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

August 1, 2025

REGIONAL MEMORANDUM
No. 910 s. 2025

UPDATES ON THE CONDUCT OF THE CAREER STAGE 4 SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED COURSE "ELEVATING SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL"

To: Schools Division Superintendents
All Others Concerned

1. In reference to **Memorandum DM-OUHROD-2025-1515** and **Advisory dated July 29, 2025**, this Office, through the Human Resource Development Division (HRDD) and National Educators Academy of the Philippines-Region VIII (NEAP-RVIII), formally announces the confirmed nominees for the **School Heads Development Program (SHDP) Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders."**

2. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:
   a. Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
   b. Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
   c. Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

3. The training program will be conducted at **NEAP Baguio, Baguio City**. The **Batch 2 is scheduled from August 24 to August 29, 2025**. The confirmed lists of participants for Batch 1 and Batch 2 from each Schools Division Office in Region VIII are appended as Enclosure 1 and Enclosure 2, respectively.

4. All endorsed School Heads and PMT Members are required to confirm their participation by registering at **tinyurl.com/SHDPCS4**.

5. The conduct of the Online Orientation Meetings shall be scheduled accordingly:

Date and Time	Target Participants	Microsoft Teams Meeting Link
7 August 2025 10:00 a.m	Resource Person	tinyurl.com/SHDP-CS4B2-RPOr
14 August 2025 2:00 p.m	RO/SDO endorsed PMT members	tinyurl.com/SHDPCS4B2-PMTOr

6. The participants' board and lodging will be charged to **local funds**, as subject to the usual accounting and auditing rules and regulations. On the other hand, the travel expenses of the regional PMT shall be charged against HRTD funds, subject to the usual accounting and auditing rules and regulations.

7. All participants for Batch 2 are advised to arrive at the venue by **12:00 noon on August 24, 2025 as the program will start at 2:30 PM on the same day**. Strict adherence to this schedule is requested.

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

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

DEPARTMENT OF EDUCATION
REGION VIII
910
By:
Date:

EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

CONFIRMED NOMINEES TRAINING PROGRAM

HRDD-NEAPRVIII-IGDM

Enclosure No. 1 to Regional Memorandum No. 210 , s. 2025

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
ADVANCED COURSE – BATCH 1
(JUNE 30-JULY 4, 2025)

No.	Name	Position	Station
1.	Cheryl P. Satiañez	Principal IV	SDO Baybay City
2.	Nilda B. Paghid	Principal III	SDO Biliran
3.	Rebecca A. Picardal	Principal III	SDO Borongan City
4.	Michael V. Pernia	Principal IV	SDO Calbayog City
5.	Rhum O. Bernate	Principal IV	SDO Catbalogan City
6.	Jose Gil Jargue	Principal III	SDO Eastern Samar
7.	Antonio B. Dacatimbang Jr./ Sonny Perez	Principal III / Principal III	SDO Leyte
8.	Mirasol M. Manlimos	Principal III	SDO Maasin City
9.	Mary Ann I. Tacmo	Principal IV	SDO Northern Samar
10.	Brenda P. Maroleña	Principal IV	SDO Ormoc City
11.	Ma. Theresa O. Labareno / Reldin R. Cajes	Principal III / Principal III	SDO Samar
12.	Francisco Simeon R. Cerio	Principal IV	SDO Southern Leyte
13.	Raul C. Basa	Principal IV	SDO Tacloban City

Enclosure No. 2 to Regional Memorandum No. 910 s. 2025

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
ADVANCED COURSE – BATCH 2
(AUGUST 24-29, 2025)

