



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0358

To : Chief, Curriculum Implementation Division (CID)
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Concerned

Subject : **CONDUCT OF THE SCHOOL HEADS DEVELOPMENT
PROGRAM ADVANCED COURSE "ELEVATING SCHOOL
PERFORMANCE ADVANCED LEADERSHIP AND
MANAGEMENT FOR SCHOOL LEADERS"**

Date : June 27, 2025

This has reference to DM- OUHROD-2025-1515 and advisory RM- HRDD-2025-149 dated June 23, 2025 informing the **CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED COURSE "ELEVATING SCHOOL PERFORMANCE ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS"**, on June 29-July 4, 2025 for Batch 1 and August 25-29, 2025 for Batch 2 at NEAP Baguio City.

The participants to this training are the following:

Batch 1

Mylene S. Castillo, P3- Salvacion ES

Batch 2

Marivene P. Espinosa, P4- Southern Davao NHS

The participant for Batch 1 is reminded to register via [tinyurl.cm/SHDPCS4](https://tinyurl.com/SHDPCS4) on or before June 24, 2025, and advised to arrive at the venue by 12:00 noon on June 29, 2025, and check out by 1:00PM on July 4, 2025.

Travel and other incidental expenses relative to the participation to this activity shall be charged against Division/ School MOOE or any local funds, all subject to the usual accounting and auditing rules and regulations.

Please refer to the attached memorandum and advisory for the other details.

For your information and guidance.

JINKY B. FIRMAN PhD., CESO VI
Schools Division Superintendent

Enclosed: As stated.
CID/je/ roe

RELEASED

JUN 27 2025



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@deped.gov.ph

RECORDS SECTION - DO PANABO CITY

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





Republic of the Philippines
Department of Education
DAVAO REGION

June 23, 2025

REGIONAL MEMORANDUM
HRDD-2025-149

CORRIGENDUM TO THE SCHOOL HEADS DEVELOPMENT PROGRAM

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-141 dated June 17, 2025 and advisory dated June 20, 2025, be informed that the opening program of the activity (Batch 1) is scheduled on June 29, 2025 instead of June 30, 2025 from 3:00PM-5:00PM at NEAP Baguio City.
2. The participants are reminded to register via tinyurl.com/SHDPCS4 on or before June 24, 2025. They are advised to arrive at the venue by 12:00 noon on June 29, 2025, and check out by 1:00PM on July 4, 2025. Relevant details, list of participants, activity matrix, and other information are found in the enclosures.
3. For queries, email hrddneaprol1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: [Signature]
Time: June 27, 2025



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure

List of Participants

June 30-July 4, 2025 (Batch 1)

No.	Last Name	First Name	MI	SDOs	Position/s
1	Pana	Leah	M.	Davao City	Principal II
2	Camarines	Sharwani Belwar	L.	Davao City	Principal II
3	Martesio	Kristian Anhara	L.	Davao de Oro	Principal IV
4	Haradji	Arnold	S.	Davao de Oro	Principal III
5	Aplaon	Divina Grace	G.	Davao del Norte	Principal III
6	Capon	Rochelle	R.	Davao del Norte	Principal IV
7	Abayon	Damian II	A.	Davao del Sur	Principal II
8	Federiso	Noly Glenn	C.	Davao Occidental	Principal IV
9	Delos Reyes	Jason	M.	Davao Occidental	Principal III
10	Silverio	Perfil	P.	Davao Oriental	Principal III
11	Villaluna	Rizza	L.	Digos City	Principal III
12	De Leon	Marissa	B.	IGACOS	Principal II
13	Awa-ao	Ramil	G.	Mati City	Principal II
14	Castillo	Mylene	S.	Panabo City	Principal III
15	Violan	Ruel	E.	Tagum City	Principal III

List of Participants

August 25-29, 2025 (Batch 2)

No.	Last Name	First Name	MI	SDOs	Position/s
1	Omapoy	Judy May	C.	Davao City	Principal IV
2	Geraldez	Olimpio	O.	Davao City	Principal IV
3	Jandog	Norman		Davao de Oro	Principal IV
4	Zamora	Emilia	A.	Davao de Oro	Principal II
5	Torsino	Ramil	M.	Davao del Norte	Principal III
6	Paglinawan	Alan Jr.	J.	Davao del Norte	Principal III
7	Zambrana	Fe	Y.	Davao del Sur	Principal III
8	Diaz Jr.	Francisco	P.	Davao Occidental	Principal II
9	Ramos	Estrellita	A.	Davao Occidental	Principal III
10	Del Rosario	Jonathan	S.	Davao Oriental	Principal IV
11	Nacua	Edsel	F.	Digos City	Principal IV
12	Contreras	Maria Riva	R.	IGACOS	Principal IV
13	Busilaoco	Francis	C.	Mati City	Principal III
14	Espinosa	Marivene	P.	Panabo City	Principal IV
15	Melendres	Rey Alvin	R.	Tagum City	Principal III



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Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

June 20, 2025

ADVISORY

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

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.

Please be informed that the Opening Program will now be held on **June 29, 2025, at 3:00 p.m.**, instead of June 30, 2025, at **NEAP Baguio**. Venue arrangements and logistical matters will be facilitated on-site.

All participants are advised to arrive at the venue by **12:00 noon on June 29, 2025**, and check out by **1:00 p.m. on July 4, 2025**. Strict adherence to this schedule is requested.

