



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0551

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD)  
 Chief Education Supervisor (CID)  
 Public Schools District Supervisors

Attention : **MARIA NENITA G. TUAZON** – Public Schools District Supervisor

Subject: **PARTICIPATION TO THE TRAINING OF COACHES AND MENTORS FOR SHDP COURSE – CAREER STAGE 4**

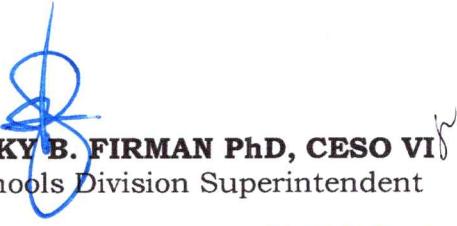
Date: October 01, 2025

Please be informed that the Training of Coaches and Mentors for SHDP Course- Career Stage 4 on October 13-17, 2025, at NEAP Training Facility, Teachers Camp, Baguio City.

With this, you are hereby directed to attend the said activity.

Meals, Board and lodging shall be chargeable against NEAP Human Resource Development Fund, while Transportation, per diem and other incidental expenses shall be chargeable against Local/School MOOE Funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

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

**RELEASED**

**OCT 03 2025**

RECORDS SECTION SGD PANABO CITY  
 BY \_\_\_\_\_



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

RECORDS



Republic of the Philippines  
Department of Education  
DAVAO REGION

12/12/23

September 17, 2025

REGIONAL MEMORANDUM  
HRDD-2025-242

PARTICIPATION TO THE TRAINING OF COACHES AND MENTORS FOR SHDP  
COURSE- CAREER STAGE 4

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OULS-2025-079, titled Conduct of the Training of Coaches and Mentors for School Heads Development Program (SHDP) Course for Career Stage 4, Elevating School Performance: Advanced Leadership and Management for School Effectiveness dated September 12, 2025, be informed that the activity is scheduled on October 13-17, 2025 at NEAP Training Facility, Teacher's Camp, Baguio City. Relevant details, list of participants, and other information are found in the enclosures.
2. The opening program as well as check in time are set on October 13, 2025 at 3:00 o'clock in the afternoon. Further, the board and lodging expenses shall be charged to the NEAP Human Resource Development Fund, while transportation, per diem, and other incidental expenses shall be charged to the local funds of the Schools Division Offices, subject to the usual accounting and auditing rules and regulations.
3. For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated  
ROH3/glv

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RELEASED

12/12/23 9:19 AM Time: 12/12/23



Republic of the Philippines  
Department of Education  
DAVAO REGION

Enclosure

**List of Participants**

No.	Last Name	First Name	MI	Position	SDO
1	Bolofer	Josie	T.	ASDS	Davao City
2	Fernandez	Janice	A.	PSDS	Davao del Norte
3	Sarile	Riza Joy	R.	PSDS	Davao City
4	Escobal	Noel	G.	PSDS	Tagum City
5	Robles	Graciela	A.	EPS	IGACOS
6	Tuazon	Maria Nenita	G.	PSDS	Panabo City
7	Pilo	Ramel	M.	ASDS	Davao Occidental
8	Clarion	Emmanuel	B.	EPS	Davao de Oro
9	dela Victoria	Grace	G.	PSDS	Mati City
10	Mellorida	Aurora	O.	EPS	Davao Occidental
11	Abucejo	Marites	U.	PSDS	Davao del Sur
12	Carreon	Angelito	D.	PSDS/DPIC	Davao del Sur
13	Juezan	Ida	I.	PSDS	Digos City
14	Duot	Vanessa	T.	PSDS	Davao Oriental
15	Reyes	Chryza Arsenia	D.	PSDS	Davao Oriental



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM  
DM-OULS-2025-019

DEPARTMENT OF EDUCATION  
RECORDED

RECEIVED  
17 SEP 2025 9M 120949  
Date: A.M.

