



Republic of the Philippines
Department Of Education
Region XI
Schools Division of Panabo

0825102523
KSD

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0443

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All Concern

Subject: **PARTICIPATION TO THE SHDP INTERMEDIATE COURSE TRAINING**

Date: August 18, 2025

Attached is Regional Memorandum HRDD – 2025 – 197 re: **Participation to the SHDP Intermediate Course Training**. 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.	RUEL RAMOS	PRINCIPAL III	SEPTEMBER 1-5, 2025	NEAP Baguio City
2.	MARLOU DE ASIS	PSDS	SEPTEMBER 22-25, 2025	To be Determined
3.	ANA LYN S. NANOL	PRINCIPAL II	OCTOBER 6-10, 2025	NEAP Baguio City

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 School MOOE/SDO HRD/local funds 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.

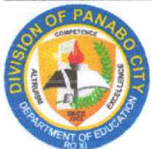
For and in the absence of the Schools Division Superintendent

JANWARIO E. YAMOTA
Chief Education Supervisor – CID
Officer – In-charge

RELEASED

AUG 19 2025

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



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066

RECORDS SECTION SDO PANABO CITY
BY



Republic of the Philippines
Department of Education
DAVAO REGION

August 6, 2025

REGIONAL MEMORANDUM
HRDD-2025-197

PARTICIPATION TO THE SHDP INTERMEDIATE COURSE TRAINING

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-167, titled Participants to the School Heads Development Program Intermediate Course dated July 7, 2025, be informed that the batch 2 activity is scheduled on September 1-5, 2025 at NEAP Baguio City.
2. The participants are requested to confirm their attendance via tinyurl.com/SHDPCS3REG. Relevant details, list of participants, and other information are found in the enclosures.
3. Further, the 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 hrddneaprol1@gmail.com.
5. Immediate dissemination of this Memorandum is directed.

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

W:

Time: August 07, 2025



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure

Batch 2

Training of School Heads on Elevating School Leadership: An Intermediate Guide to
Effective Management
September 1-5, 2025
NEAP Baguio City

No.	Last Name	First Name	MI	Position	SDOs
1	Decena	Yhummy	B	Principal IV	Davao City
2	Questo	Eloisa	R	Principal III	Davao City
3	Jandog	Norman	G	Principal IV	Davao de Oro
4	Sangian	Vilma		Principal IV	Davao de Oro
5	Ignalig	Roneil	D	P-II	Davao del Norte
6	Ramos	Ronyr	B	ASP II	Davao del Norte
7	Lumawag	Shelda	B	Principal III	Davao del Sur
8	Empimo	Bernie	D	HT III	Davao Occidental
9	Dela Cerna	Pamela Glee	B	Principal I	Davao Occidental
10	Rabuya	Sara Jane	D	Principal III	Davao Oriental
11	Cedeño	Raquel	L	Principal III	Digos City
12	Cubillas	Marcos	S	Principal III	IGACOS
13	Sayson	Irish	T	Principal II	Mati City
14	Ramos	Ruel	B	Principal III	Panabo City
15	Miguel	Adelfa	M	Principal III	Tagum City



Republic of the Philippines
Department of Education
DAVAO REGION

Batch 3

Training of Coaches and Mentors on Elevating School Leadership: An Intermediate
Guide to Effective Management
September 22-25, 2025
Venue: To be determined (TBD)

No.	Last Name	First Name	MI	Position	SDOs
1	Colango	Jean Fe	A	PSDS	Davao City
2	Galarion	Joan	B	Principal In-Charge	Davao City
3	Denopol	Florlinda	A	PSDS	Davao de Oro
4	Peñaroyo	Renee	J	PSDS	Davao de Oro
5	Gonzales	Cristopher	B	EPS	Davao del Norte
6	Publico	Ronnie	A	PSDS	Davao del Norte
7	Raquel	Emilyn	R	P-IV/DPIC	Davao del Sur
8	Bagongon	Jefrey	B	PSDS	Davao Occidental
9	Laganse	Fe Arlene	D	PSDS	Davao Occidental
10	Rebalde	Boyshin		Education Program Supervisor	Davao Oriental
11	Cartajena	Joel		Principal II	Digos City
12	Lapaya	Edilberto	C	Principal II /DCP	IGACOS
13	Mantog	Jo Ann	B	PSDS	Mati City
14	De Asis	Marlou		PSDS	Panabo City
15	Padlan	Francisca	R	Education Program Supervisor	Tagum City



Republic of the Philippines
Department of Education
DAVAO REGION

Batch 1

Training of School Heads on Elevating School Leadership: An Intermediate Guide to Effective Management

