



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

FEB 04 2026

REGIONAL MEMORANDUM

No. 110 s. 2026

UPDATE ON THE TRAINING OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP

To: OIC-Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. Attached is DepEd Advisory from the National Educators Academy of the Philippines (NEAP) dated February 3, 2026 regarding the **Conduct of the Stepping Into School Leadership: An Onboarding Program for New School Heads**.
2. Attention is particularly invited to paragraphs 2, 3, 4, and 5 of the said Memorandum.
3. Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any personnel for professional learning and development regardless of age, gender, civil status, disability, region, ethnic group, and political beliefs.
4. For further queries, contact Mr. Joe Marie C. Dolino, OIC-SEPS, NEAP-R at +639391825379, or Ms. Bebce O. Gentilezo, OIC-EPS II, at 09166358266.
5. Immediate dissemination of and compliance with this Memorandum are directed.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: DM-OUHROD-2025-1654
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

TRAINING

PERFORMANCE

JMCD/HRDD-RM- ADVISORY: TRAINING OF COACHED AND MENTORS
14/February 4, 2026



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

ADVISORY
February 3, 2026

1. This advisory refers to the Training of Coaches and Mentors on Stepping into School Leadership as outlined in **DM-OUHROD-2025-1654**, with the subject **Conduct of the Stepping Into School Leadership: An Onboarding Program for New School Heads** dated June 20, 2025.
2. For guidance and reference, the schedule and venue of the succeeding batches are provided below:

TITLE	DATE OF CONDUCT	VENUE
Training of Coaches and Mentors on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) - Batch 3	February 9-13, 2026	NEAP Training Facility, Teachers Camp, Baguio City
Training of Coaches and Mentors on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) - Batch 2	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. In this regard, the respective regional focals are requested to update their list of endorsed participants and members of the program management team (PMT), should there be any changes caused by the adjustment of the training schedules. Access the repository through the link: <https://tinyurl.com/SHOP-Endorsement>.
4. Endorsed participants who have not yet completed the online registration are likewise reminded to confirm their attendance through the following links.
Batch 2: <https://tinyurl.com/SHIPBatch2>
Batch 3: <https://tinyurl.com/SHIPBatch3>
5. The Regional PMT members and confirmed Resource Persons for Batches 2 and 3 are invited to a **coordination meeting** on February 5, 2026, at 10:00 a.m. via MS Teams. Access the meeting through this link: <https://tinyurl.com/SHOPBatch2and3-Meeting>.
6. For inquiries or clarifications, kindly contact **Mr. Billy Rei M. Pagba**, Senior Education Program Specialist of NEAP-PDD, through email at billyrei.pagba@deped.gov.ph or neap.pdd@deped.gov.ph.

MICHAEL JOSEPH P. CABAUTAN
Director III, NEAP



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Enclosure 1

Updated List of Resource Persons

*Training of Coaches and Mentors on Stepping Into School Leadership:
Onboarding for New School Heads (School Head Onboarding Program)*

NO	NAME	REGION	POSITION/ DESIGNATION	BATCH 3	BATCH 2
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	✓	✓
2	Framel C. Deperalta	II	Principal IV	✓	✓
3	Cristobal A. Sayago	V	Principal III	✓	✓
4	Joe-Bren Consuelo	V	Education Program Supervisor	✓	✓
5	Hera Paz B. Yamson	VIII	Principal IV	✓	✓
6	Wilma B. Obatay	X	Principal I	✓	✓
7	Marigold G. Querimit	XII	Public Schools District Supervisor	✓	✓
8	Melvin Willy Roque	NCR	Public Schools District Supervisor	✓	✓
9	Rodelio I. Perez Jr.	NCR	Principal	✓	✓
10	Nenita P. Sabino	CAR	Principal II	✓	✓
11	Narcie Ricky A. Apilado	I	Principal I	✓	✓
12	Jesus C. Insilada	VI	Public Schools District Supervisor	✓	✓
13	Myline J. Respicio	II	Principal III	✓	✓
14	Renato Felipe, Jr.	NCR	Public Schools District Supervisor	✓	✓
15	Marife T. Morcilla	CO	Project Development Officer V	✓	✓
16	Billy Rei M. Pagba	CO	Senior Education Program Specialist	✓	✓
17	Joel C. Delliva Jr.	IX	Principal II	✓	
18	Jose Allan M. Suganob	XI	Principal III	✓	
19	Jeryl Casilao	IX	Principal IV	✓	
20	Rosa H. Cabotaje	VII	Education Program Supervisor	✓	
21	Elsie V. Mayo	I	Principal IV	✓	
22	Annie B. Baylon	V	Public Schools District Supervisor	✓	



