



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

JUL 17 2025

**REGIONAL MEMORANDUM**

No. 159 s. 2025

**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM  
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN  
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

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

1. Attached are the DM-OUHROD-2025-1699 dated June 25, 2025, and an Advisory date July 3, 2025 from the Human Resource and Organizational Development regarding the **Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management."**
2. Attention is particularly invited to paragraphs 1,3, 4, 6, 7, and 8 of the said Memorandum.
3. Attached are the List of Identified Participants and Indicative Program of Activities
4. The participants are advised to register through the following links:  
Batch 1- [tinyurl.com/SHDPCS3REG](https://tinyurl.com/SHDPCS3REG)  
Batch 2- [tinyurl.com/SHDPCS3REG](https://tinyurl.com/SHDPCS3REG)  
Batch 3- <https://tinyurl.com/SHDPCS3NTOTREG>
5. 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.
6. For further queries, contact Mr. Joe Marie C. Dolino, OIC-SEPS, NEAP-R at +639391825379.



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: [nir@deped.gov.ph](mailto:nir@deped.gov.ph)

Website:

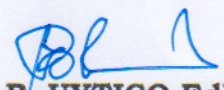
<https://sites.google.com/deped.gov.ph/nir/home>





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**NEGROS ISLAND REGION**

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

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl: As stated  
Reference: DM-OUHROD-2025-1699 & Advisory

To be indicated in the Perpetual Index  
under the following subjects:

TRAINING PROGRAMS

ORIENTATION

JMCD/HRDD-RM- SHDPIC ELEVATING SCHOOL LEADERSHIP  
029/July 16, 2025



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Telephone Nos:  
Email Address: nir@deped.gov.ph  
Website:  
<https://sites.google.com/deped.gov.ph/nir/home>





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*Enclosure 1- List of Endorsed Participants and PMT Members*

**School Heads Development Program (SHDP) for Career Stage 3 title: Elevating School Leadership: An Intermediate Guide to Effective Management**

BATCH 1 (TBD)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1	Boko Jr., Crisostomo N.	Principal IV	SDO Bacolod City	Education and Training Center School 3	Elementary	Large	4.9- Outstanding
2	Macasa, Raymond	Principal II	SDO Bago City	Bago City Senior High School- Stand Alone	Secondary	Small	4.6830- Outstanding
3	Cadayday, Maristela S.	Principal II	SDO Bayawan City	Dawis National High School	Secondary	Medium	4.729- Outstanding
4	Legarde, Locynth S.	Principal II	SDO Cadiz City	Cadiz Viejo Elementary School	Elementary	Medium	4.785- Outstanding
5	Calbog, Edilberta	Principal II	SDO Dumaguete City	Batanguel Elementary School	Elementary	Medium	4.30-Very Satisfactory
6	Salado, Jennefer L.	Principal II	SDO Guihulngan City	Dominador A. Paras Memorial Elementary School	Elementary	Medium	4.179- Very Satisfactory



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7	Madera, Romel C.	Principal II	SDO Himamaylan City	Aguisan Elementary School	Elementary	Large	4.574- Outstanding
8	Mendoza, Victoria M.	Principal I	SDO La Carlota City	San Miguel Elementary School I	Elementary	Small	4.830- Outstanding
9	Rodrigo, Zalde	Principal II	SDO Negros Occidental	San Enrique National High School	Secondary	Large	4.7- Outstanding
10	Gaco, Bennie M.	Principal I	SDO Negros Oriental	Malatubahan Elementary School	Elementary	Medium	4.43- Very Satisfactory
11	Diones, Elvira C.	Principal I	SDO Negros Oriental	Sibulan Central Elementary School	Elementary	Large	4.58- Outstanding
12	Lumayno, Heide D.	Principal I	SDO Sagay City	Lopez Jaena Elementary School	Elementary	Small	4.95- Outstanding
13	Pascua, Anabelle F.	Principal II	SDO Negros Occidental	Isabela National High School	Secondary	Very Large	4.7- Outstanding
14	Samson, Fe M.	Principal I	SDO Sipalay City	Campalanas Elementary School	Elementary	Medium	4.84- Outstanding
15	Tenorio, Lisa T.	Principal II	Sdo Tanjasy City	Isidro Salma Memorial High School	Secondary	Medium	4.450- very Satisfactory
<b>Program Management Team Member- Batch I</b>							



