



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 12 2025

REGIONAL MEMORANDUM

No. 373, s. 2025

**CONDUCT OF THE TRAINING OF COACHES AND MENTORS ON 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 is a DepEd Advisory from the National Educators Academy of the Philippines dated September 11, 2025 regarding the **Conduct of the Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management on September 22-26, 2025** at NEAP, Baguio City.
2. Attention is particularly invited to paragraphs 2 and 3.
3. The list of official participants is found in the attached enclosure.
4. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated

Reference: RM No. 159, s. 2025 and RM No. 203, S. 2025 Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"

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

TRAINING PROGRAMS CONFERENCES TEACHERS

95/September 12, 2025/BBOG/HRDD/ Advisory on the Conduct of the Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management on September 22-26, 2025



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ANNEX A

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) INTERMEDIATE COURSE:
TRAINING OF COACHES AND MENTORS
SEPTEMBER 22-26, 2025, BAGUIO TEACHERS' CAMP, NEAP, BAGUIO CITY**

No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	No. of Schools Supervise
1	ABAO, GRACE M.	PSDS	SDO-Bacolod City	7
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	SDO Canlaon City	39
5	RAMOS, JOESAN M.	OIC-CES SGOD	SDO Dumaguete City	26
6	SALAZA, ROWENA O.	EPS	SDO Himamaylan City	47
7	OPLAS, SONIA B.	EPS	SDO La Carlota City	32
8	BARICAR, ARNEL C.	PSDS	SDO Neg. Occ.	14
9	VILLALUZ, MACRINA K.	PSDS	SDO Neg. Or.	21
10	FLORES, GLENDAME E.	PSDS	SDO Sagay City	6
11	VILLASOR, HANSEL L.	PSDS	SDO San Carlos City	6
12	FERRARIS, IDA FLOR C.	EPS	SDO Sibalay City	49
13	OCAY, ARISCARYL Y.	PSDS	SDO Siquijor	7
14	CLAROS, MARIA CRISTINA P.	EPS	SDO Tanjay City	17
15	RUFINO L. DELFIN JR.	EPS	SDO Victorias City	27



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September 11, 2025

ADVISORY

Conduct of the Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management

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

Please be informed that the correct schedule of the above-mentioned activity is **September 22-26, 2025 at NEAP Baguio**, not September 22-25, 2025 as earlier indicated.

ACTIVITY	DATE & VENUE
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	22-26 September 2025 <i>Venue: NEAP Baguio</i>

The **Opening Program** will be held on **Monday, September 22, 2025, 3:00 p.m.** at **NEAP Baguio**. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.

In line with this, the **travel expenses of Resource Persons** and PMT members from the regions will be charged to the **HRD/HRTD Funds** or other **Local Funds** of the Regional Offices (ROs), School Division Offices (SDOs), or schools subject to the usual accounting and auditing rules and regulations. Also, please refer to the attached **list of resource persons, indicative program of activities and meal provision**.

Further coordination regarding session assignments and materials will be facilitated by NEAP. For further information, please coordinate with **Ms. Ailene F. Duterte**, of NEAP through email at neap.pdd@deped.gov.ph or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

MICHAEL JOSEPH P. CABAATAN
Director III

National Educators Academy of the Philippines



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Enclosure 1: List of Resource Persons

No.	Name	Position	Station
Resource Persons			
1	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
2	Nestor Heraña	ASDS	Region I
3	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
4	Luz Osmena	CES	QAD, Region IV-A
5	Cristina Salazar	CES	SDO Antipolo, Region IV-A
6	Erma Valenzuela	CES	SDO San Pedro, Region IV-A
7	Edward Garcia	ASDS	Region IV-A
8	Lito Palomar	ASDS	Region IV-A
9	Ericson Gutierrez	PSDS	Region IV-A
10	Jaypee Lopo	ASDS	Region IV-A
11	Felix M. Famaran	ASDS	SDO Oriental Mindoro, Region IV-B
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Ramon D. Paras JR.	ASDS	SDO Aklan Region VI
14	Samuel J. Malayo	ASDS	SDO Roxas City, Region VI
15	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
16	Enerio Ebisa	CES	HRDD, Region X
17	Roberto D. Napere	ASDS	SDO Bukidnon, Region X
18	Shambaeh A. Usman	SDS	SDO Tangub City, Region X
19	Said Macabago	PSDS	REGION X
20	Shiela Balbon	PSDS	Region XII
21	Analou Hermocilla	EPS	CARAGA
22	Filmore Caballero	CES	SDO Valenzuela City, NCR
23	Josefino Pogoy	CES	SDO San Juan, NCR
24	Marco Meduranda	CES	SDO Navotas, NCR
25	Melvin Willy Roque	PSDS	NCR



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Enclosure 2: Indicative Program of Activities

Program Matrix

Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management

September 22-26, 2025

NEAP Training Facility, Teachers' Camp, Baguio City

Time	Day 1
1:00 - 3:00 PM	Registration and Opening Program
3:00 - 5:00 PM	Opening Program

Time	Day 2	Day 3	Day 4	Day 5
8:00 – 8:20 AM	Preliminaries			
8:20 – 10:00 AM	Session 1: Designing Impactful Learning: From Theory to Tailored Sessions	Session 5: From Facilitation to Empowerment: Unleashing Self-Determined Learning	Session 9: Empathetic Mentorship: Guiding School Leaders Through Authentic Challenges	Session 13: Implementing SHDP: Strategic Planning & Coordinated Execution
10:00 – 10:20 AM	Health Break			
10:20 – 12:00 PM	Session 2: Mastering the SHDP: Deconstructing, Synthesizing, and Contextualizing for Effective Coaching	Session 6: Coaching and Mentoring for Growth: Delivering Experiential Feedback to School Heads	Session 10: Strategic Oversight: Developing and Critiquing M&E for SHDP Effectiveness	Posttest Closing Program
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:40 PM	Session 3: Designing Asynchronous	Session 7: Facilitating Excellence: A	Session 11: Optimizing Coaching &	Departure from Venue



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	Learning: Empowering Flexible Growth	Simulation- Based Approach to Coaching and Mentoring	Facilitation: Driving Development for School Heads
2:40 - 3:00 PM	Health Break		
3:00 - 4:40 PM	Session 4: Mastering Coaching and Mentoring: Process, Practice, and Professionalism	Session 8: Coaching and Mentoring for Growth: Mastering Feedback and Iterative Training Design	Session 12: Navigating Training Challenges: Co-Creating Solutions in a Collegial Environment

B. Orientation of Program Management Team

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	September 17, 2025	https://tinyurl.com/SHDPCS3TCM-PMT

C. Orientation of the Resource Persons

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	September 16, 2025	https://tinyurl.com/SHDPCS3TCMRP



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Enclosure 3: **Meal Provision and Accommodation Details**

October 13-17, 2025

Provisions	Day 1 September 22, 2025	Day 2 September 23, 2025	Day 3 September 24, 2025	Day 4 September 25, 2025	Day 5 September 26, 2025
	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	
Room	✓	✓	✓	✓	

Check-in: Day 1 - 2:00 p.m.

Check-out: Day 5 - 12:00 nn.