October 6-10, 2025

NEAP Baguio City

No.	Last Name	First Name	MI	Position	SDOs
1	Barnes	Jayson	E	Principal IV	Davao City
2	Romero	Maria Ligaya	R	Principal III	Davao City
3	Yee	Sandy	G	Principal IV	Davao de Oro
4	Sevillano	Gina	B	Principal III	Davao de Oro
5	Torsino	Ramil	M	Principal IV	Davao del Norte
6	Paglinawan	Alan Jr.	J	Principal II	Davao del Norte
7	Berdin	Leonila	D	Principal II	Davao del Sur
8	Escuadra	Kristine Ivah	A	Principal I	Davao Occidental
9	Solitana	Romilo Paolo	E	Principal I	Davao Occidental
10	Lara	Garry	P	Principal IV	Davao Oriental
11	Barsalote	Aldin jr.	J	Principal III	Digos City
12	Mamac	noel	P	Principal I	IGACOS
13	Villarente	Aileen	P	Principal II	Mati City
14	Nanol	Ana Lyn	O	Principal II	Panabo City
15	Pamitalan	Arlene	C	Principal III	Tagum City

Program Management Team

No.	Last Name	First Name	MI	Position	FD
1	Reyes	Kirstine Fheb	Y	ADAS I	RO XI-HRDD



Republic of the Philippines
Department of Education
DAVAO REGION

July 7, 2025

REGIONAL MEMORANDUM
HRDD-2025-167

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM
INTERMEDIATE COURSE

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1699, titled Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management" dated June 25, 2025, and advisory dated July 3, 2025, be informed that the activity is scheduled on July 7-11, 2025 is postponed to a later date due to unforeseen venue unavailability. Additionally, identified Program Management Team member is requested to attend a virtual orientation on July 31, 2025 at 2:00PM via <https://tinyurl.com/Orientation-S&PMT>. Relevant details, qualification criteria, and number of participants per Schools Division Office are found in the enclosures.
2. Further, the HRD Senior Education Program Specialist with the assistance of the Education Program Specialist II are requested to access the link <https://tinyurl.com/4dtu5b64> for the encoding of participants on or before July 15, 2025. Each SDO may submit the endorsement via tinyurl.com/SHDP-CS3-Submission on or before July 25, 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. They are entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, S. 2004 "Non-Monetary Remuneration for Overtime Services Rendered."
5. For queries, email hrddnspart11@gmail.com.
6. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1699

TO : Regional Directors
Schools Division Superintendents
HRDD Chiefs / NEAP R Focal Persons
All Others Concerned

30 JUN 2025

G21/2214
R: JB

FROM : **WILFREDO E. CALRAL**
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 SCHOOL HEADS DEVELOPMENT PROGRAM
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

DATE : 25 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management,"** with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 1	07-11 July 2025 Venue: TBD	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHDPCS3REG Deadline: 02 July 2025
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 2	01-05 September 2025 Venue: NEAP Baguio	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHDPCS3REG Deadline: 15 August 2025
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	24-25 September 2025 Venue: TBD	Public Schools District Supervisors (PSDS)/Assistant Schools Division Superintendents (ASDS)/ Education Program Supervisors (EPS)	https://tinyurl.com/SHDPCS3NTOTREG Deadline: 12 September 2025

2. Targeting current and aspiring Career Stage (CS) 3 school heads, this program has the following objectives:

- Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
- Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
- Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.

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

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

4. Each RO is also requested to identify and endorse **fifteen (15) PSDSs, ASDs, and/or EPSs** to participate in the **Training of Coaches and Mentors**.

5. The ROs are reminded to ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.

6. Furthermore, each RO is requested to endorse **one (1) HRDD personnel, either from the RO or any selected SDO, to serve as a member of the Program Management Team (PMT)** that will support the program implementation.

7. Enclosed are the following documents, for reference:

- Enclosure 1** Template for the List of Endorsed School Head Participants and RO/SDO PMT Members (tinyurl.com/EndorsedListCS3)
- Enclosure 2** List of Resource Persons and NEAP PMT Members
- Enclosure 3** Regional Allocation of Participants and RO/SDO PMT Members per Batch and Qualification Standards
- Enclosure 4** Indicative Program of Activities and Training Details
- Enclosure 5** Meal Provision and Accommodation Guide

8. The **List of Endorsed School Heads and RO/SDO PMT Members** must be submitted to NEAP through the link tinyurl.com/SHDP-CS3-Submission on or before **01 July 2025**.

9. In preparation for the said activities, **Online Orientation Meetings** will be conducted with RO/SDO PMT Members and Resource Persons, with the following details:

Date & Time	Target Participants	Microsoft Teams Meeting Link
1 July 2025 10:00 a.m.	Resource Persons	https://tinyurl.com/OrientationCS3RP
3 July 2025 2:00 p.m.	RO/SDO PMT Members	https://tinyurl.com/OrientationCS3PMT

10. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
11. 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*."
12. 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.
13. 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.
14. For immediate dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS