



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 26 2025

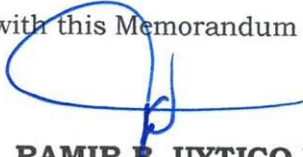
REGIONAL MEMORANDUM

No. 675 s. 2025

TRAINING OF COACHES AND MENTORS ON 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 is DepEd Advisory from the Office of the National Educators Academy of the Philippines dated on November 20, 2025 regarding the **Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads**.
2. Attention is particularly invited to paragraphs 2, 3, and 5 of the said Memorandum.
3. 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.
4. For further queries, contact Mr. Joe Marie C. Dolino, OIC-SEPS, NEAP-R at +639391825379 and Ms. Bebe O. Gentilezo, OIC- EPS II, at 09166358266.
5. Immediate dissemination of and compliance with this Memorandum are directed.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: Advisory, DM-OUHROD-2025-1654 and RM No.136 s. 2025
To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE

PROGRAMS

ORIENTATION

JMCD/HRDD-RM- Advisory: TCMSSL: An Onboarding Program for New School Heads
153/November 25, 2025



Address: Batinguel, Dumaguete City, 6200
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Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

November 20, 2025

ADVISORY

*Training of Coaches and Mentors on Stepping into School Leadership:
An Onboarding Program for New School Heads*

1. This advisory has reference to **DM-OUHROD-2025-1654** with the subject **Conduct of the Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with recent adjustments to the training schedules, please be informed that the training delivery for the **Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads** will now be held on the following dates and venues:

Activity	Dates	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	January 12-16, 2026	NEAP Training Facility, Teachers Camp, Baguio City
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 3)	February 9-13, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Please be reminded that **January 11** and **February 8** are designated as **Day 0** for the Resource Persons and the Program Management Team (PMT).
4. A separate advisory will be released should there be any further changes or adjustments to the details of the said program.
5. The following attachments are enclosed with this advisory for reference and guidance:

Enclosure 1 : List of Program Management Team and Resource Speakers/National Technical Working Group Members

Enclosure 2 : Accommodation and Meal Provision

6. For any questions or concerns, you may coordinate with **Mr. Billy Rei M. Pagba**, Senior Education Program Specialist of NEAP-PDD, through email at billyrei.pagba@deped.gov.ph or neap.pdd@deped.gov.ph.

MICHAEL JOSEPH P. CABAUTAN
Director III, NEAP



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

Enclosure 1

**LIST OF PROGRAM MANAGEMENT TEAM AND RESOURCE SPEAKERS/NATIONAL
TECHNICAL WORKING GROUP MEMBERS**

A. Program Management Team (NEAP)

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	-provides overall guidance to the program management team (PMT) and relays management directions for the program
2	Alexander Simagala		Project Development Officer V	-assists in providing overall guidance to the program management team (PMT) and relays management directions for the program
3	Billy Rei Pagba		Senior Education Program Specialist	leads in the implementation of the program -discusses parameters and standards in the implementation of the program -leads in the daily debriefing of the PMT
4	Julie Lyka Ignao		Project Development Officer II	-serves as host/facilitator during the plenary sessions; and -facilitates the participants' compliance of registration and attendance
5	Mathew Bofete		Project Development Officer II	-communicates with participants and partners for announcements; - assist in documenting the activity
6	Aizyl Ann Natanauan		Technical Assistant II	-serves as documenter for the activity; and -prepares supplies, certificates, registration and attendance sheets



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Jallal Malaguia		Technical Assistant II	-makes slide decks and other templates -serves as technical support and photo documenter for the activity
8	Welfare Officer	CAR	Nurse	-ensures medical needs of participants are appropriately addressed
9	Welfare Officer			

B. Resource Speakers (National Technical Working Group Members)

	Name	Region	Position/ Designation	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) January 12–16, 2026 (NEAP Training Facility, Teachers Camp, Baguio City)	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) February 9–13, 2026 (NEAP Training Facility, Teachers Camp, Baguio City)
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	✓	✓
2	Narcie Ricky A. Apilado	I	Principal I	✓	✓
3	Framel C. Deperalta	II	Principal IV	✓	✓
4	Myline J. Respicio	II	Principal III		✓
5	Marie Flo M. Aysip	III	Principal II		✓
6	Maverick V. Catahan	III	Public Schools District Supervisor	✓	✓



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Eleazar C. Magsino	IV-A	Public Schools District Supervisor	✓	✓
8	Magdaleno R. Lubigan	IV-A	Principal IV	✓	✓
9	Ma. Ciaralyn P. Valencia	IV-B	Principal III	✓	✓
10	Cristobal A. Sayago	V	Principal III	✓	✓
11	Elwood L. Prias	V	Public Schools District Supervisor	✓	✓
12	Joe-Bren Consuelo	V	Education Program Supervisor	✓	✓
13	Jesus C. Insilada	VI	Public Schools District Supervisor		✓
14	Julieta M. Abellana	VII	Principal II		✓
15	Carmencita B. Lopez	VII	Education Program Supervisor	✓	✓
16	Hera Paz B. Yamson	VIII	Principal IV	✓	✓
17	Said M. Macabago	X	Public Schools District Supervisor	✓	✓
18	Wilma B. Obatay	X	Principal I	✓	✓
19	Judith V. Romaguera	IX	Assistant Schools Division Superintendent	✓	✓
20	Joel C. Delliva Jr.	IX	Principal II	✓	✓
21	Genciano M. Cambalon	XI	Principal II		✓
22	Jose Allan M. Suganob	XI	Principal III		✓



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

23	Emilyn B. Borja	XII	Principal II	✓	✓
24	Shiela G. Balbon	XII	Public Schools District Supervisor	✓	✓
25	Marigold G. Querimit	XII	Public Schools District Supervisor	✓	✓
26	Jocelyn M. Dinapo	CARAGA	Public Schools District Supervisor	✓	✓
27	Analou O. Hermocilla	CARAGA	Education Program Supervisor	✓	✓
28	Nenita P. Sabino	CAR	Principal II	✓	✓
29	Melvin Willy Roque	NCR	Public Schools District Supervisor	✓	✓
30	Rodelio I. Perez Jr.	NCR	Principal I	✓	✓



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

ACCOMMODATION AND MEAL PROVISION

**Training of Coaches and Mentors on Stepping into School Leadership:
Onboarding for New School Heads (School Head Onboarding Program)
Batch 2 and Batch 3**

A. Accommodation

Training Venue	NEAP Training Facility/Baguio Teachers Camp
Accommodation	Baguio Teachers Camp
Check-In Dates/Time	Participants Batch 2: January 12, 2026 (Monday)/2:00 p.m. Batch 3: February 9, 2026 (Monday)/2:00 p.m. Resource Persons and Program Management Team January 11, 2026 and February 8, 2026/2:00 p.m.
Check-Out Dates/Time	Participants, Resource Persons, and Program Management Team Batch 2: January 16, 2025 (Friday)/12:00 noon Batch 3: February 13, 2025 (Friday)/12:00 noon

B. Meal Provision

Participants

	Monday	Tuesday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

Program Management Team & Resource Persons

	Sunday	Monday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	



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
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.

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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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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

November 20, 2025

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Enclosure 2 : *Accommodation and Meal Provision*

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MICHAEL JOSEPH P. CABAATAN
Director III, NEAP



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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
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : **CONDUCT OF THE "STEPPING INTO SCHOOL LEADERSHIP:
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 - 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
<i>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.</i>			

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.
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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 136, s. 2025

JUL 09 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

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**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



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



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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. 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.sartc001@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. Bebbe O. Gentilezo	OIC- EPS II	RO DepEd NIR	bebbe.gentilezo@deped.gov.ph	PMT Member



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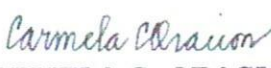
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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
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 / julic.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.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)				
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 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.)				Travel time from Venue to Residence
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.)	



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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.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)			
8:20 - 10:00 a.m.		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.		Health Break (20 mins.)			
10:20 - 11:30 a.m		Session 2: Inside the Core: Exploring the Heart of the Program	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-Baguio City Accommodation: Baguio 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-Baguio City Accommodation: Baguio 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.