

Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

AUG 04 2025

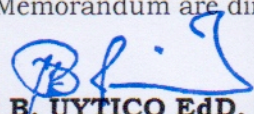
REGIONAL MEMORANDUM

No. 232 s. 2025

**TRAINING OF COACHES AND MENTORS FOR SCHOOL HEADS
ONBOARDING PROGRAM (SHOP) BATCH1**

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

1. Attached is DepEd Advisory from the Office of the Undersecretary for Learning Systems dated on July 31, 2025 regarding the **Training of Coaches and Mentors for School Heads Onboarding Program (SHOP) Batch 1**.
2. Attention is particularly invited to paragraphs 2, 3, 4, 5, and 9 of the said Memorandum.
3. Attached is the List of Endorsed Participants for **BATCH 1 (originally scheduled on July 28-August 1)**.
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 clarifications, contact **MS. JULIE LYKA IGNAO**, Program Development Officer II of NEAP PDD at julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09942482491.
6. Immediate dissemination of and compliance with this Memorandum are directed.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: Advisory, RM 185 s. 2025 and RM 136 s. 2025
To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE

PROGRAMS

ORIENTATION

JMCD/HRDD-RM- ADVISORY: TRAINING OF COACHES AND MENTORS FOR SHOP (BATCH1)
054/August 4, 2025



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: depednir.net



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

31 July 2025

ADVISORY

*Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Training Facility, Teachers' Camp, Baguio City
25 - 29 August 2025*

1. This refers to **DM-OUHROD-2025-1654** with the subject **STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS** dated 20 June 2025.
2. In line with the released advisory on July 23, 2025, the Training of Coaches and Mentors for **SHOP Batch 1** will be conducted on **25-29 August 2025** at the NEAP Training Facility, Teachers' Camp, Baguio City.
3. The participants are advised to check in on **25 August 2025** at **2:00 p.m.** and check out on **29 August 2025** at **12:00 p.m.**
4. Further, the identified **Resource Speakers**, as well as the **CO and RO Program Management Team** are advised to check in on **24 August 2025** at **2:00 p.m.** and check out on **29 August 2025** at **12:00 p.m.** The first meal for the Resource Speakers and PMT members will be afternoon snacks on 24 August 2025, while the last meal will be lunch on 29 August 2025.
5. The **Opening Program** is slated at **3:00 PM** on **25 August 2025**.
6. The identified **Resource Speakers** are invited to attend an *online meeting* via MS Teams on **7 August 2025** at **2:00 p.m.** The meeting details are as follows:
 - Click: bit.ly/SHOPprepmeetingTCM
 - Meeting ID: **438 039 373 700 5**
 - Passcode: **k9V4iR3w**
7. Likewise, the endorsed **Regional Program Management Team (PMT)** are invited to attend an *online orientation* on **13 August 2025** at **10:00 AM**. Please see the details below:
 - Click: tinyurl.com/TCMB1-MeetingNEAPxROPMT
 - Meeting ID: **496 509 927 459 2**
 - Passcode: **yG2ng9Dm**
8. Enclosed are the participant's meal schedule (Enclosure 1), List of Resource Speakers (Enclosure 2), and list of Program Management Team (Enclosure 3).

9. The list of endorsed participants per region may be viewed via this link: bit.ly/SHOPtcm1endorsedpax. Only the endorsed participants for Batch 1 (originally scheduled on July 28-August 1) should attend the said activity.
10. Should you have further clarifications, please do not hesitate to contact **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09942482491.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

Officer-in-Charge

Office of the Undersecretary for Learning System *le*

[NEAP-PDD/Antonio]



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

MEAL SCHEDULE FOR PARTICIPANTS
Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
25 August - 29 August 2025

Meals	25 August 2025 Monday	26 August 2025 Tuesday	27 August 2025 Wednesday	28 August 2025 Thursday	29 August 2025 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	



