>    | <b>1 per SDO</b>                  |
| Total per Division                                | 7 Pax                             |

4. The registration fee is adjusted to **One Thousand Three Hundred Pesos (P1,300.00)** per participant. Payment and registration shall be submitted **on or before October 19, 2026**, through either of the following accounts:

- ADA: DESCRO Trust Fund
- Check: DBP 0805 - 019642 - 080



5. It is hereby clarified that **accommodation, meals (breakfast and dinner), travel expenses, and registration fees** shall be charged against the downloaded Program Support Funds (PSF) for the Kaagapay Program (Homeroom and Guidance Workshops) under Continuing Appropriations (OSEC-13-25-05958), using the corresponding Sub-ARO allocations assigned to each division.
6. All Technical Assistance (TA) documents/requirements must be submitted **on or before October 16, 2026**, through the official submission link: <https://tinyurl.com/KaagapayTA>
7. All other provisions and guidelines stated in RM 0731 and 1007, s. 2026 that are not inconsistent with this Memorandum shall remain in full force and effect. Any provisions therein that are inconsistent with this Memorandum are hereby modified, amended, or superseded accordingly.
8. Immediate and wide dissemination of this Memorandum is desired.

Digitally  
signed by  
Farnazo  
Allan  
Gabriel  
Date:  
**ALLAN G. FARNAZO**  
10:29:46  
Director

GPMVA/ESSD/RM - Corrigendum to Regional Memorandum No. 0731...  
16739/October 12, 2026

