

Department of Concation NEGROS ISLAND REGION

JUL 0 2 2025

REGIONAL MEMORANDUM

CONDUCT OF THE "STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS"

- To: OlC-Assistant Regional Director Schools Division Superintendents Regional Functional Division Chiefs All Others Concerned
- Attached is Memorandum DM-OUHROD-2025-1654 from the Office of the Undersecretary for the Human Resource and Organizational Development dated June 20, 2025, 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, 5, and 6 of the said Memorandum.
- 3. Attached are the List of Identified Participants, Indicative Program of Activities, Accommodation, and Meal Provision Guide. The participants are advised to register through this link: https://tinyurl.com/SHIPPilotTest on or before July 3, 2025.
- 4. 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.
- 5. For further queries, contact Mr. Joe Marie C. Dolino, OIC-SEPS, NEAP-R at 09391825379.







Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website:



Department of Education NEGROS ISLAND REGION

Enclosure 1 List of Endorsed Participants and PMT Member

STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS

Name	NEAP Baguio F Designation	Division	DepEd Email	Role
1. Clarisse Marie M.	Head	Bacolod	clarissemarie.dorem	
Doremon	Teacher III	City	on@deped.gov.ph	Participant
2. Carren Joy Erasmo	Principal 1	Bacolod City	carrenjoy.erasmo@d eped.gov.ph	Participant
3. Annie Shiela V. Tamon	Principal 1	Bago City	annieshiela.tamon@ deped.gov.ph	Participant
4. Joselito S. Marabe	Head Teacher 1	Bais City	joselito.marabe@dep ed.gov.ph	Participant
5. Joseph I. Buquiran	Principal 1	Bayawan City	joseph.buquiran001 @deped.gov.ph	Participant
6. Cherry A. Ocon	Principal 1	Cadiz City	cherry.ocon@deped.g ov.ph	Participant
7. Cherina Arquilita	Principal 1	Canlaon City	cherina.arquilita@de ped.gov.ph	Participant
8. Annicel M. Manila	Head Teacher 1	Dumaguet e City	annicel.manila@depe d.gov.ph	Participant
9. Anthony Jess O. Ańonuevo	Principal 1	Escalante City	anthonyjess.anuevo @deped.gov.ph	Participant
10. Lily Celestine C. Bayawa	Principal 1	Guihulnga n City	lilycelestine.bayawa @deped.gov.ph	Participant
11. Jesil P. Maybanting	Principal 1	Himamayl an City	jesil.maybanting001 @deped.gov.ph	Participant
12. Jude D. Dojoles	Principal 1	Kabankala n City	jude.dojoles@deped. gov.ph	Participant
13. Jasylle L. Oroceo	Principal 1	La Carlota City	jasylle.oroceo@deped .gov.ph	Participant
14. Sheryl D. Lozada	Principal 1	Negros Occidental	sheryl.lozada@deped .gov.ph	Participant







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15. Teodoro Montaño	Principal 1	Negros Occidental	tcodoro.montaño@de ped.gov.ph	Participant
16. Joel C. Ledesma, Jr.	Principal 1	Negros Occidental	joel.ledesma@deped. gov.ph	Participant
17. Nemrod Erediano	Principal 1	Negros Oriental	nemrod.erediano@de ped.gov.ph	Participant
18. Airiz Mae G. Ecat	Principal 1	Negros Oriental	airizmae.geonzon@d eped.gov.ph	Participant
19. Ranelo Francisco	Principal 1	Negros Oriental	ranelo.francisco@de ped.gov.ph	Participant
20. Ronel S. Malundo	Assistant School Principal II	Sagay City	ronel.malundo@depe d.gov.ph	Participant
21. Maria Lilibeth S. Fuertes	Assistant School Principal II	San Carlos City	maria.fuertes003@d eped.gov.ph	Participant
22. Ma. Perpetua Socorro F. Jadoc	Head Teacher VI	Silay City	ma.jadoc@deped.gov .ph	Participant
23. Joy M. Balucan	Principal 1	Siquijor	joy.balucan@deped.g ov.ph	Participant
24. Michael L. Duran	Principal 1	Tanjay City	michael.duran001@ deped.gov.ph	Participant
25. Ma. Elena J. Alvarez	Principal 1	Victorias City	maelena.alvarez@de ped.gov.ph	Participant
26. Joe Marie C. Dolino	OIC-SEPS, NEAP-R	Regional Office	joe.dolino@deped.go v.ph	PMT Member







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6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: DM-OUHROD-2025-1654

To be indicated in the <u>Perpetual Index</u> under the following subjects:

PERFORMANCE

PROGRAMS

NES/JCD/RM/ONBOARDINGPROGRAMFORNEWSCHOOLHEADS 015/July 2, 2025







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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-_1654

TO

Regional Directors

Schools Division Superintendents HRDD Chiefs / NEAP R Focal Persons

All Others Concerned

FROM

WILFREDO E. CABRAL

Undersecretary

Human Resource and Organizational Development

Carmela Caración CARMELA C. ORACIÓN

Assistant Secretary

Human Resource and Organizational Development (National Educators Academy of the Philippines)

SUBJECT

CONDUCT OF THE "STEPPING INTO SCHOOL LEADERSHIP:

AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS"

DATE

20 June 2025

- 1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), will conduct the **School Head Onboarding Program** which aims to enhance the competencies of newly appointed school heads in line with the Philippine Professional Standards for School Heads (PPSSH). The program's specific objectives are as follows:
 - Support new school heads in setting clear expectations and charting a
 well-defined pathway of professional growth towards acquiring and
 demonstrating Career Stage 2 competencies within the PPSSH
 framework;
 - Immerse school heads in real-world processes, systems, and practices in school management, enabling them to contextualize their leadership roles and make informed leadership decisions; and
 - c. Address gaps in professional accountability by encouraging school heads to engage in reflective practice, self-assessment, and continuous improvement as part of their commitment to their professional development journey.