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Enclosure 2

List of Resource Persons
Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
25 August - 29 August 2025

No.	Name	Position	Region
1	Nestor P. Heraña	Assistant Schools Division Superintendent	Region I
2	Framel C. Deperalta	Principal IV	Region II
3	Marie Flo M. Aysip	Principal II	Region III
4	Jaypee E. Lopo	Assistant Schools Division Superintendent	Region IV-A
5	Edward DJ Garcia	Assistant Schools Division Superintendent	Region IV-A
6	Lito A. Palomar	Assistant Schools Division Superintendent	Region IV-A
7	Magdaleno R. Lubigan	Principal IV	Region IV-A
8	Cristobal A. Sayago	Principal III	Region V
9	Joe-Bren Consuelo	Education Program Supervisor	Region V
10	Elwood L. Prias	Public Schools District Supervisor	Region V
11	Julieta M. Abellana	Principal II	Region VII



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12	Hera Paz B. Yamson	Principal IV	Region VIII
13	Mary Ann S. Allera	Assistant Schools Division Superintendent	Region X
14	Said M. Macabago	Public Schools District Supervisor	Region X
15	Shambaeh A. Usman	Schools Division Superintendent	Region X
16	Wilma B. Obatay	Principal I	Region X
17	Emilyn B. Borja	Principal II	Region XII
18	Marigold G. Querimit	Public Schools District Supervisor	Region XII
19	Melvin Willy Roque	Public Schools District Supervisor	National Capital Region
20	Hilda C. Valencia	Public Schools District Supervisor	National Capital Region
21	Mary Ann Margaret L. Morden	Public Schools District Supervisor	National Capital Region
22	Rodelio I. Perez Jr.	Principal	National Capital Region
23	Nenita P. Sabino	Principal II	CAR
24	Jocelyn L. Menil	Public Schools District Supervisor	CARAGA
25	Analou O. Hermocilla	Education Program Supervisor	CARAGA



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

Program Management Team
Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
25 August - 29 August 2025

No.	Name	Position	Office/Region
1	Marife T. Morcilla	Project Development Officer V	NEAP-PDD
2	Eric Sarmiento	Administrative Officer V	NEAP-PDD
3	Billy Rei T. Pagba	Senior Education Program Specialist	NEAP-PDD
4	Julie Lyka M. Ignao	Project Development Officer II	NEAP-PDD
5	Mathew M. Bofete	Project Development Officer II	NEAP-PDD
6	Aizyl Ann Natanauan	Technical Assistant II	NEAP-PDD
7	Ann Christine Sison	Technical Assistant II	NEAP-PDD
8	Jallal Malaguaia	Technical Assistant II	NEAP-PDD
9	Jojet Gabriel	Technical Assistant I	NEAP-PDD
10	Kyle V. Macalalad	Administrative Assistant II	NEAP-PDD
11	Endorsed PMT Member		Region 7
12	Endorsed PMT Member		Region 7
13	Endorsed PMT Member		Region 8
14	Endorsed PMT Member		Region 8



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15	James Manait	Senior Education Program Specialist	Region 9
16	Ellen Mae F. Villasis	Education Program Specialist II	Region 9
17	Endorsed PMT Member		Region 10
18	Endorsed PMT Member		Region 10



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 25 2025

REGIONAL MEMORANDUM

No. 185 s. 2025

**POSTPONEMENT OF TRAINING OF COACHES AND MENTORS FOR
SCHOOL HEAD ONBOARDING PROGRAM (SHOP) BATCH 1**

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

1. Relative to Regional Memorandum No. 136, s. 2025 titled **TRAINING OF COACHES AND MENTORS FOR SCHOOL HEAD ONBOARDING PROGRAM (SHOP) BATCH 1**, this Office announces the postponement of the activity originally scheduled for July 28-August 1, 2025. It is **rescheduled to August 25-29, 2025**.
2. All other provisions stipulated in the said Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: DM-OULS-2025-003 and Advisory
To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE

PROGRAMS

ORIENTATION

JMCD/HRDD-RM- POSTPONMENT OF ARAL PROGRAM ORIENTATION AND WORKSHOP FOR SDS AND ASDS
042/July 25, 2025



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: depednir.net



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Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

23 July 2025

ADVISORY

*Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
28 July - 1 August 2025*

1. This refers to **DM-OUHROD-2025** with the subject **STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS** dated 20 June 2025.
2. Due to the onslaught of inclement weather conditions and to ensure the safety of participants, the **Training of Coaches and Mentors for the School Head Onboarding Program (Batch 1)** is hereby **moved** to **August 25-29, 2025**.
3. Other additional details, including the meal schedule, matrix of activities, and online meeting with Resource Persons, will be issued through a separate advisory.
4. Further, the conduct of the **Training of Coaches and Mentors for the School Head Onboarding Program (Batches 2 & 3)** are **postponed until further notice**.
5. Should you have further clarifications, please do not hesitate to contact **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09975670093.

Carmela Oracion
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge

Office of the Undersecretary for Learning Systems



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 09 2025

REGIONAL MEMORANDUM

No. 136, s. 2025

**TRAINING OF COACHES AND MENTORS FOR SCHOOL HEAD
ONBOARDING PROGRAM (SHOP) BATCHES 1-3**

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

1. 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 **Training of Coaches and Mentors for the School Head Onboarding Program (SHOP) Batches 1-3**

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. Participants are advised to register using the following links:

Batch	Registration Link	Deadline
Batch 1	https://tinyurl.com/SHIPBatch1	July 23, 2025
Batch 2	https://tinyurl.com/SHIPBatch2	August 20, 2025
Batch 3	https://tinyurl.com/SHIPBatch3	November 18, 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

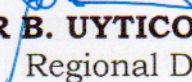
Website:

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



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

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 Perpetual Index
under the following subjects:

PERFORMANCE

PROGRAMS

NES/JCD/RM/TrainingofCoachesandMentorsforSHOPBatches1-1
022/July 8, 2025



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website:

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



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Enclosure 1 List of Endorsed Participants and PMT Member

**TRAINING OF COACHES ON STEPPING INTO SCHOOL LEADERSHIP:
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (SHOP) BATCH 1**
NEAP Baguio Facility (July 28-August 1, 2025)

Name	Designation	Division	DepEd Email	Role
1. Lani T. Boscas	PSDS	Bacolod City	lani.boscas001@deped.gov.ph	Participant
2. Glen A. Gabriel	Principal II	Escalante City	glen.gabriel001@deped.gov.ph	Participant
3. Edna Y. Bato	Principal II	Dumaguete City	edna.bato@deped.gov.ph	Participant
4. Mae L. Bayarcal	Principal II	Guihulngan City	mae.bayarcal@deped.gov.ph	Participant
5. Aida P. Alvarez	PSDS	Himamaylan City	aida.alvarez007@deped.gov.ph	Participant
6. Anabelle Alipo-on	PSDS	Negros Occidental	anabelle.alipoon001@deped.gov.ph	Participant
7. Ma. Cynthia Balasote	PSDS	Negros Occidental	macynthia.balasote@deped.gov.ph	Participant
8. Almera Monreal	PSDS	Negros Occidental	almera.monreal001@deped.gov.ph	Participant
9. Reynando C. Jainga	PSDS	Himamaylan City	reynando.jainga_001@deped.gov.ph	Participant
10. Dee Marie J. Dela Victoria	PSDS	San Carlos City	deemarie.delavictoria@deped.gov.ph	Participant
11. Julius Ceasar B. Oñot	Principal II	Silay City	juliusceasar.ot@deped.gov.ph	Participant
12. Leonel S. Kilat	PSDS	Siquijor	leonel.kilat@deped.gov.ph	Participant
13. Randy Andales	PSDS	Bago City	randy.andales@deped.gov.ph	Participant
14. Javeen J. Gamala	PSDS	Sipalay City	javeen.gamala001@deped.gov.ph	Participant
15. Edna T. Arbon	Principal II	Sipalay City	edna.arbon001@deped.gov.ph	Participant



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website:

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



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

**TRAINING OF COACHES ON STEPPING INTO SCHOOL LEADERSHIP:
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (SHOP) BATCH 2**

NEAP Baguio Facility (August 25-29, 2025)

Name	Designation	Division	DepEd Email	Role
1. Asther Jean P. Saril	Principal IV	Bacolod City	astherjean.saril@deped.gov.ph	Participant
2. Camelle G. Bayona	Principal II	Cadiz City	camelle.bayona@deped.gov.ph	Participant
3. Claudio A. Sun, Jr.	Principal III	Dumaguete City	claudio.sun@deped.gov.ph	Participant
4. Anjeanette A. Calumpita	Principal II	Escalante City	anjeanette.calumpita@deped.gov.ph	Participant
5. Jona Esmalla	Principal II	Sagay City	jona.esmalla@deped.gov.ph	Participant
6. Aloma T. Rasonable	PSDS	Tanjay City	aloma.rasonable001@deped.gov.ph	Participant
7. Julito L. Felicano	ASDS	Negros Occidental	julito.felicano001@deped.gov.ph	Participant
8. Erna Dogelio	PSDS	Negros Occidental	erna.dogelio001@deped.gov.ph	Participant
9. Alegria Portal	PSDS	Bago City	alegria.portal@deped.gov.ph	Participant
10. Monina Ebano	PSDS	Negros Occidental	monina.ebano@deped.gov.ph	Participant
11. Leonardo U. Dumago Jr.	Principal II	San Carlos City	leonardo.dumago@deped.gov.ph	Participant
12. Randy B. Quiapo	PSDS	Silay City	randy.quiapo001@deped.gov.ph	Participant
13. Luz T. Omoc-oc	Principal II	Siquijor	luz.omococ@deped.gov.ph	Participant
14. Julie L. Espares	Principal II	Bayawan City	julie.espares@deped.gov.ph	Participant
15. Elvira C. Diones	Principal II	Negros Oriental	elvira.diones@deped.gov.ph	Participant



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website:

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



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Department of Education
NEGROS ISLAND REGION

**TRAINING OF COACHES ON STEPPING INTO SCHOOL LEADERSHIP:
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (SHOP) BATCH 3**

Venue: TBA (November 24-28, 2025)

Name	Designation	Division	DepEd Email	Role
1. Analiza E. Vargas	Principal II	La Carlota City	analiza.vargas002@deped.gov.ph	Participant
2. Jolly G. Gariando Jr.	PSDS	Kabankalan City	jolly.gariando@deped.gov.ph	Participant
3. Cristy P. Pamplona	Principal II	Cadiz City	cristy.pamplona@deped.gov.ph	Participant
4. Roger Z. Rochar	OIC-ASDS	Victorias City	roger.rochar@deped.gov.ph	Participant
5. Rizza B. Gabuya	Principal II	Guihulngan City	rizza.gabuya@deped.gov.ph	Participant
6. Eva M. Dollosa RN	OIC - ASDS	Kabankalan City	eva.dollosa@deped.gov.ph	Participant
7. Angeles Verdeprado	PSDS	Negros Occidental	angeles.verdeprado@deped.gov.ph	Participant
8. Enjenette D. Baroa	ASDS	Negros Occidental	enjenette.baroa@deped.gov.ph	Participant
9. Ma. Riza Canapit	PSDS	Negros Occidental	mariza.canapit@deped.gov.ph	Participant
10. Lalaine Guion	PSDS	Negros Occidental	lalaine.guion001@deped.gov.ph	Participant
11. Marilyn B. Gamboa	PSDS	Sagay City	marilyn.gamboa@deped.gov.ph	Participant
12. Sarah Jane T. Barrera	PSDS	Tanjay City	sarahjane.torres@deped.gov.ph	Participant
13. Ronamie V. Reliquias	CES-SGOD	Victorias City	ronamie.reliquias@deped.gov.ph	Participant
14. Ma. Maya G. Regala	EPSVR I	Bais City	mamaya.ragala@deped.gov.ph	Participant
15. Victoria O. Superal	Principal III	Dumaguete City	victoria.superal@deped.gov.ph	Participant
16. Christine Lorraine T. Tijong	PSDS	Bayawan City	christine.tijong@deped.gov.ph	Participant



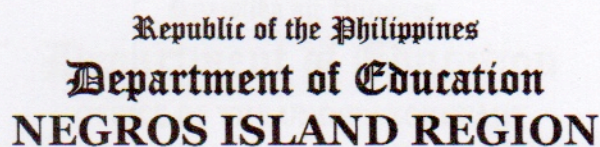
Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website:

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



17. Alan A. Agor	PSDS	Negros Oriental	alan.agor@deped.gov.ph	Participant
18. Jiji S. Taladua	Principal III	Negros Oriental	jiji.taladua@deped.gov.ph	Participant
19. Joel G. Catubay Jr.	Principal II	Negros Oriental	joel.catubay@deped.gov.ph	Participant
20. Andrea Luz S. Englis	PSDS	Negros Oriental	andrealuz.englis@deped.gov.ph	Participant
21. Beda Jovenciana D. Agor	PSDS	Negros Oriental	beda.davad@deped.gov.ph	Participant
22. Macrina K. Villaluz	PSDS	Negros Oriental	macrina.villaluz@deped.gov.ph	Participant
23. Marilou T. Sarte	Principal II	Negros Oriental	marilou.sarte001@deped.gov.ph	Participant
24. Agnes M. Almagro	Principal II	Negros Oriental	agnes.almagro@deped.gov.ph	Participant
25. Arjie T. Palumpa	Principal II	Negros Oriental	arjie.palumpa@deped.gov.ph	Participant
26. Bebce O. Gentilezo	OIC- EPS II	RO DepEd NIR	bebce.gentilezo@deped.gov.ph	PMT Member



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 C. Oracion
CARMELA C. ORACION
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:
 - a. 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;
 - b. 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/SHOPmeeting	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHOPOnlineMeeting Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	https://tinyurl.com/SHIPPiLotTest 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/SHIPBatch1 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/SHIPBatch2 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/SHIPBatch3 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.

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:

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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 5

INDICATIVE PROGRAM OF ACTIVITIES

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

Time	Day 0 (SUNDAY)	Day 1 (MONDAY)	Day 2 (TUESDAY)	Day 3 (WEDNESDAY)	Day 4 (THURSDAY)	Day 5 (FRIDAY)
8:00 - 8:20 a.m.				Management of Learning / Preliminaries (20 mins.)		
8:20 - 10:00 a.m.	Travel time from Residence to Venue	M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 2 (100 mins.)
10:00 - 10:20 a.m.			Health Break (20 mins.)			
10:20 - 12:00 p.m.		M1 - Session 2 (100 mins.)	M2 - Session 2 (100 mins.)	M3 - Session 2 (100 mins.)	M4 - Session 2 (100 mins.)	Post test and Other reminders
11:20 - 12:00 p.m.			Lunch Break (60 mins.)			
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	M1 - Session 3 (100 mins.)	M2 - Session 3 (100 mins.)	M3 - Session 3 (100 mins.)	M4 - Session 3 (100 mins.)	Closing Program
2:40 - 3:00 p.m.			Health Break (20 mins.)			
3:00 - 3:30 p.m.	Opening Program	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	Travel time from Venue to Residence





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3:30 - 4:40 p.m.	Pre-test				
4:40 - 5:00 p.m.					
Daily Evaluation and Reminders (20 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.