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No	Name (Last, First, Middle Initial)	Position	Office
1	Gentilezo, Bebce O.	OIC-EPS II	RO DepED

**BATCH 2 (SEPTEMBER 1-5, 2025)**

No	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1	Daprinal, Maricor L.	Principal IV	SDO Bacolod City	Sum-ag Elementary School	Elementary	Mega	5.0- Outstanding
2	Duran, Carvix G.	Principal I	SDO Bais City	Okiot National High School	Secondary	Medium	4.419- Very Satisfactory
3	Espares, Julie L.	Principal II	SDO Bayawan City	Bayawan National High School	Secondary	Very Large	4.68- Outstanding
4	Pelaez, Felicidad G.	Principal I	SDO Canlaon City	Linuthangan Elementary School	Elementary	Medium	3.88- Very Satisfactory
5	Cabus, Floyd G.	Principal I	SDO Escalante City	Paitan Integrated School	Integrated	Medium	4.8- Outstanding
6	Olila, Donna P.	Principal I	SDO Guihulngan City	Taloto Elementary School	Elementary	Small	3.9- Very Satisfactory
7	Calumag, Melvan B.	Principal II	SDO Kabankalan City	Bantayan National High School	Secondary	Large	4.74- Outstanding



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8	Gerona, Michelle J.	Principal I	SDO Negros Occidental	Tortosa Integrated School	Integrated	Medium	4.7- Outstanding
9	Caulbarr, Ludelyn G.	Principal I	SDO Negros Occidental	Bacuyangan Elementary School	Elementary	Small	4.6- Outstanding
10	Castil, John Reynil G.	Principal I	SDO Negros Oriental	Owacan Elementary School	Elementary	Medium	4.37- Very Satisfactory
11	Andraneda, Elizabeth A.	Principal II	SDO Sagay City	Jose B. Puey Elementary School	Elementary	Large	4.8- Outstanding
12	Gevila, Marjoline V.	Principal I	SDO San Carlos City	Greenville Elementary School	Elementary	Large	4.76- Outstanding
13	Balibagoso, Yves	Principal I	SDO Sipalay City	Cabadiangan Elementary School	Elementary	Medium	4.90- Outstanding
14	Saycon, Franklin L.	Principal I	SDO Tanjay City	Lourdes Ledesma Del Prado Memorial National High School	Secondary	Medium	4.513- Outstanding
15	Perocho, Herve P.	Principal II	SDO Victorias City	Estado Elementary School	Elementary	Medium	4.32- Very Satisfactory

**Program Management Team Member- Batch 2**

No	Name (Last, First, Middle Initial)	Position	Office



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TRAINING OF COACHES AND MENTORS (SEPTEMBER 22-25, 2025)				
NO.	NAME (LAST, FIRST, MIDDLE INITIAL)	POSITION	SCHOOLS DIVISION OFFICE	NUMBER OF SCHOOLS SUPERVISE
1	Boscas, Lani T.	PSDS	SDO Bacolod City	8
2	Cabiles, Elmer B.	PSDS	SDO Bago City	6
3	Panganiban, Maria Ligaya G.	EPS I	SDO Bais City	57
4	Lauza, Renato B.	EPS in LRMDs	SDO Canlaon City	39
5	Mapue, Juditha O.	OIC-ASDS	SDO Dumaguete City	26
6	Salaza, Rowena O.	EPS-Kinder	SDO Himamaylan City	47
7	Oplas, Sonia B.	EPS-Filipino	SDO La Carlota City	32
8	Dogelio, Erna G.	PSDS	SDO Negros Occidental	18
9	Villaluz, Macrina K.	PSDS	SDO Negros Oriental	21
10	Flores, Glendame E.	PSDS	SDO Sagay City	6
11	Villasor, Hansel L.	PSDS	SDO San Carlos City	6
12	Libo-on, Bernie L.	OIC-ASDS	SDO Sipalay City	48
13	Ocay, Ariscaryl Y.	PSDS	SDO Siquijor	7
14	Claros, Maria Cristina P.	EPS	SDO Tanjay City	17
15	Reliquias, Ronamie V.	Chief Education Supervisor	SDO Victorias City	27