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23	Ivy M. Romano	NCR	Senior Education Program Specialist	✓	
24	Aura O. Aguilar	VIII	Principal	✓	
25	Carina C. Untalasco	I	Principal	✓	
26	Magdaleno R. Lubigan	IV-A	Principal IV	✓	
27	Julieta M. Abellana	VII	Public Schools District Supervisor	✓	
28	Marie Flo M. Aysip	III	Principal II	✓	
29	Rizza A. Pereyra	CO	Senior Education Program Specialist	✓	
30	Dustin Troy Joson	CO	Senior Education Program Specialist	✓	
31	Ma. Ciaralyn P. Valencia	IV-B	Principal III		✓
32	Mary Ann Allera	X	Assistant Schools Division Superintendent		✓
33	Jocelyn L. Menil	CARAGA	Public Schools District Supervisor		✓
34	Analou O. Hermocilla	CARAGA	Education Program Supervisor		✓
35	Elisa L. Surwela	IV-A	Public Schools District Supervisor		✓
36	Liezel M. Villanueva	IV-A	Public Schools District Supervisor		✓
37	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent		✓
38	Emilyn B. Borja	XII	Principal II		✓
39	Arlene Hernandez	IV-A	Public Schools District Supervisor		✓



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Enclosure 2

Indicative Training Matrix
*Training of Coaches and Mentors on Stepping Into School Leadership:
 Onboarding for New School Heads (School Head Onboarding Program)*

TIME	DAY 0 (SUNDAY)	DAY 1 (MONDAY)	DAY 2 (TUESDAY)	DAY 3 (WEDNESDAY)	DAY 4 (THURSDAY)	DAY 5 (FRIDAY)
8:00 a.m. - 8:20 a.m.	Travel Time of RPs and PMT Members	Travel time of Participants	Preliminaries Pretest	Preliminaries		
8:20 a.m. - 10:00 a.m.			Session 1 Setting the Course: Purposeful Learning Journey Design	Session 5 Enabling Growth: Maximizing the Impact of Coaching & Mentoring	Session 9 Harnessing Learning: Crafting Contextualized Workplace Application Plans	Session 13 (Part 1) Extending Impact: Crafting Regional Coaching and Mentoring Plans
10:00 a.m. - 10:20 a.m.			Health Break			
10:20 a.m. - 11:00 a.m.			Session 2 Expanding Horizons: Facilitating Adult Learners Through Heutagogy	Session 6 Waves of Change: A Simulation on Individual Coaching	Session 10 Learning from Challenges: Monitoring and Adjusting Workplace Plans	Session 13 (Part 2) Extending Impact: Crafting Regional Coaching and Mentoring Plans
11:00 a.m. - 12:00 noon			Lunch			
12:00 noon - 1:00 p.m.			Lunch			
1:00 p.m. - 2:40 p.m.	Ingress, Registration, Check-in, and Briefing Session of RPs and PMT Members	Ingress, Registration, PM Health Break	Session 3 Rethinking Learning: Maximizing Asynchronous Engagement	Session 7 Impactful Coaching: Fostering Trust and Growth in Groups	Session 11 Onward in Action: Effective Facilitation of School Immersion	Egress
2:40 p.m. - 3:00 p.m.			Health Break			
3:00 p.m. - 4:40 p.m.		Opening Program	Session 4 Venturing Beyond: Mentoring for Asynchronous Success	Session 8 Toward Growth: Designing Strategic Coaching & Mentoring Plans	Session 12 Vantage Point: Reflecting to Improve Mentoring and Coaching	
4:40 p.m. - 5:00 p.m.		End-of-Day Evaluation and Reminders				
5:00 p.m. - 5:30 p.m.	PMT & RP Debriefing/Briefing					



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