2. The program has the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Online Orientation and Preparatory Meeting	25 June 2025 Microsoft Teams Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn https://tinyurl.com/SH OPmeeting	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHOP OnlineMeeting Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	https://tinyurl.com/SHIPPi lotTest Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	28 July – 01 August 2025 NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPB atch1 Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	25-29 August 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPB atch2 Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	24-28 November 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPB atch3 Deadline: 18 November 2025

Note: Exact venues of the SHOP Training of Coaches and Mentors Batches 2 and 3 and other additional details will be disseminated through a separate memorandum/advisory.

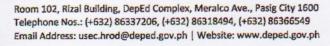
- 3. In this regard, all Regional Offices (ROs) are advised to nominate participants to the SHOP activities and identify one (1) representative who will serve as a member of the Program Management Team (PMT), using the prescribed template and endorse the same to the NEAP Central Office through the link https://tinyurl.com/SHOP-Endorsement on or before 30 June 2025.
- 4. Enclosed are the following documents, for reference:

a. Enclosure 1	List of Participants (PMT and Resource Speakers/NTWG Members/SHOP TRP Writers)			
b. Enclosure 2	Regional Allocation of Participants and RO/SDO PMT Members per Activity			
c. Enclosure 3	Terms of Reference of Participants			
d. Enclosure 4	Qualification Standards for Participants			
e. Enclosure 5	Indicative Program of Activities			
f. Enclosure 6	Template for the Endorsement of Participants and PMT Members			
g. Enclosure 7	Accommodation and Meal Provision Guide			

5. The participants' board and lodging will be charged against NEAP Human Resource Development Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school local funds, subject to the usual accounting and auditing rules and regulations.







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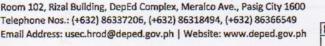


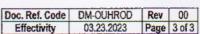
- 6. The participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
- 7. The participants are entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered."
- 8. Should you have further questions or concerns, please coordinate with **Ms. Julie Lyka Ignao**, Project Development Officer II, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph / julie.ignao@deped.gov.ph or Viber 09975670093.
- 9. For dissemination and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS













NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES Department of Education

Enclosure 5

INDICATIVE PROGRAM OF ACTIVITIES

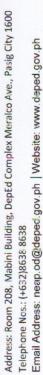
Stepping Into School Leadership: Onboarding for New School Heads NEAP - Baguio City, 7-11 July 2025

						-
Day 5 (FRIDAY)		M5 - Session 2 (100 mins.)		Post test and Other reminders		Closing Program
Day 4 (THURSDAY)	es (20 mins.)	M4 - Session 1 (100 mins.)		M4 - Session 2 (100 mins.)		M4 - Session 3 (100 mins.)
Day 3 (WEDNESDAY)	Management of Learning / Preliminaries (20 mins.)	M3 - Session 1 (100 mins.)	Health Break (20 mins.)	M3 - Session 2 (100 mins.)	Lunch Break (60 mins.)	M3 - Session 3 (100 mins.)
Day 2 (TUESDAY)	Management of	M1 - Session 1 (100 M2 - Session 1 (100 mins.)	Ť	M1 - Session 2 (100 M2 - Session 2 (100 mins.)		M1 - Session 3 (100 M2 - Session 3 (100 mins.)
Day 1 (MONDAY)		M1 - Session 1 (100 mins.)		M1 - Session 2 (100 mins.)		M1 - Session 3 (100 mins.)
Day 0 (SUNDAY)	Travel time from Residence to Venue				Arrival,	
Time	8:00 - 8:20 a.m.	8:20 - 10:00 a.m.	10:00 - 10:20 a.m.	10:20 - 12:00 p.m.	11:20 - 12:00 p.m.	1:00 - 2:40 p.m.











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2:40 - 3:00 p.m.	Registration, & Check-in		Health Break (20 mins.)	(20 mins.)		Travel time from
3:00 - 3:30	Opening	M1 - Session 4 (100	M1 - Session 4 (100 M2 - Session 4 (100 M3 - Session 4 (100 M5 - Session 1	M3 - Session 4 (100	M5 - Session 1	venue to
p.m.	Program	mins.)	mins.)	mins.)	(100 mins.)	Kesidence
3:30 - 4:40	1004 000					
p.m.	rre-lest					
4:40 - 5:00						
p.m.		Dally Eval	Daily Evaluation and Reminders (20 mins.)	(zo mins.)		

Note: Strict adherence to the training schedule must be observed. All participants are advised to immediately communicate any concerns regarding this to the PMT.









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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 7

ACCOMMODATION AND MEAL PROVISION

A. Stepping Into School Leadership: Onboarding for New School Heads (July 7-11, 2025)

Training Venue: NEAP-Baguio City Accommodation: Baguio Teachers Camp (BTC) Check-In Date/ Time: July 6, 2025; Check-In Date/ Time: July 11, 2025; Sunday; 2:00 PM Friday; 12:00 NN First Meal: PM Snack Last Meal: Lunch

MEAL	July 6 (Sunday)	July 7 - 10 (Monday - Thursday)	July 11 (Friday)
Breakfast		*	*
AM Snack		✓ Marie C	~
Lunch		~	~
PM Snack	~	~	
Dinner	~	~	





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