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

FROM : *Carmela C. Oracion*  
CARMELA C. ORACION  
Assistant Secretary  
Officer-in-Charge  
Undersecretary of Learning Systems

SUBJECT : **CONDUCT OF THE TRAINING OF COACHES AND MENTORS  
FOR SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)  
COURSE FOR CAREER STAGE FOUR TITLED: ELEVATING  
SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND  
MANAGEMENT FOR SCHOOL LEADERS**

DATE : September 12, 2025

1. One of the key initiatives of the National Educators Academy of the Philippines (NEAP) is the implementation of the School Head Development Program (SHDP), which provides structured professional development opportunities for school leaders across career stages. As part of this initiative, NEAP will conduct the **Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders**. Anchored on the Philippine Professional Standards for School Heads (PPSSH), this program is designed to strengthen the capacity of coaches and mentors in supporting school heads at Career Stage 4, ensuring the effective development of advanced leadership and management competencies. The training will be held on October 13-17, 2025 at the NEAP Training Facility, Teachers Camp, Baguio City.
2. This training seeks to achieve the following objectives:
  - a. Strengthen capacity in providing coaching and mentoring to school heads to model and sustain the highest standards of practice aligned with PPSSH Career Stage 4 competencies;
  - b. Immerse coaches and mentors in advanced strategies, tools, and approaches for guiding school heads in reflective practice, professional growth, and transformational leadership; and
  - c. Address gaps in professional collaboration and accountability by fostering a culture of continuous improvement, shared responsibility, and lasting impact in the coaching and mentoring process.

3. In view of this, the following is the activity related to the implementation of the training:

Activity	Date	Target Participants	Venue	Registration Link and Deadline of Participant's Registration
Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders	13- 17 October 2025	Assistant Schools Division Superintendent (ASDS), Chief Education Supervisor (CES) or Public School District Supervisor (PSDS) and Education Program Supervisor (EPS) with outstanding experience as principal	NEAP Training Facility, Teachers Camp, Baguio City	<a href="https://tinyurl.com/SHDPCS4NTOTREG">https://tinyurl.com/SHDPCS4NTOTREG</a> (Deadline: October 2, 2025)

4. Relative to this, Regional Offices (ROs) are requested to nominate field participants who will attend the aforementioned activities and to identify one (1) representative to serve as a member of the Program Management Team. The **Allocated Number of Participants, Terms of Reference, and Qualification Standards** are outlined in **Enclosures 2 and 3**. For the nomination process, kindly use Enclosure 5: Endorsement Letter, and upload the duly signed and approved letter on or before October 3, 2025, through the following link: <https://tinyurl.com/EndorsementFormSHDPCS4NTOT>.

5. In preparation for the smooth conduct of the activities listed in the table above, members of the National Technical Working Group (NTWG) are enjoined to confirm their availability for an online meeting scheduled on **October 1, 2025**. The meeting aims to provide directions and procedures for the upcoming activities and to discuss the initial preparation requirements for the training. A separate advisory will be released regarding the list of Resource Persons

6. The participants' and resource person's board and lodging expenses shall be charged to the NEAP Human Resource Development (HRD) Funds, while transportation, per diem, and other incidental expenses shall be charged to the local funds of the Central Office (CO), Regional Offices (ROs), or Schools Division Offices (SDOs), subject to the usual accounting and auditing rules and regulations. Additional details and administrative arrangements will be issued through a separate advisory.

7. Participants are entitled to non-monetary compensation, such as Compensatory Time-Off, only if they do not receive per diem. Travel time, however, shall not be included in the computation of Compensatory Overtime Credit.
8. **All participants are reminded that the Opening Program will be on October 13, 2025, at 3:00 PM. This day will also serve as the check-in/accommodation day.** Participants are further reminded to bring their own maintenance medications, laptops, extension cords, and alternative sources of internet connectivity to ensure smooth participation in the sessions. **Strict adherence to the schedule of activities is expected from all participants.**
9. For further questions or concerns, you may coordinate with Ms. Ailene F. Duterte, of NEAP-PDD, through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).
10. For immediate dissemination and appropriate action.

**Enclosures:**

Enclosure 1: List of Program Management Team

Enclosure 2: Qualification Standards of Participants

Enclosure 3: Number of Allocated Participants and RO/SDO PMT per Activity

Enclosure 4: Indicative Program of Activities

Enclosure 5: Endorsement Letter

Enclosure 6: Meal Provision and Accommodation Details

*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 - Program Management Team

No.	Name	Position	Station
<b>NEAP Program Management Team</b>			
1	Marife T. Morcilla	PDO V	NEAP- PDD
2	Alexander T. Simagala	PDO IV	
3	Ailene F. Duterte	SEPS	
4	Dustin Troy R. Joson	SEPS	
5	Hanifa T. Hadji Abas	EPS II	
6	Juseel P. Pulvosa	PDO II	
7	Chelsea R. Sagun	TA II	
8	Bradley B. Aniñon	TA II	



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**Enclosure 2 - Qualification Standards of Participants**

**Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders**

**ASDS/CES/PSDS/EPS**

**General:**

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative. (Please see Enclosure 3 for the template of the Endorsement Letter).

