



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

AUG 20 2025

REGIONAL MEMORANDUM

No. 290, s. 2025

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN FOR
THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR
NEW SCHOOL HEADS**

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

1. Attached are DepEd Advisory from the Office of the Undersecretary for Learning Systems dated August 12, 2025 and DM-OUHROD-2025-1654 from the Human Resource and Organizational Development dated June 20, 2025 regarding the **Conduct of the Asynchronous Activities and Work Application Plan for the Stepping Into School Leadership: An Onboarding Program for New School Heads.**
2. Attention is particularly invited to paragraphs 2-10, & 12-13.
3. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
4. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: Advisory
To be indicated in the Perpetual Index
under the following subjects:

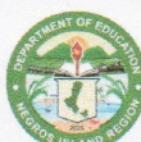
DATA

LEARNING RESOURCE

PERFORMANCE

PROGRAMS

71/August 19, 2025/BBOG/HRDD/Asynchronous Activities and WAP for Onboarding Program for New SH



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

12 August 2025

ADVISORY

Conduct of Asynchronous Activities and Work Application Plan for the Stepping Into School Leadership: An Onboarding Program for New School Heads

1. This refers to Memorandum **DM-OUHROD-2025-1654** titled Conduct of the Stepping Into School Leadership: An Onboarding Program for New School Heads.
2. Following the completion of the 5-day face-to-face training, the participants shall transition into the Practice Phase of the Engage-Practice-Consolidate (EPC) Program Model. In this phase, participants are required to **complete a one-month or a total of 40-hour asynchronous learning engagement**.
3. The asynchronous activities will be made available via the DepED Learning Management System (LMS). Participants must log in via <https://training.deped.gov.ph>. For further assistance and information on how to log in, access the tutorial video and other frequently asked questions using this link: bit.ly/SHOPLMS.
4. The School Head Onboarding Program's (SHOP) asynchronous activities consist of learning tasks with differentiated activities. The participants' post-test results during the in-person training play a vital role in identifying the differentiated tasks that they have to accomplish. Participants will receive their post-test results and important reminders through their registered emails on **August 15, 2025**. They are expected to complete the asynchronous activities on or before **September 30, 2025**.
5. Participants, in coordination with their Schools Division Offices (SDOs), shall choose their coach or mentor from within their respective Schools Division Offices (SDOs). The coach/mentor must meet the following criteria:
 - Has an experience being a school head for at least 3 years
 - Must currently hold any of these positions: Principal II - IV, Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent
6. Assigned coaches/mentors shall guide the mentee through the conduct coaching and mentoring session, check and validate the participants' asynchronous outputs using the prescribed rubric. Outputs signed and checked by the mentor shall be uploaded by the mentee in the LMS.
7. For NEAP and Regional Offices (RO) to track the participants' progress in the program, SDO counterparts and the participants of the program are expected to accomplish a database containing the identified coaches and mentors. The database may be accessed through bit.ly/SHPdatabasepilot.

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8. Upon completing the asynchronous activities, participants will be issued a Certificate of Participation given by the Central Office through the LMS.
9. Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**. This phase involves a workplace-based implementation of school leadership initiatives aligned with the Professional Standards for School Heads (PPSSH). The prescribed completion of the WAP is until 31 March 2026. Participants must set milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.
10. After the completion of its implementation, participants are expected to submit a completion report through the LMS until 30 April 2026.
11. NEAP-Central Office shall issue the **Certificate of Completion** to the participants, and a **Certificate of Recognition** to the coach/mentor through the LMS. The shared database shall be updated by NEAP CO to reflect the completion status of participants by 15 May 2026.
12. RO and SDO may initiate a culminating ceremony for the recognition of program completers and coaches/mentors. The culminating ceremony may include the presentation of best WAP implementation/findings, best practices and challenges encountered during the program.
13. For further questions and clarification, you may email **Mr. Billy Rei Pagba**, Senior Education Program Specialist of NEAP-PDD, through neap.pdd@deped.gov.ph or call at (02) 8715-9919.

Carmela Oracion
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems



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 <i>Microsoft Teams</i> Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn https://tinyurl.com/SHOPOPmeeting	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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