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**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

July 3, 2025

**ADVISORY**

*Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*

This refers to Memorandum DM-OUHROD-2025-1699, titled **Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management."**

Please be informed that the conduct of **SHDP Career Stage 3, Batch 1**, originally scheduled for July 7-11, 2025, is hereby **postponed to a later date** due to unforeseen venue unavailability. The new date and venue shall be announced in a separate advisory. Additionally, endorsements are hereby requested to be submitted on the same link: [tinyurl.com/SHDP-CS3-Submission](https://tinyurl.com/SHDP-CS3-Submission) on or before July 25, 2025. Moreover, the conduct of the Online Orientation Meetings shall also be moved accordingly:

Date & Time	Target Participants	Microsoft Teams Meeting Link
<b>30 July 2025</b> 10:00 a.m.	Resource Persons	<a href="https://tinyurl.com/OrientationCS3RP">https://tinyurl.com/OrientationCS3RP</a>
<b>31 July 2025</b> 2:00 p.m.	RO/SDO endorsed PMT members	<a href="https://tinyurl.com/OrientationCS3PMT">https://tinyurl.com/OrientationCS3PMT</a>

For further information, please coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP, through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

**LEAH B. APAO**  
Director III

Officer-in-Charge, Office of the Assistant Secretary  
For Human Resource and Organizational Development  
(National Educators Academy of the Philippines)





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**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2025-1699**

**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 C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

**SUBJECT :** CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM  
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN  
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"

**DATE :** 25 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management,"** with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" – Batch 1	07-11 July 2025 Venue: TBD	Principal III/Principal I-II with high potential to be Principal III	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a> Deadline: 02 July 2025
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" – Batch 2	01-05 September 2025 Venue: NEAP Baguio	Principal III/Principal I-II with high potential to be Principal III	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a> Deadline: 15 August 2025
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	22-25 September 2025 Venue: TBD	Public Schools District Supervisors (PSDS)/Assistant Schools Division Superintendents (ASDS)/ Education Program Supervisors (EPS)	<a href="https://tinyurl.com/SHDPCS3NTOTREG">https://tinyurl.com/SHDPCS3NTOTREG</a> Deadline: 12 September 2025



2. Targeting current and aspiring Career Stage (CS) 3 school heads, this program has the following objectives:
  - a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
  - b. Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
  - c. Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.
3. In this regard, **the Regional Offices (ROs) are requested to endorse fifteen (15) qualified school heads** per batch to participate in the program, based on the following criteria:
  - a. **Currently occupying Principal III position** with at least **Very Satisfactory** performance rating;
  - b. **Currently holding Principal I position for at least five (5) years or Principal II position for at least three (3) years**, with the following consideration: Has demonstrated **high potential for Principal III position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors;
  - c. Has no pending administrative cases; and
  - d. Of good moral character.
4. **Each RO is also requested to identify and endorse fifteen (15) PSDSs, ASDs, and/or EPSs to participate in the Training of Coaches and Mentors.**
5. The ROs are reminded to ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.
6. Furthermore, **each RO is requested to endorse one (1) HRDD personnel, either from the RO or any selected SDO, to serve as a member of the Program Management Team (PMT)** that will support the program implementation.
7. Enclosed are the following documents, for reference:
  - a. **Enclosure 1** *Template for the List of Endorsed School Head Participants and RO/SDO PMT Members ([tinyurl.com/EndorsedListCS3](https://tinyurl.com/EndorsedListCS3))*
  - b. **Enclosure 2** *List of Resource Persons and NEAP PMT Members*
  - c. **Enclosure 3** *Regional Allocation of Participants and RO/SDO PMT Members per Batch and Qualification Standards*
  - d. **Enclosure 4** *Indicative Program of Activities and Training Details*
  - e. **Enclosure 5** *Meal Provision and Accommodation Guide*
8. The *List of Endorsed School Heads and RO/SDO PMT Members* must be submitted to NEAP through the link **[tinyurl.com/SHDP-CS3-Submission](https://tinyurl.com/SHDP-CS3-Submission) on or before 01 July 2025.**
9. In preparation for the said activities, **Online Orientation Meetings** will be conducted with RO/SDO PMT Members and Resource Persons, with the following details:

Date & Time	Target Participants	Microsoft Teams Meeting Link
<b>1 July 2025</b> 10:00 a.m.	Resource Persons	<b><a href="https://tinyurl.com/Orientati onCS3RP">https://tinyurl.com/Orientati onCS3RP</a></b>
<b>3 July 2025</b> 2:00 p.m.	RO/SDO PMT Members	<b><a href="https://tinyurl.com/Orientati onCS3PMT">https://tinyurl.com/Orientati onCS3PMT</a></b>



10. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
11. 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."
12. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
13. Should you have questions and concerns, please coordinate with **Ms. Ailene Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists, NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
14. For immediate dissemination and appropriate action.

Copy furnished:

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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

July 6, 2023 - Day 0	
8:00 - 8:30 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:30 PM	Dinner
July 7, 2023 - Day 1	
7:30 - 8:30 AM	Opening Program
8:30 - 10:00 AM	Session 1: School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 2: Leading School Planning Processes and Program Implementation/Review for Monitoring and Evaluation
1:00 - 3:00 PM	Session 3: Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Session 4: Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Remarks and End-of-Day Evaluation
July 8, 2023 - Day 2	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 5: Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 6: Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 7: Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	Session 8: Staff Leadership for Sustainable Organizational
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Remarks and Review





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

**INDICATIVE PROGRAM OF ACTIVITIES**

**“Elevating School Leadership: An Intermediate Guide to Effective Management”**

**BATCH 1** | July 7-11, 2025  
**BATCH 2** | September 1-5, 2025  
Venue: TBD

Time	Activity
<b>July 6, 2025 - Day 0</b>	
8:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:00 PM	Dinner
<b>July 7, 2025 - Day 1</b>	
7:30 - 8:30 AM	<b>Opening Program</b>
8:30 - 10:00 AM	<b>Session 1:</b> School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 2:</b> Leading School Planning Processes and Program Implementation: Basis for Monitoring and Evaluation
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	<b>Session 3:</b> Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	<b>Session 4:</b> Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
<b>July 8, 2025 - Day 2</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 5:</b> Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 6:</b> Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 7:</b> Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	<b>Session 8:</b> Staff Leadership for Sustainable Organizational Growth
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8





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4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
<b>July 9, 2025 - Day 3</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 9:</b> Contextualizing Learning for Career Success: Strengthening Standards and Opportunities
10:00 - 10:15 AM	Health Break
10:15 - 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	<b>Session 10:</b> From Standards to Impact: Advancing Teaching Pedagogies Through Meaningful Feedback
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 - 3:00 PM	<b>Session 11:</b> From Data to Action: Using Assessment to Improve Learner Outcomes
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11
4:30- 4:45 PM	Reminders and End-of-Day Evaluation
<b>July 10, 2025 - Day 4</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 12:</b> Fostering Inclusivity and Positive Discipline: Creating a Safe Learning Environment
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 13:</b> Building Excellence through Leveraging Professional Reflection, Professional Networks and Performance Management for Continuous Growth and Development
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 14:</b> Nurturing Professional Growth and Leadership Development in Individuals and Teams
2:30 - 3:00 PM	<b>Session 15:</b> Cultivating Educational Excellence through Enhancing Personnel's Well-being and Rewards and Incentives Mechanisms
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 15
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation





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July 11, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 16:</b> Managing the School's Diverse and Dynamic Relationship
10:00 - 10:15 AM	Health Break <sup>7</sup>
10:15 - 12:00 PM	<b>Session 17:</b> Inclusion in Action: Mechanisms and Processes to Inclusive Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 18:</b> Communication and Engagement to School Community Toward Improved Collaboration
2:30 - 3:00 PM	<b>Posttest</b>
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program

Attached are the list of identified participants and tentative program of activities.

The participants are advised to register through the following links:

- Link 1: [https://www.shdp.org.ph/](#)
- Link 2: [https://www.shdp.org.ph/](#)
- Link 3: [https://www.shdp.org.ph/](#)

Equal Opportunity Policy (EOP) shall be extended to all personnel, the Department's policy of no discrimination against any personnel for professional growth and development regardless of age, gender, civil status, disability, religion, and political beliefs.

For further queries, contact Mr. Jose Maria C. Dolan, OIC-PEPS, NEAP at 0920-1234.