**Assistant Schools Division Superintendent (ASDS):**

1. Currently serving as an ASDS;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**Chief Education Supervisor (CES):**

1. Currently serving as a CES;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**Public Schools District Supervisors (PSDS)/ Education Program Supervisor:**

1. Currently serving as a PSDS/EPS;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
3. Recognized as an outstanding school head with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.



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Enclosure 3 - Number of Allocated Participants and RO/SDO PMT per Activity

Region	Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders	
	PMT Member (RO/SDO Program Focal)	Assistant Schools Division Superintendent (ASDS), Chief Education Supervisor (CES) or Public School District Supervisor (PSDS) and Education Program Supervisor (EPS) with outstanding experience as principal
NCR	1	15
CAR	1	15
I	1	15
II		15
III	1	15
IV-A		15
IV-B		15
V	1	15
VI		15
NIR		15
VII		15
VIII	1	15
IX		15
X		15
XI		15
XII		15
CARAGA		15
<b>TOTAL</b>	<b>6</b>	<b>255</b>



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**Enclosure 4 - Indicative Program of Activities**

**Program Matrix**

**Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders**

October 13-17, 2025  
NEAP Training Facility, Teachers' Camp, Baguio City

Time	Day 1
1:00 - 3:00 PM	Registration and Opening Program
3:00 - 5:00 PM	Opening Program

Time	Day 2	Day 3	Day 4	Day 5
8:00 - 8:20 AM	Preliminaries			
8:20 - 10:00 AM	Session 1: Designing Impactful Learning: From Theory to Tailored Sessions	Session 5: From Facilitation to Empowerment: Unleashing Self-Determined Learning	Session 9: Empathetic Mentorship: Guiding School Leaders Through Authentic Challenges	Session 13: Implementing SHDP: Strategic Planning & Coordinated Execution
10:00 - 10:20 AM	Health Break			
10:20 - 12:00 PM	Session 2: Mastering the SHDP: Deconstructing, Synthesizing, and Contextualizing for Effective Coaching	Session 6: Coaching and Mentoring for Growth: Delivering Experiential Feedback to School Heads	Session 10: Strategic Oversight: Developing and Critiquing M&E for SHDP Effectiveness	Posttest Closing Program
12:00 - 1:00 PM	Lunch Break			
1:00 - 2:40 PM	Session 3: Designing Asynchronous Learning: Empowering Flexible Growth	Session 7: Facilitating Excellence: A Simulation-Based Approach to Coaching and Mentoring	Session 11: Optimizing Coaching & Facilitation: Driving Development for School Heads	Departure from Venue



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2:40 - 3:00 PM	Health Break			
3:00 - 4:40 PM	Session 4: Mastering Coaching and Mentoring: Process, Practice, and Professionalism	Session 8: Coaching and Mentoring for Growth: Mastering Feedback and Iterative Training Design	Session 12: Navigating Training Challenges: Co- Creating Solutions in a Collegial Environment	

**B. Orientation of Program Management Team**

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	October 1, 2025	<a href="https://tinyurl.com/OrientationPMTSHDPCS4NTOT">https://tinyurl.com/OrientationPMTSHDPCS4NTOT</a>

**C. Orientation of the Resource Persons**

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





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Enclosure 5 - Endorsement Letter

List of Endorsed Participants and PMT Member

[DATE]

**CARMELA C. ORACION**

Assistant Secretary  
Officer-in-Charge  
Undersecretary for Learning Systems Strand

Attention:

**MICHAEL JOSEPH P. CABAUATAN**

Director III  
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified Public School District Supervisors, Assistant School Division Superintendents, and Education Program Supervisors to attend the **School Heads Development Program (SHDP) for Career Stage 4** titled: **Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders.**

OCTOBER 13-17, 2025					
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Email Address	Number of Schools Supervised
1					
2					
3					
4					
5					



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6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>Program Management Team Member</b>					
No.	Name (Last, First, Middle Initial)	Office	Position	Email Address	
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 6 - Meal Provision and Accommodation Details

October 13-17, 2025

Provisions	Day 1 October 13, 2025	Day 2 October 14, 2025	Day 3 October 15, 2025	Day 4 October 16, 2025	Day 5 October 17, 2025
	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	
Room	✓	✓	✓	✓	

Check-in: Day 1 - 2:00 p.m.

Check-out: Day 5 - 1:00 p.m.