No.	Name	Position	Station
1.	Israel Gilvani D. Malaca	EPS II–RO PMT	HRDD–NEAP RVIII
2.	Marilou Soria	Principal IV	SDO Baybay City
3.	Elen P. Canonoy	Principal III	SDO Biliran
4.	Rolando B. Caliba	Principal III	SDO Borongan City
5.	Romeo D. Castante	Principal IV	SDO Calbayog City
6.	Elena B. Cayat	Principal IV	SDO Catbalogan City
7.	Florida D. Robin	Principal IV	SDO Eastern Samar
8.	Maria Maida B. Flores	Principal III	SDO Leyte
9.	Elvera C. Salapi	Principal IV	SDO Maasin City
10.	Emma V. Merino	Principal IV	SDO Northern Samar
11.	Maria Leonora D. Llanos / Edwin S. Noval	Principal III / Principal III	SDO Ormoc City
12.	Melinda Tabucao	Principal III	SDO Samar
13.	Roinasol L. Pobadora	Principal III	SDO Southern Leyte
14.	Xenia P. Bardelas / Leizl Y. Pulga	Principal IV	SDO Tacloban City

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

July 29, 2025

ADVISORY

Conduct of the School Heads Development Program Advanced Course "Elevating School Performance Advanced Leadership and Management for School Leaders"

This refers to Memorandum DM-OUHROD-2025-1515 with the subject **Conduct of the School Heads Development Program Advanced Course "Elevating School Performance Advanced Leadership and Management for School Leaders".** The conduct of the program for **Batch 2** is scheduled on **August 25 to 29, 2025**, at **NEAP Baguio**.

In line with this, the travel expenses of Resource Persons and PMT members from the regions will be charged to the HRD/HRTD Funds or other Local Funds of the Regional Offices (ROs), School Division Offices (SDOs), or schools subject to the usual accounting and auditing rules and regulations.

Please be informed that the Opening Program will now be held on **August 24, 2025, at 2:30 p.m.**, instead of August 25, 2025, at **NEAP Baguio**. Venue arrangements and logistical matters will be facilitated on-site. The first meal to be provided shall be dinner.

Additionally, the conduct of the Online Orientation Meetings shall be scheduled accordingly:

Date and Time	**Target Particpants**	**Microsoft Teams Meeting Link**
7 August 2025 10:00 a.m	Resource Person	tinyurl.com/SHDP-CS4B2-RPOr
14 August 2025 2:00 p.m	RO/SDO endorsed PMT members	tinyurl.com/SHDPCS4B2-PMTOr

Please see the attached List of updated Resource Persons for Batch 2.

All participants are advised to arrive at the venue by **12:00 noon on August 24, 2025**, and check out by **1:00 p.m. on August 29, 2025**. Strict adherence to this schedule is requested.

For further information, please coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP through email at neap.pdd@deped.gov.ph or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

Carmela C. Oracion

CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Undersecretary for Learning Systems

Enclosure 1- **List of Resource Persons for Batch 2**

No.	Name	Position	Station
Resource Persons			
1	Ma. Criselda G. Ocang	ASDS	SDO Urdaneta City, Region I
2	Carina Untalasco	Principal	SDO Pangasinan I, Region I
3	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
4	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
5	Roderick Tadeo	Principal	SDO Olongapo City, Region III
6	Luz Osmena	CES	QAD, Region IV-A
7	Lorna Medrano	CES	SDO Lipa City, Region IV-A
8	Evelyn P. Navia	Principal	SDO Laguna Region IV-A
9	Cristina Salazar	CES	SDO Antipolo, Region IV-A
10	Erma Valenzuela	CES	SDO San Pedro, Region IV-A
11	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Sarah Ganancial	Principal	SDO Guimaras, Region VI
14	Roger Z. Rochar	OIC-ASDS	SDO Victorias City, Region VI
15	Samuel Malayo	ASDS	SDO Roxas City, Region VI
16	Diana Flor D. Eco	Principal	SDO Northern Samar, Region VIII
17	Aura O. Aguilar	Principal	SDO Southern Leyte, Region VIII
18	Lyna Basri	ASDS	SDO Isabela City, Region IX
19	Jeryl Casilao	Principal	SDO Pagadian City, Region IX
20	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX

No.	Name	Position	Station
21	Enerio Ebisa	CES	HRDD, Region X
22	Myra P. Mebato	ASDS	SDO Iligan City, Region X
23	Roberto D. Napere	ASDS	SDO Bukidnon, Region X
24	Shambaeh A. Usman	SDS	SDO Tangub City, Region X
25	Rexan Bolotaolo	Principal	SDO Agusan del Norte, CARAGA
26	Renato Felipe Jr	PSDS	SDO Manila City. NCR
27	Lilibeth Gozo	Principal	SDO Valenzuela City, NCR
28	Filmore Caballero	CES	SDO Valenzuela City, NCR
29	Josefino Pogoy	CES	SDO San Juan, NCR
30	Marco Meduranda	CES	SDO Navotas, NCR

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025- 1515

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 SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED COURSE "ELEVATING SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS"**

DATE : 11 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders,"** with the following schedule and details:

Activity	Date	Venue
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders – Batch 1	30 June – 04 July 2025	NEAP Baguio
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders – Batch 2	25-29 August 2025	NEAP Baguio

2. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:

    a. Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
    b. Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
    c. Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

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

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

4. Furthermore, the ROs must ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.

5. Enclosed are the following documents, for reference:

    a. ***Enclosure 1*** *List of Resource Persons and Program Management Team (PMT) Members*
    b. ***Enclosure 2*** *Regional Allocation of Participants and RO/SDO PMT Members per Batch*
    c. ***Enclosure 3*** *Indicative Program of Activities and Training Details*
    d. ***Enclosure 4*** *Template for the List of Endorsed Participants and PMT Members (**tinyurl.com/SHDP-EndorsedList**)*
    e. ***Enclosure 5*** *Meal Provision and Accommodation Details*

6. The *List of Endorsed School Heads and PMT Members* must be submitted to NEAP through the link **tinyurl.com/SHDP-CS4-Submission** **on or before 27 June 2025**. The endorsed school heads and PMT members are enjoined to register through the link **tinyurl.com/SHDPCS4** to confirm their participation in the program on or before the same date.

7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

8. 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.

9. 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.

10. For immediate dissemination and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

Enclosure 1- **List of Resource Persons for Batches 1 and 2 and NEAP Program Management Team**

No.	Name	Position	Station
Resource Persons			
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Ma. Criselda G. Ocang	ASDS	SDO Urdaneta City, Region I
3	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
4	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
7	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Marylou Argamosa	Principal I	SDO Ligao, Region V
11	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Elnor Luna	Principal I	SDO Aklan, Region VI

14	Roshen Batan	Principal II	SDO Roxas City, Region VI
15	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
16	Roger Z. Rochar	OIC-ASDS	SDO Victorias City, Region VI
17	Samuel Malayo	ASDS	SDO Roxas City, Region VI
18	Lyna Basri	Principal IV	SDO Isabela City, Region IX
19	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX
20	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
21	Enerio Ebisa	CES	HRDD, Region X
22	Wendy Lynn Conejar	Principal	SDO Davao del Sur, Region XI
23	Jurgenne Dicdican	Principal III	SDO Agusan del Sur, CARAGA
24	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
25	Cristy Jabonillo	Principal IV	SDO Bais City, NIR
26	Renato Felipe Jr	PSDS	SDO Manila City. NCR
27	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
28	Filmore Caballero	CES	SDO Valenzuela City, NCR
29	Felicia Yeban	Faculty	Philippine Normal University

30	Gilbert Arrieta	Faculty	Philippine Normal University
NEAP Program Management Team			
31	Marife T. Morcilla	PDO V	NEAP- PDD
32	Alexander T. Simagala	PDO IV	
33	Ailene F. Duterte	SEPS	
34	Dustin Troy R. Joson	SEPS	
35	Hanifa T. Hadji Abas	EPS II	
36	Jufeel P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley Aninon	TA II	

Enclosure 2- **Number of Allocated Participants and RO/SDO PMT per Activity**

Region	Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 1)		Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 2)	
	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4
NCR	1	15		15
CAR	1	15		15
I	1	15		15
II	1	15		15
III	1	15		15
IV-A	1	15		15
IV-B		15	1	15
V		15	1	15
VI		15	1	15
NIR		15	1	15
VII		15	1	15
VIII		15	1	15
IX		15		15
X		15		15
XI		15		15
XII		15		15
CARAGA		15		15
TOTAL	**6**	**255**	**6**	**255**

Enclosure 3- **Indicative Program of Activities and Training Details**

A. Program Matrix

Elevating School Performance: Advanced Leadership and Management Course for Career Stage 4 School Heads

BATCH 1| June 30 – July 4, 2025
BATCH 2 | August 25 – 29, 2025
Venue: To be announced through an Advisory

Time	Day 0	Day 1
7:30 - 8:00 AM		Registration
8:00 – 8:30 AM	Arrival of Participants at the Venue Registration	Opening Program
8:30 – 9:00 AM		Pre-Test
9:00 – 12:30 PM		**Session 1:** Strategic School Leadership: Weaving Meaning and Purpose
		Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:30 – 1:30 PM		Lunch Break
1:30 – 4:30 PM		**Session 3:** Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
		Session 4: From Echo to Equity: Institutionalizing Learner Voice in Strategic Leadership
4:30 – 5:00 PM		Reminders and End-of-Day Evaluation

Time	Day 2	Day 3	Day 4	Day 5
8:00 – 8:30 AM	Preliminaries			
8:30 – 12:00 PM	**Session 5**: Transforming Data into Impact: Leading Excellence in	**Session 9:** Leading Innovative Curriculum and Career Pathways:	**Session 12:** Systems Leadership for Safe, Inclusive, and Supportive Learning	**Session 16:** Excelling the Management of Diverse Relationships

	School Records Management	Strategizing Contextualization and Opportunities for Learners	Environments and Discipline Frameworks	and School Organizations	
	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation	**Session 10:** Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship	**Session 13:** Leadership Excellence in High Standards of Practice	**Session 17:** Exemplified Practices in Managing Inclusivity in Schools	
12:00 – 1:00 PM	Lunch Break				
1:00 – 4:00 PM	**Session 7**: Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence	Continuation of Session 10	**Session 14:** Exemplary Leadership and Professional Development Initiatives	**Session 18**: Fostering Best Practices in Community Engagement	
	Session 8: Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges	**Session 11:** Leading with Fostering Accountability and Innovation in Learning	**Session 15:** Unwavering Commitment to the Welfare of the School Community	2:30 PM	Post-Assessment End-of-Day Evaluation Closing Program
4:00 – 5:00 PM	Reminders and End-of-Day Evaluation PMT Debriefing			3:00 PM	Departure from Venue

B. **Orientation of Program Management Team**

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	June 27, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel

C. **Orientation of the Resource Persons**

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	June 19, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel

Enclosure 4- **Template for the List of Endorsed Participants and PMT Member**

[DATE]

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)

Attention:

JENNIFER E. LOPEZ
Director IV
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified school heads to attend the **School Heads Development Program (SHDP) for Career Stage 4** titled: **Elevating School Performance: Advanced Leadership and Management for School Leaders**

BATCH 1 (June 30-July 4, 2025)							
No.	**Name (Last, First, Middle Initial)**	**Position**	**Schools Division Office**	**School Name**	**School Category**	**School Size**	**Average Performance Rating (3 years)**
1							
2							
3							
4							
5							
6							
7							

8							
9							
10							
11							
12							
13							
14							
15							

Program Management Team Member			
Batch 1			
No.	**Name (Last, First, Middle Initial)**	**Position**	**Office**
1			

BATCH 2 (August 25-29 2025)							
No.	**Name (Last, First, Middle Initial)**	**Position**	**Schools Division Office**	**School Name**	**School Category**	**School Size**	**Average Performance Rating (3 years)**
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

13							
14							
15							

Program Management Team Member – Batch 2			
No.	**Name (Last, First, Middle Initial)**	**Position**	**Office**
1			

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director

Enclosure 5- **Meal Provision and Accommodation Details**

BATCH 1| June 30 – July 4, 2025
BATCH 2 | August 25 – 29, 2025

Provisions	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	
Room	✓	✓	✓	✓	✓	

Check-in: Day 0 - 2:00 p.m. Check-out: Day 5 – 2:00 p.m.