INDICATIVE PROGRAM OF ACTIVITIES

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

Batch 1 (NEAP-Baguio City, July 28 - Aug. 1, 2025);

Batch 2 (Venue; TBD, Aug. 25 - 29, 2025);

Batch 3 (Venue; TBD, Nov. 24-28, 2025)

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
8:00 - 8:20 a.m.					
8:20 - 10:00 a.m.	Travel time from Residence to Venue	Session 1: Design Matters: Crafting Meaningful Learning Journeys	Session 5: Facilitating with Purpose: Empowering Adult Learners through Heutagogy	Session 9: Conversations that Inspire: Coaching and Mentoring in Action	Session 13: Planning for Program Implementation
Management of Learning / Preliminaries (20 mins.)					



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
10:00 - 10:20 a.m.		Session 2: Inside the Core: Exploring the Heart of the Program	Health Break (20 mins.)		
10:20 - 11:30 a.m.			Session 6: Feedback that Fuels Growth: Using Scenarios to Deepen Learning	Session 10: Measuring What Matters: Mentoring and Evaluating for Success	Presentation of Regional Plan for Program Implementation
11:30 - 12:00 p.m.					Posttest and Other Reminders
12:00 - 1:00 p.m.			Lunch Break (60 mins.)		
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	Session 3: Learning Beyond the Session: Maximizing Asynchronous Engagement	Session 7: Practice with Purpose: Simulating Effective Training Delivery	Session 11: Sharpening the Edge: Refining Your Training and Coaching Craft	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)			
3:00 - 4:40 p.m.	Opening Program & Pretest	Session 4: Guiding Growth: Unlocking the Power of Coaching and	Session 8: Polishing the Practice: Simulation and Reflection	Session 12: Real Talk, Real Solutions: Tackling Challenges Together	Travel time from Venue to Residence





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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
		Mentoring			
4:40 - 5:00 p.m.	End-of-Day Evaluation and Daily Reminders (20 mins.)				
5:00 - 5:30 p.m.	PMT Debriefing				



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Enclosure 7

ACCOMMODATION AND MEAL PROVISION

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

Training Venue: NEAP-Baguo City Accommodation: Baguo Teachers Camp (BTC)	
Check-In Date/ Time: July 6, 2025; Sunday; 2:00 PM	Check-In Date/ Time: July 11, 2025; 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		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

**B. Training of Coaches on Stepping Into School Leadership: Onboarding for New
School Heads (School Head Onboarding Program) Batch 1
(July 28 - Aug. 1, 2025)**

Training Venue: NEAP-Baguo City Accommodation: Baguo Teachers Camp (BTC)	
Check-In Date/ Time: July 28, 2025; Monday; 2:00 PM	Check-In Date/ Time: Aug. 1, 2025; Friday; 12:00 NN
First Meal: PM Snack	Last Meal: Lunch

MEAL	July 6	July 7 - 10	July 11
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	(Monday)	(Tuesday - Thursday)	(Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

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

C. Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) Batch 2 (Aug. 25-29, 2025) and Batch 3 (Nov. 24-28, 2025)

For these trainings, the final details of the accommodation and meal provision will be provided in a separate memorandum or advisory.

Batch	Registration Link	Deadline
Batch 2	https://tinyurl.com/SHOPBatch2	July 23, 2025
Batch 3	https://tinyurl.com/SHOPBatch3	August 30, 2025
Batch 4	https://tinyurl.com/SHOPBatch4	November 18, 2025

The Department of Education (DepEd) shall be committed to understand the Department's policy of no discrimination against any personnel for professional advancement and development regardless of age, gender, civil status, disability, religion, ethnic group, and political beliefs.

For further queries, contact Mr. Jo-Marie C. Delino, OIC-SEPS, NEAP-R at 09341625374.