





Republika ng Pilipinas  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

October 2, 2025

**ADVISORY**

*Conduct of the Training of Coaches and Mentors on Elevating School Performance:  
 Advanced Leadership and Management for School Leaders*

This refers to Memorandum DM-OUHROD-2025-1515 with the subject **Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders"**.

Please be informed that the schedule of the above-mentioned activity is as indicated below.

<b>ACTIVITY</b>	<b>DATE &amp; VENUE</b>
Training of Coaches and Mentors on Elevating School Performance: Advanced Leadership and Management for School Leaders	13-17 October 2025 Venue: <i>NEAP Baguio</i>

The **Opening Program** will be held on **Monday, October 13, 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. PM snacks 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.

The **list of resource persons, indicative program of activities** and **meal provision** are enclosed for reference.

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](mailto: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
<b>Resource Persons</b>			
1	Adonis Ceperez	ASDS	SDO Nueva Viscaya, Region II
2	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
3	Luz Osmena	CES	QAD, Region IV-A
4	Ivan Brian Inductivo	SDS	SDO General Trias City, Region IV-A
5	Jofit P. Dayoc	ASDS	SDO Batangas, Region IV-A
6	Mary Jane Gonzales	PSDS	SDO Batangas, Region IV-A
7	Erickson Gutierrez	PSDS	SDO Batangas, Region IV-A
8	Lorna R. Medrano	CES	SDO Lipa City, Region IV-A
9	Cynthia Eleonor Manalo	ASDS	SDO Romblon, Region IV-B
10	Irene U. Dayandante	PSDS	SDO Camarines Sur, Region V
11	Joy Cabrera	ASDS	SDO Masbate, Region V
12	Nestor Paul Pingil	CES	SDO Iloilo, Region VI
13	Christine Paquibot	ASDS	SDO Talisay City, Region VII
14	Roger Rochar	ASDS	SDO Victorias City, NIR
15	Lyna H. Basri	ASDS	SDO Isabela City, Region IX
16	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
17	Meilrose Peralta	ASDS	SDO Sultan Kudarat, Region XII
18	Laila B. Danaque	ASDS	SDO Surigao del Sur, CARAGA
19	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
20	Archie Azucenas	PSDS	SDO Caloocan City, NCR
21	Mary Ann Morden	PSDS	SDO Caloocan City, NCR



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No.	Name	Position	Station
<b>Resource Persons</b>			
22	Renato Felipe Jr.	PSDS	SDO Manila, NCR
23	Marco Meduranda	CES	SDO Navotas City, NCR
24	Ernest Joseph Cabrera	ASDS	SDO Valenzuela City, NCR
25	Filmore Caballero	CES	SDO Valenzuela City, NCR
26	Domingo Lozande	PSDS	SDO Valenzuela City, NCR
27	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR



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Enclosure 2:

**Indicative Program of Activities**

**A. Program Matrix**

**Training of Coaches and Mentors on Elevating School Performance: Advanced Leadership and Management for School Leaders.**

October 13-17, 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: Coaching and Mentoring for Growth: Mastering Feedback and Iterative Training Design (Simulation of Coaching and Mentoring)	Session 13: Crafting Coaching and Mentoring Plan for SHDP CS3 Asynchronous and WAP Implementation
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: Facilitating Excellence: A Simulation-Based Approach to Coaching and Mentoring (Simulation of Facilitation 1)	Session 10: Strategic Oversight: Developing and Critiquing M&E for SHDP Effectiveness	Posttest Closing Program



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12:00 – 1:00 PM	Lunch Break			
1:00 – 2:40 P M	Session 3: Designing Asynchronous Learning: Empowering Flexible Growth	Session 7: Practice with Purpose: Simulating effective Training Delivery (Simulation of Facilitation 2)	Session 11: Optimizing Coaching & Facilitation: Driving Development for School Heads	Departure from Venue
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: Delivering Experiential Feedback to School Heads	Session 12: Navigating Training Challenges: Co-Creating Solutions in a Collegial Environment	
<b>Time</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
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



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12:00 – 1:00 PM	Lunch Break			
1:00 – 2:40 P M	Session 3: Designing Asynchronous Learning: Empowering Flexible Growth	Session 7: Facilitating Excellence: A Simulation-Based Approach to Coaching and Mentoring	Session 11: Optimizing Coaching & Facilitation: Driving Development for School Heads	Departure from Venue
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	October 7, 2025	<a href="http://tinyurl.com/SHDPCS4TCM-PMT-ORYE">tinyurl.com/SHDPCS4TCM-PMT-ORYE</a>

**C. Orientation of the Resource Persons**

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	October 3, 2025	<a href="http://tinyurl.com/SHDPCS4TCM-RP-ORYE">tinyurl.com/SHDPCS4TCM-RP-ORYE</a>



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Enclosure 3:

**Meal Provision and Accommodation Details**

October 13-17, 2025

Provisions	Day 1 October 13, 2025	Day 2 October 14, 2025	Day 3 October 15, 2025	Day 4 October 16, 2025	Day 5 October 17, 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.



