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

Office of the Schools Division Superintendent
SGOD-2025-0303

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Mylene S. Castillo - P III
Marivene P. Espinosa - PIV

Subject: **PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM**

Date: June 27, 2025

Attached is Regional Memorandum HRDD – 2025 – 141 and HRDD – 2025 - 149 re: **Participants to the School Heads Development Program** on June 29-July 4, 2025, and August 25-29, 2025, at NEAP Baguio, Baguio City. Other details are found in the enclosures.

With this, the following personnel are hereby directed to attend the said activity, to wit:

NO.	NAME	POSITION	SCHEDULE	VENUE
1.	MYLENE S. CASTILLO	PRINCIPAL III	BATCH 1 - JULY 29, 2025 (OPENING PROGRAM) – JULY 4, 2025	NEAP Baguio, Baguio City
2.	MARIVENE P. ESPINOSA	PRINCIPAL IV	BATCH 2 - AUGUST 25-29, 2025	

Meals, board and lodging will be charged against the Human Resource Development (HRD) Funds while transportation, per diem, and other incidental expenses shall be chargeable against local funds/School MOOE subject to the usual accounting and auditing rules and regulations.

Participants shall be entitled to service credits or Compensatory Time-Off (CTO) for the services rendered on Saturdays, Sundays, and Holidays as per DepEd Order No. 53, s. 2003 known as Updated Guidelines on Grants of Service Credits to Teachers.

For your information and guidance.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

Enclosed: As stated.
SGOD/ABA/HRTD/ksd

JUN 27 2025



Address: City Hall Compound, Km 31, JP Laurel,
Panabo City, Davao del Norte
Telephone No: (084) 823-1469, (084) 628-4066
Email: panabocity.division@deped.gov.ph
Website: www.depedpanabocity.com

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 hrddneapro11@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv



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 IV
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

RECORDS

182571



Republic of the Philippines
Department of Education
DAVAO REGION

June 17, 2025

REGIONAL MEMORANDUM
HRDD-2025-141

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1515 titled Conduct of the School Heads Development Program Advance Course "Elevating School Performance" Advanced Leadership and Management for School Leaders" dated June 11, 2025, be informed that the activity is scheduled on **June 30-July 4, 2025 (Batch 1)** and **August 25-29, 2025 (Batch 2)** at NEAP Baguio, Baguio City. Relevant details, qualification criteria, and number of participants per Schools Division Office are found in the enclosures.

2. The Senior Education Program Specialist with the assistance of Education Program Specialist II may access <https://tinyurl.com/7r8recsx> to encode the name of the participants on or before June 19, 2025. Further, they are enjoined to register via tinyurl.com/SHDPCS4 on or before June 24, 2025.

3. Moreover, the participants' board and lodging will be charged against the Human Resource Development (HRD) Funds while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.

4. For queries, email hrddneapro11@gmail.com.

5. Immediate dissemination of this Memorandum is directed.

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION - RDA
RECORDS SECTION
RELEASED

IV: _____
Date: _____ Time: _____
19/06/2025 19, 2025
120571

ALLAN G. FARNAZO
Director IV



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure

NUMBER OF PARTICIPANTS PER SCHOOLS DIVISION OFFICE

June 30-July 4, 2025 (Batch 1)

No.	SDOs	Number of Pax	Position/s
1	Davao City	2	P IV, P III or P II
2	Davao de Oro	2	P IV, P III or P II
3	Davao del Norte	2	P IV, P III or P II
4	Davao del Sur	1	P IV or P III or P II
5	Davao Occidental	2	P IV, P III or P II
6	Davao Oriental	1	P IV or P III or P II
7	Digos City	1	P IV or P III or P II
8	IGACOS	1	P IV or P III or P II
9	Mati City	1	P IV or P III or P II
10	Panabo City	1	P IV or P III or P II
11	Tagum City	1	P IV or P III or P II
Total		15	

NUMBER OF PARTICIPANTS PER SCHOOLS DIVISION OFFICE

August 25-29, 2025 (Batch 2)

No.	SDOs	Number of Pax	Position/s
1	Davao City	2	P IV, P III or P II
2	Davao de Oro	2	P IV, P III or P II
3	Davao del Norte	2	P IV, P III or P II
4	Davao del Sur	1	P IV or P III or P II
5	Davao Occidental	2	P IV, P III or P II
6	Davao Oriental	1	P IV or P III or P II
7	Digos City	1	P IV or P III or P II
8	IGACOS	1	P IV or P III or P II
9	Mati City	1	P IV or P III or P II
10	Panabo City	1	P IV or P III or P II
11	Tagum City	1	P IV or P III or P II
Total		15	



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1515

16 JUN 2025

6/15/2025

215

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 Oracion
CARMELA C. ORACION
*Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)*

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

DATE : 11 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders,"** with the following schedule and details:

Activity	Date	Venue
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 1"	30 June - 04 July 2025	NEAP Baguio
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 2"	25-29 August 2025	NEAP Baguio

2. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:

- a. Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
- b. Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
- c. Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

3. **The Regional Offices (ROs) are requested to endorse fifteen (15) school heads per batch to participate in the program, based on the following criteria:**

- a. Currently occupying Principal IV position with at least **Very Satisfactory** performance rating;
- b. Currently holding Principal II position for at least five (5) years or Principal III position for at least three (3) years, with the following considerations:
 - Has received **Outstanding** performance rating for the past three (3) consecutive years; and
 - Has demonstrated **high potential** for Principal IV position, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
- c. Has no pending administrative cases; and
- d. Of good moral character.

