



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	

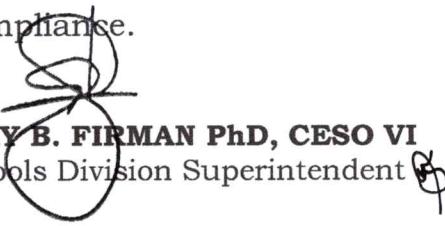
Meals, board and lodging will be charged against NEAP Human Resource Development (HRD) Fund, while transportation, per diem, and other incidental expenses shall be chargeable against Central Office/RO/SDO HRD/local funds subject to the usual accounting and auditing rules and regulations.



Republic of the Philippines
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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, RO XI, PANABO CITY
BY 



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 / 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

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

44890

12/212

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

DEPARTMENT OF EDUCATION RDO
RECORDS SECTION
RELEASED

Encl.: As stated
ROH3/glv

ALLAN G. FARNAZO
Director IV

By: _____
Date: _____ Time: _____

12/212



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	Sharryll 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. Llameg	Principal I	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
Department of Education
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
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/SHPOPmeeting	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHPOnlineMeeting Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	https://tinyurl.com/SHPISlotTest 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/SHPBatch1 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/SHPBatch2 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/SHPBatch3 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/SHP-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.
9. For dissemination and appropriate action.

Copy furnished:

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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**