



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-0385

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Concerned Personnel

Subject: **SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS**

Date: July 31, 2025

Attached is Advisory from the Office of the Undersecretary for Learning Systems and Regional Memorandum HRDD-2025-179 re: Participation to the Training of Coaches and Mentors on the Onboarding of New School Heads, details are found in the enclosures, contents of which are self-explanatory.

With this, the following participants are required to the activity to wit:

NO.	NAME	DATE	VENUE
1.	Johanna P. Linterna	Batch 1: August 25-29, 2025	NEAP Baguio City
2.	Leonora Cañete	Batch 2: postponed until further notice	
3.	Chona Doctora	Batch 3: postponed until further notice	

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



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**  
REGION XI  
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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 guidance and compliance.

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

Enclosed: As stated.  
SGOD/ABA/HRDS/KSD

**RELEASED**

**JUL 31 2025**

RECORDS SECTION - SDO PANABO CITY  
BY 



**Address:** City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

23 July 2025

### ADVISORY

*Training of Coaches and Mentors for SHOP (Batch 1)  
NEAP Baguio, Teachers Camp  
28 July - 1 August 2025*

1. This refers to **DM-OUHROD-2025** with the subject **STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS** dated 20 June 2025.
2. Due to the onslaught of inclement weather conditions and to ensure the safety of participants, the **Training of Coaches and Mentors for the School Head Onboarding Program (Batch 1)** is hereby **moved to August 25-29, 2025**.
3. Other additional details, including the meal schedule, matrix of activities, and online meeting with Resource Persons, will be issued through a separate advisory.
4. Further, the conduct of the **Training of Coaches and Mentors for the School Head Onboarding Program (Batches 2 & 3)** are **postponed until further notice**.
5. Should you have further clarifications, please do not hesitate to contact **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or Viber 09975670093.

*Carmela C. Oracion*

**CARMELA C. ORACION**

Assistant Secretary

Officer-in-Charge

Office of the Undersecretary for Learning Systems



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RECORDS



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

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July 22, 2025

REGIONAL MEMORANDUM  
HRDD-2025-179

**PARTICIPATION TO THE TRAINING OF COACHES AND MENTORS ON THE  
ONBOARDING OF NEW SCHOOL HEADS**

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1654 dated June 20, 2025 entitled Conduct of the Stepping into School Leadership: An Onboarding Program for New School Heads, be informed that the activity entitled Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (Batch 1) will be scheduled on July 28-August 1, 2025 at NEAP, Baguio City. Relevant details, list of participants, and other information are found in the enclosures.
2. The participants are requested to register via <https://tinyurl.com/SHIPBatch1> on or before July 23, 2025. The board and lodging will be charged against NEAP Human Resource Development Fund while transportation, per diem, and other incidental expenses will be charged to SDO/school/ local funds, subject to the usual accounting and auditing rules and regulations.
3. Further, they are entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary for Overtime Services Rendered".
4. For queries, email [hrddneap011@gmail.com](mailto:hrddneap011@gmail.com).
5. Immediate dissemination of this Memorandum is directed.

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated  
ROH3/glv

By: [Signature]  
Date: July 23, 2025  
Time: 12/21/2



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@depd.gov.ph](mailto:region11@depd.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)







Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Enclosure

**Training of Coaches and Mentors for SHOP Batch 1**

July 28-August 1, 2025  
NEAP Baguio City

No.	Name of Participants	Position	SDOs
1	Maria Doreen Daplin	PSDS	Davao City
2	Romualdo G. Valdez	Principal III	Davao de Oro
3	Ana N. Redaniel	PSDS	Davao del Norte
4	Sharyll Amor Albona	Principal IV	Davao del Sur
5	Zenon M. Sulpot	Principal I	Davao Occidental
8	Girlie J. Balante	Principal IV	Davao Oriental
7	Aimee Amor Porto	Principal IV	Digos City
8	Gay P. Taguiran	ASDS	IGACOS
9	Jessica M. Lumapas	Principal II	Mati City
10	Johanna Linterna	Principal III	Panabo City
11	Nila L. Digal	PSDS	Tagum City

**Training of Coaches and Mentors for SHOP Batch 2**

August 25-29, 2025  
Venue: TBD

No.	Name of Participants	Position	SDOs
1	Armando Morales	PSDS	Davao City
2	Sandy G. Yee	Principal IV	Davao de Oro
3	Marlon G. Ebrado	PSDS	Davao del Norte
4	Jane N. Bardonido	Principal III	Davao del Sur
5	Maritess L. Llamag	Principal 1	Davao Occidental
6	Christian N. Sango	OIC-ASDS, Principal IV	Davao Oriental
7	Neil D. Bongcayao	PSDS	Digos City
8	Joann M. Benoya	Principal III	IGACOS
9	Elma A. Prudente	Principal IV	Mati City
10	Leonora Cañete	Principal II	Panabo City
11	Daniel S. Tababa	PSDS	Tagum City





Republic of the Philippines  
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DAVAO REGION

**Training of Coaches and Mentors for SHOP Batch 2**  
August 25-29, 2025  
Venue: TBD

**Program Management Team**

No.	Name of Participants	Position	SDOs
1	Leonard Ray E. Castillon	EPS II	RO-HRDD
2	Christian T. Narca	EPS II	Davao del Sur
3	Helen Jane A. Go	EPS II	IGACOS

**Training of Coaches and Mentors for SHOP Batch 3**  
November 24-28, 2025  
Venue: TBD

No.	Name of Participants	Position	SDOs
1	Leonida A. Polentinos	PSDS	Davao City
2	Joan B. Galarion	PIC	Davao City
3	Florlinda A. Denopol	PSDS	Davao de Oro
4	Jeanette C. Limen	Principal IV	Davao de Oro
5	Noli T. De Felipe	PSDS	Davao del Norte
6	Ray Harvey L. Dominice	Principal II	Davao del Sur
7	Jan Michael G. Titong	Principal III	Davao Occidental
8	Garry P. Lara	Principal IV	Davao Oriental
9	Maria Genevieve T. Francisquete	ASDS	Digos City
10	Maria Riva R. Contreras	Principal III	IGACOS
11	Mary Jean M. Francisquete	PSDS	Mati City
12	Chona Doctora	Principal II	Panabo City
13	Mervin G. Salmon	PSDS	Tagum City





Republika ng Pilipinas

## Department of Education

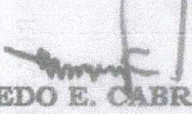
OFFICE OF THE UNDERSECRETARY

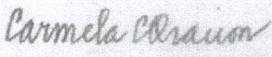
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### 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.



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 <a href="https://tinyurl.com/SHOPmeeting">https://tinyurl.com/SHOPmeeting</a>	National Technical Working Group (NTWG) Members	<a href="https://tinyurl.com/SHOPOnlineMeeting">https://tinyurl.com/SHOPOnlineMeeting</a> Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	<a href="https://tinyurl.com/SHIPPiLotTest">https://tinyurl.com/SHIPPiLotTest</a> 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	<a href="https://tinyurl.com/SHIPBATCH1">https://tinyurl.com/SHIPBATCH1</a> 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	<a href="https://tinyurl.com/SHIPBATCH2">https://tinyurl.com/SHIPBATCH2</a> 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	<a href="https://tinyurl.com/SHIPBATCH3">https://tinyurl.com/SHIPBATCH3</a> 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](mailto:neap.pdd@deped.gov.ph) / [julie.ignao@deped.gov.ph](mailto: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**