4. Furthermore, the ROs must ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.

5. Enclosed are the following documents, for reference:

- a. **Enclosure 1** List of Resource Persons and Program Management Team (PMT) Members
- b. **Enclosure 2** Regional Allocation of Participants and RO/SDO PMT Members per Batch
- c. **Enclosure 3** Indicative Program of Activities and Training Details
- d. **Enclosure 4** Template for the List of Endorsed Participants and PMT Members (tinyurl.com/SHDP-EndorsedList)
- e. **Enclosure 5** Meal Provision and Accommodation Details

6. The *List of Endorsed School Heads and PMT Members* must be submitted to NEAP through the link tinyurl.com/SHDP-CS4-Submission on or before **27 June 2025**. The endorsed school heads and PMT members are enjoined to register through the link tinyurl.com/SHDPCS4 to confirm their participation in the program on or before the same date.
7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please coordinate with **Ms. Ailene Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

Copy furnished:

**OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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. Ocang	ASDS	SDO Urdaneta City, Region I
3	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
4	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, 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	Marylou Argamosa	Principal I	SDO Ligao, Region V
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



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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
CARAG A		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

Venue: To be announced through an Advisory

Time	Day 0	Day 1
7:30 - 8:00 AM		Registration
8:00 – 8:30 AM		Opening Program
8:30 – 9:00 AM		Pre-Test
		Session 1: Strategic School Leadership: Weaving Meaning and Purpose
9:00 – 12:30 PM	Arrival of Participants at the Venue	Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:30 – 1:30 PM		Lunch Break
	Registration	Session 3: Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
1:30 – 4:30 PM		Session 4: From Echo to Equity: Institutionalizing Learner Voice in Strategic Leadership
4:30 – 5:00 PM		Reminders and End-of-Day Evaluation

Time	Day 2	Day 3	Day 4	Day 5
8:00 – 8:30 AM		Preliminaries		
8:30 – 12:00 PM	Session 5: Transforming Data into Impact: Leading Excellence in	Session 9: Leading Innovative Curriculum and Career Pathways:	Session 12: Systems Leadership for Safe, Inclusive, and Supportive Learning	Session 16: Excelling the Management of Diverse Relationships

2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600

Telefax No.: (+632) 8638-8638

Email Address: neap.od@deped.gov.ph

Doc. Ref. Code	PAWIM-F-026	Rev. 00
Effectivity	09.20.21	Page 5 of 11





EDUCATION FOR ALL: LEADERSHIP, INNOVATION, AND EXCELLENCE

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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	School Records Management	Strategizing Contextualization and Opportunities for Learners	Environments and Discipline Frameworks	and School Organizations
	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation	Session 10: Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship	Session 13: Leadership Excellence in High Standards of Practice	Session 17: Exemplified Practices in Managing Inclusivity in Schools
12:00 – 1:00 PM	Lunch Break			
1:00 – 4:00 PM	Session 7: Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence	Continuation of Session 10	Session 14: Exemplary Leadership and Professional Development Initiatives	Session 18: Fostering Best Practices in Community Engagement
4:00 – 5:00 PM	Session 8: Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges	Session 11: Leading with Fostering Accountability and Innovation in Learning	Session 15: Unwavering Commitment to the Welfare of the School Community	Post-Assessment 2:30 PM End-of-Day Evaluation Closing Program
	Reminders and End-of-Day Evaluation PMT Debriefing			3:00 PM Departure from Venue



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B. Orientation of Program Management Team

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	June 27, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel)

C. Orientation of the Resource Persons

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	June 19, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel)


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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4- Template for the List of Endorsed Participants and PMT Member

[DATE]

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)

Attention:

JENNIFER E. LOPEZ

Director IV
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified school heads to attend the **School Heads Development Program (SHDP) for Career Stage 4** titled: **Elevating School Performance: Advanced Leadership and Management for School Leaders**

BATCH 1 (June 30-July 4, 2025)

No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
2							
3							
4							
5							
6							
7							


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8								
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12								
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14								
15								

Program Management Team Member

Batch 1

No.	Name (Last, First, Middle Initial)	Position	Office
1			

BATCH 2 (August 25-29 2025)

No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							



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13								
14								
15								
Program Management Team Member – Batch 2								
No.	Name (Last, First, Middle Initial)	Position			Office			
1								

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 5- Meal Provision and Accommodation Details

BATCH 1 | June 30 – July 4, 2025

BATCH 2 | August 25 – 29, 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 - 2:00 p.m.

Check-out: Day 5 – 2:00 p.m.