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Enclosure 4:

**List of Endorsed Participants**

**School Heads Development Program (SHDP) for CAREER Stage 4 titled:  
Training of Coaches and Mentors for Elevating School Performance: Advanced  
Leadership and Management for School Leaders**

**OCTOBER 13-17, 2025**

No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Email Address	Number of Schools Supervised
1	Baroa, Enjenette D.	ASDS	SDO NEG. OCCIDENTAL	<a href="mailto:enjenette.baroa@deped.gov.ph">enjenette.baroa@deped.gov.ph</a>	253 Schools
2	Alas-as, Ernesto Jr. Q.	ASDS	SDO NEG. ORIENTAL	<a href="mailto:ernesto.alasas@deped.gov.ph">ernesto.alasas@deped.gov.ph</a>	515 Schools
3	Tuala, Juliet J.	ASDS	SDO SIQUIJOR	<a href="mailto:juliet.tuala@deped.gov.ph">juliet.tuala@deped.gov.ph</a>	78 schools
4	Yap, Eiggy D.	ASDS	SDO HIMAMAYLAN	<a href="mailto:eiggy.yap@deped.gov.ph">eiggy.yap@deped.gov.ph</a>	57 schools
5	Geromiano, Heildelyn P.	ASDS	SDO SAN CARLOS	<a href="mailto:heidelyn.geromiano@deped.gov.ph">heidelyn.geromiano@deped.gov.ph</a>	65 schools
6	Maria Cristina P. Claros	EPS	SDO TANJAY	<a href="mailto:macristina.claros@deped.gov.ph">macristina.claros@deped.gov.ph</a>	102 schools
7	Amores, Anna Lee A.	CES	SDO CANLAON	<a href="mailto:annalee.amores@deped.gov.ph">annalee.amores@deped.gov.ph</a>	39 schools
8	Garcia, Emmanuel B.	CES	SDO BAIS	<a href="mailto:emmanuel.garcia@deped.gov.ph">emmanuel.garcia@deped.gov.ph</a>	57 schools
9	Magtang, Jelin S.	PSDS	SDO BAGO	<a href="mailto:jelin.magtang001@deped.gov.ph">jelin.magtang001@deped.gov.ph</a>	4 schools
10	Mary Grace N. Guerrero	PSDS	SDO BAYAWAN	<a href="mailto:marygrace.guerrero@deped.gov.ph">marygrace.guerrero@deped.gov.ph</a>	8 schools
11	Tan, Mae Joy M.	EPS	SDO ESCALANTE	<a href="mailto:maejoy.tan@deped.gov.ph">maejoy.tan@deped.gov.ph</a>	43 schools
12	Rabina, Alden A.	EPS	SDO DUMAGUETE	<a href="mailto:alden.rabina@deped.gov.ph">alden.rabina@deped.gov.ph</a>	26 schools



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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13	Ganza, Xyzette V.	EPS	SDO KABANKALAN	<a href="mailto:xyzette.ganza@deped.gov.ph">xyzette.ganza@deped.gov.ph</a>	105 schools
14	Dequito, Emma P.	EPS	SDO VICTORIAS	<a href="mailto:emma.dequito@deped.gov.ph">emma.dequito@deped.gov.ph</a>	27 schools
15	Vingno, Aldrin G.	EPS	SDO BACOLOD CITY	<a href="mailto:aldrin.vingno@deped.gov.ph">aldrin.vingno@deped.gov.ph</a>	72 schools
<b>LIST OF RESOURCE PERSON</b>					
1	<b>ROGER ROCHAR</b>	<b>ASDS</b>	<b>SDO VICTORIAS CITY, NIR</b>		



**Address:** Batinguel, Dumaguete City, 6200

**Telephone Nos:**

**Email Address:** nir@deped.gov.ph

**Website:**

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