



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 IGNACIO**, Program Development Officer II of NEAP PDD at [julie.ignacio@deped.gov.ph](mailto:julie.ignacio@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto: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



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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](https://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](https://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](http://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](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto: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  
*C. Oracion*

*[NEAP-PDD/ Antonio]*



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Department of Education  
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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Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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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**Department of Education**  
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 Malaguia	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		
18	Endorsed PMT Member		



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



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Republika ng Pilipinas

## 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](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or Viber 09975670093.

*Carmela C. 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	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a>	July 23, 2025
Batch 2	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a>	August 20, 2025
Batch 3	<a href="https://tinyurl.com/SHIPBatch3">https://tinyurl.com/SHIPBatch3</a>	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.



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**Telephone Nos:**

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

**Website:**

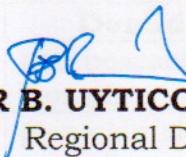
<https://sites.google.com/deped.gov.ph/nir/home>



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

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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 Perpetual Index  
under the following subjects:

PERFORMANCE

PROGRAMS

NES/JCD/RM/Training of Coaches and Mentors for SHOP Batches 1-1  
022/July 8, 2025

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<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)**

<b>Name</b>	<b>Designation</b>	<b>Division</b>	<b>DepEd Email</b>	<b>Role</b>
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



**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)

<b>Name</b>	<b>Designation</b>	<b>Division</b>	<b>DepEd Email</b>	<b>Role</b>
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.esmallaa@deped.gov.ph	Participant
6. Aloma T. Rasonable	PSDS	Tanjay City	aloma.rasonable001@deped.gov.ph	Participant
7. Julito L. Feliciano	ASDS	Negros Occidental	julito.feliciano001@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



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 3**

Venue: TBA (November 24-28, 2025)

<b>Name</b>	<b>Designation</b>	<b>Division</b>	<b>DepEd Email</b>	<b>Role</b>
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. Tijing	PSDS	Bayawan City	christine.tijing@deped.gov.ph	Participant



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

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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. English	PSDS	Negros Oriental	andrealuz.english@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

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### 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 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

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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	<b>25 June 2025</b> <i>Microsoft Teams</i> Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn <a href="https://tinyurl.com/SHOPOPmeeting">https://tinyurl.com/SHOPOPmeeting</a>	National Technical Working Group (NTWG) Members	<a href="https://tinyurl.com/SHOPOnlineMeeting">https://tinyurl.com/SHOPOnlineMeeting</a> Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	<b>07-11 July 2025</b> NEAP Baguio	Newly appointed School Heads / Assistant Principals	<a href="https://tinyurl.com/SHIPPIlotTest">https://tinyurl.com/SHIPPIlotTest</a> Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	<b>28 July – 01 August 2025</b> NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a> Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	<b>25-29 August 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a> Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	<b>24-28 November 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch3">https://tinyurl.com/SHIPBatch3</a> 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](mailto:neap.pdd@deped.gov.ph) / [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) or Viber 09975670093.
9. For dissemination and appropriate action.

*Copy furnished:*

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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.						<b>Management of Learning / Preliminaries (20 mins.)</b>
8:20 - 10:00 a.m.	M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 1 (100 mins.)	
10:00 - 10:20 a.m.	Travel time from Residence to Venue			<b>Health Break (20 mins.)</b>		
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.)	M5 - Session 2 (100 mins.)	<b>Post test and Other reminders</b>
11:20 - 12:00 p.m.			<b>Lunch Break (60 mins.)</b>			
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.)	<b>Closing Program</b>
2:40 - 3:00 p.m.			<b>Health Break (20 mins.)</b>			<b>Travel time from Venue to Residence</b>
3:00 - 3:30 p.m.	<b>Opening Program</b>	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	





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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.			Management of Learning / Preliminaries (20 mins.)		
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



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





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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
4:40 - 5:00 p.m.		Mentoring			
5:00 - 5:30 p.m.			End-of-Day Evaluation and Daily Reminders (20 mins.)		
			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: <b>NEAP-Baguio City</b> Accommodation: <b>Baguio Teachers Camp (BTC)</b>	
Check-In Date/ Time: <b>July 6, 2025; Sunday; 2:00 PM</b>	Check-In Date/ Time: <b>July 11, 2025; Friday; 12:00 NN</b>
First Meal: <b>PM Snack</b>	Last Meal: <b>Lunch</b>

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

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.