Please see the attached List of Updated Resource Persons for Batches 1 and 2 and NEAP Program Management Team (Enclosure 1), Number of Allocated RO/SDO PMT per Activity (Enclosure 2), corrected Indicative Program of Activities (Enclosure 3), and the Meal Schedule (Enclosure 4) for reference.

For further information, please coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP, through email at neap.pdd@deped.gov.ph or landline at (02) 8715-9919.

For immediate dissemination and appropriate action.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

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



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Enclosure 1- List of Resource Persons for Batches 1 and 2 and NEAP Program Management Team

No.	Name	Position	Station
Resource Persons			
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
3	Adonis Ceperez	OIC-ASDS	SDO Nueva Vizcaya, Region II
4	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
7	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Evelyn P. Navia	Principal IV	SDO Laguna Region IV-A
11	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Elnor Luna	Principal I	SDO Aklan, Region VI
14	Roshen Batan	Principal II	SDO Roxas City, Region VI
15	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
16	Samuel Malayo	ASDS	SDO Roxas City, Region VI
17	Roger Z. Rochar	ASDS	SDO Victorias City, NIR
18	Aura O. Aguilar	Principal III	SDO Southern Leyte, Region VIII
19	Diana Flor D. Eco	Principal III	SDO Northern Samar, Region VIII
20	Lyna Basri	Principal IV	SDO Isabela City, Region IX
21	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX



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22	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
23	Enerio Ebisa	CES	HRDD, Region X
24	Jurgenne Dicdican	Principal III	SDO Agusan del Sur, CARAGA
25	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
26	Renato Felipe Jr.	PSDS	SDO Manila City, NCR
27	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
28	Filmore Caballero	CES	SDO Valenzuela City, NCR
29	Felicia Yeban	Faculty	Philippine Normal University
30	Gilbert Arrieta	Faculty	Philippine Normal University
NEAP Program Management Team			
31	Marife T. Morcilla	PDO V	NEAP- PDD
32	Alexander T. Simagala	PDO IV	
33	Ailene F. Duterte	SEPS	
34	Dustin Troy R. Joson	SEPS	
35	Hanifa T. Hadji Abas	EPS II	
36	Jufael P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley Aniñon	TA II	



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Enclosure 2- Number of Allocated Participants and RO/SDO PMT per Activity

Region	Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 1)		Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 2)	
	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4
NCR	1	15		15
CAR	1	15		15
I	1	15		15
II	1	15		15
III	1	15		15
IV-A	1	15		15
IV-B		15	1	15
V		15	1	15
VI		15	1	15
NIR		15	1	15
VII		15	1	15
VIII		15	1	15
IX		15		15
X		15		15
XI		15		15
XII		15		15
CARAGA		15		15
TOTAL	6	255	6	255



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Enclosure 3- Indicative Program of Activities and Training Details

A. Program Matrix

"Elevating School Performance: Advanced Leadership and Management Course for Career Stage 4 School Heads"

BATCH 1 | June 30- July 4, 2025

BATCH 2 | August 25-29, 2025

NEAP Baguio City

Time	Activity
June 29, 2025 - Day 0	
1:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Opening Program
6:00 - 8:00 PM	Dinner
June 30, 2025 - Day 1	
7:30 - 8:30 AM	Preliminaries and Pretest
8:30 - 10:00 AM	Session 1: Strategic School Leadership: Weaving Meaning and Purpose
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	Session 3: Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Session 4: From Echo to Equity: Institutionalizing Learner Voice in Strategic Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 1, 2025 - Day 2	
8:00 - 8:30 AM	Preliminaries



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8:30 – 10:00 AM	Session 5: Transforming Data into Impact: Leading Excellence in School Records Management
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 7: Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence
2:30 - 3:00 PM	Session 8: Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 2, 2025 - Day 3	
8:00 - 8:30 AM	Preliminaries
8:30 – 10:00 AM	Session 9: Leading Innovative Curriculum and Career Pathways: Strategizing Contextualization and Opportunities for Learners
10:00 - 10:15 AM	Health Break
10:15 – 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	Session 10: Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 – 3:00 PM	Session 11: Leading with Fostering Accountability and Innovation in Learning
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11



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4:30- 4:45 PM	Reminders and End-of-Day Evaluation
July 3, 2025 - Day 4	
8:00 - 8:30 AM	Preliminaries
8:30 – 10:00 AM	Session 12: Systems Leadership for Safe, Inclusive, and Supportive Learning Environments and Discipline Frameworks
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 13: Leadership Excellence in High Standards of Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 14: Exemplary Leadership and Professional Development Initiatives
2:30 - 3:00 PM	Session 15: Unwavering Commitment to the Welfare of the School Community
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 15
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 4, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 – 10:00 AM	Session 16: Excelling in the Management of Diverse Relationships and School Organizations
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 17: Exemplified Practices in Managing Inclusivity in Schools
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 18: Fostering Best Practices in Community Engagement
2:30 - 3:00 PM	Posttest
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program



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Enclosure 4- Meal Provision and Accommodation Details

BATCH 1 | June 30 – July 4, 2025

Provisions	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	
Room	✓	✓	✓	✓	✓	

Check-in: Day 0 - 12:00 nn

Check-out: Day 5 – 2:00 p.m.