



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 24, 2025

REGIONAL MEMORANDUM

No. **871** s. 2025

ADDENDUM TO THE REGIONAL MEMORANDUM NO. 776, s. 2025
RE: CONDUCT OF THE STEPPING INTO SCHOOL LEADERSHIP:
AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS

To: Schools Division Superintendents
All Others Concerned

1. In reference to **Memorandum DM-OUHROD-2025-1654** and **Regional Memorandum No. 776, s. 2025**, this Office, through the Human Resource Development Division (HRDD) and National Educators Academy of the Philippines – Region VIII (NEAP-RVIII), announces the conduct of 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).
2. This program aims to help new school heads:
 - a. Set clear goals and develop a plan to achieve Career Stage 2 competencies within the PPSSH framework;
 - b. Gain practical experience in school management to better understand their leadership role and make effective decisions; and
 - c. Improve accountability by encouraging self-reflection, self-assessment, and ongoing professional growth.
3. The participants' board and lodging will be charged against **local funds** and the travel expenses of the regional PMT shall be charged against HRTD funds, subject to the usual accounting and auditing rules and regulations.
4. For inquiries, contact **Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-8** through **neap.region8@deped.gov.ph**.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

PARTICIPANTS

PROFESSIONAL DEVELOPMENT

TRAINING

HRDD-NEAPRVIII-IGDM



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Telephone No.: (053) 832-5738
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Doc. Ref. Code	RO-ORD-F025	Rev	00
Effectivity	04.03.2023	Page	1 of 4



Enclosure No. 1 to Regional Memorandum No. _____ s. 2025

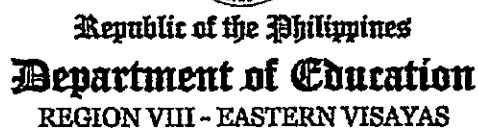
Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1) NEAP Baguio Facility (28 July – 1 August 2025)					
Name	Designation	Division	DepEd Email	Contact Number	Role (PMT member or Participant)
1. Junaz S. Emboy	Head Teacher I	SDO Maasin	junaz.emboy@deped.gov.ph		Participant
2. Reynelda C. Bachao	Principal-I	SDO Catbalogan	reynelda.bachao@deped.gov.ph	9196172027	Participant
3. Ma. Lourdes A. Batuto	Head Teacher IV	SDO Biliran	maloudes.batuto@deped.gov.ph	9497351374	Participant
4. Milaner R. Oyo-a	Principal-IV	SDO Calbayog	milaner.oyoa1@deped.gov.ph	9774593193	Participant
5. Jessie Marlou C. Pomida	Principal-I	SDO Eastern Samar	jessiemarlou.pomida@deped.gov.ph	9958563611	Participant
6. Amante D. Bayudang	Principal I	SDO Eastern Samar	amante.bayudang@deped.gov.ph	9291143416	Participant
7. Rowena Caldoza	Principal-I	SDO Leyte	rowena.caldosa@deped.gov.ph		Participant
8. Melinda P. Severino	PSDS	SDO Tacloban	melinda.severino@deped.gov.ph		Participant
9. Charito P. Go	Principal I	SDO Northern Samar	charito.go002@deped.gov.ph	9166462790	Participant
10. Darel Saladaga	T-III/TIC	SDO Samar	darel.saladaga@deped.gov.ph	9557754006	Participant
11. Ruben C. Pacayra	T-III/TIC	SDO Samar	ruben.pacayra@deped.gov.ph	9606614626	Participant

Enclosure No. 2 to Regional Memorandum No. _____ s. 2025

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) 25 - 29 August 2025 (Venue-TBA)					
Name	Designation	Division	DepEd Email	Contact Number	Role (PMT member or Participant)
1. Glynis Mark Montederamos	MT II/TIC	Maasin City	glynismark.montederamos@deped.gov.ph		Participant
2. Ma. Diana L. Pomida	Principal-I	Catbalogan City	madiana.pomida002@deped.gov.ph	9175272275	Participant
3. Thelma O. Mari	HT II	SDO Biliran	thelma.mari002@deped.gov.ph	9278880790	Participant
4. Ma. Teresa S. Simon	PSDS	SDO Calbayog	materesa.simon@deped.gov.ph	9173147647	Participant
5. Soledad G. Amigo	Principal II	SDO Eastern Samar	soledad.amigo001@deped.gov.ph	9275793343	Participant
6. Ferdinand B. Songalia	Principal-I	SDO Leyte	ferdinand.songalia005@deped.gov.ph	0917 895 0788	Participant
7. Alma V. Macanip	PSDS	SDO Tacloban	alma.macanip@deped.gov.ph		Participant
8. Joldan D. Lambino	Principal I	SDO Northern Samar	joldan.lambino001@deped.gov.ph	9153476093	Participant
9. Jonathan D. Cabael	Principal I	SDO Samar	jonathan.cabael002@deped.gov.ph	9541782362	Participant

Enclosure No. 3 to Regional Memorandum No. _____ s. 2025

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) 24 - 28 November 2025 (Venue-TBA)					
Name	Designation	Division	DepEd Email	Contact Number	Role (PMT member or Participant)
1. LEONEL B. BERSABAL	HEAD TEACHER II	MAASIN CITY	leonel.bersabal@deped.gov.ph		Participant
2. Maximiano M. Casiño	Principal-II	Catbalogan City	maximiano.casinov.ph	9566485779	Participant
3. Crista Joy C. Abogadie	ASDS	Catbalogan City	cristajoy.abogadie@deped.gov.ph	9161058747	Participant
4. Junasis P. Cajipe	HT III	SDO Biliran	junasis.cajipe02@deped.gov.ph	9308773160	Participant
5. Jun-Nilou D. Dulfo	ASDS	SDO Calbayog	junnilou.dulfo@deped.gov.ph	9171762501	Participant
6. Lira M. Libanan	P1	SDO Eastern Samar	lira.libanan001@deped.gov.ph		Participant
7. Marc Jerome B. Gera	P1	SDO Leyte	marcjerome.gera@deped.gov.ph	0916 157 9174	Participant
8. Joelma I. Dagami	PSDS	SDO Tacloban	joelma.dagami@deped.gov.ph		Participant
9. Angelo Velarde	Principal I	SDO Samar	angelo.velarde@deped.gov.ph	9171566438	Participant



REGIONAL MEMORANDUM
HRRD-2025- 776 -

To: Schools Division Superintendents } Catbalogan City
 } Northern Samar
 } Eastern Samar
 } Samar

1. In reference to **Memorandum DM-OUHROD-2025-1654**, this Office, through the Human Resource Development Division (HRDD), announces the conduct of 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).

- set clear goals and develop a plan to achieve Career Stage 2 competencies within the PPSSH framework;
- gain practical experience in school management to better understand their leadership role and make effective decisions; and
- improve accountability by encouraging self-reflection, self-assessment, and ongoing professional growth.

List of Participants for the Stepping into School Leadership: Onboarding for New School Heads NEAP Baguio Facility (7-11 July 2025)					
No.	Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.	GLADYS S. MODINA	School Principal-I	SDO Catbalogan	gladys.modina001@deped.gov.ph	Participant
2.	ROLANDO A. PISNGOT, JR.	School Principal-I	Catbalogan	pisngot.rolando@deped.gov.ph	Participant

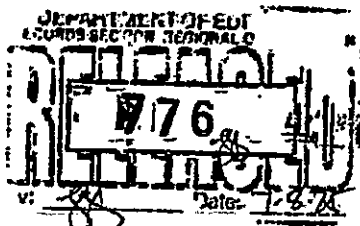
3.	ESTAVILLO, IVY ABLAY	School Principal-I	SDO Northern Samar		Participant
4.	CARLITO PAANO LEGUARDA JR.	Principal-I	SDO Eastern Samar	carlito.leguarda@deped.gov.ph	Participant
5.	DAREL V. SALADAGA	T-3/TIC	SDO Samar	darel.saladaga@deped.gov.ph	Participant
6.	RUBEN C. PACAYRA	T3/TIC	SDO Samar	ruben.pacayra@deped.gov.ph	Participant



4. The program will follow the schedule below:

Activity	Date & Venue	Target Participants	Registration Link
Online Orientation and Preparatory Meeting	25 June 2025 Microsoft Teams Meeting ID: 487 506 066 319 Passcode: Zm3P j2Hn https://tinyurl.com/SHOPmeeting	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHOPOnlineMeeting Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	https://tinyurl.com/SHIPPilotTest 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/SHIPBatch1 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/SHIPBatch2 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/SHIPBatch3 Deadline: 18 November 2025
<i>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.</i>			

5. For inquiries, contact Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-8 through neap.region8@deped.gov.ph.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.




EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

ENDORSED PARTICIPANTS
PROFESSIONAL DEVELOPMENT
TRAINING PROGRAM

HRDD-NEAPRVIII-IGDM



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/SHOPmeeting	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHOPOnlineMeeting Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	https://tinyurl.com/SHIPPi1otTest 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/SHIPB1atch1 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/SHIPB2atch2 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/SHIPB3atch3 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 / julie.ignao@deped.gov.ph or Viber 09975670093.
9. For dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS