

945



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

August 11, 2025

REGIONAL MEMORANDUM

No. **945** s. 2025

**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM
 INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP:
 AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

To: Schools Division Superintendents
 All Others Concerned

1. In reference to **Memorandum DM-OUHROD-2025-1699** 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), announces the conduct of the **School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"**.

2. This program is designed for both current and aspiring Career Stage (CS) 3 school heads, with the following objectives:

- a. To enhance the advanced skills of CS 3 school heads in their roles as instructional leaders and administrative managers.
- b. To empower CS 3 school heads to foster shared governance within the wider school community when implementing policies, programs, and projects at the school level.
- c. To encourage CS 3 school heads to engage in continuous self-reflection, pursue personal and professional growth, and advocate for the well-being of both students and school staff.

3. The program will follow the schedule below:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 1	06-10 October 2025 Venue: NEAP Baguio	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"	22-25 September 2025 Venue: TBD	Public Schools District Supervisors (PSDS)/Assistant Schools Division	tinyurl.com/SHDPCS3NTO REG Deadline: 12 September 2025



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

Doc. Ref. Code	RO-ORD-F025	Rev	00
Effectivity	04.03.2023	Page	1 of 5

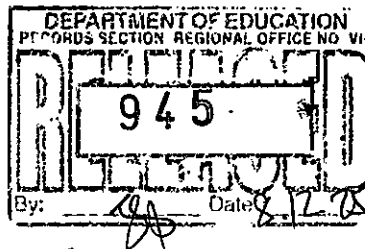


		Superintendents (ASDS)/ Education Program Supervisors (EPS)	
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4. The participants' board and lodging will be charged to **local funds**, as subject to the usual accounting and auditing rules and regulations. On the other hand, the travel expenses of the regional PMT shall be charged against HRTD funds, subject to the usual accounting and auditing rules and regulations.

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.



RONALO AL K. FIRMO, CESO IV
Assistant Regional Director *gull*

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

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

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT" - BATCH 1 VENUE: NEAP BAGUIO DATE: OCTOBER 6-10, 2025								
No.	Name (First, Middle Initial, Last Name)	Position	Gender (Male or Female)	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1	Merson Ongca Porazo	Principal I	Male	SDO Baybay City	Cabalasan ES	Elementary	Small	Outstanding
2	Nida B. Paghid	P III	Female	SDO Biliran	Tamarindo ES	Elementary	Small	
3	Mary Jean C. Lacdo-o	Principal I	Female	SDO Borongan City	Libuton ES	Elementary	Small	Outstanding
4	Chona C. Valenzuela	Principal III	Female	SDO Calbayog City	Cogon ES	Elementary	Small	Outstanding
5	Dora D. Daga-as	Principal II	Female	SDO Catbalogan City	Catbalogan III CES	Elementary/Central	Medium	Outstanding
6	Nicanor Irving A. Morada	Principal II	Male	SDO Catbalogan City	New Mahayag ES	Elementary/Non-Central	Small	Outstanding
7	Atty. Arnaldo Caspe	Principal III	Male	SDO Eastern Samar	Sto. Tomas Elementary School	Elementary/Non-Central	Small	Outstanding
8	Judy B. Operario	Principal II	Male	SDO Eastern Sam	Llorente National High School	Secondary with SHS	Large	4.7 Outstanding
9	Othniel M. Olino	Principal III	Male	SDO Leyte	Tanauan School of Craftmanship and Home Industries	Secondary with SHS	Large	Outstanding
10	Amor O. Abando	Principal 2	Female	SDO Maasin City	Asuncion	Integrated	Medium	4.7
11	Janette B. Cerbito	Principal III	Female	SDO Northern Samar	Oleras Elementary School	Elementary	Medium	4.85
12	Derle P. Romo	Principal III	Female	SDO Ormoc City	Cogon Central School	Elementary	Large	Outstanding
13	Marivic D. Abarratigue	PII	Female	SDO Samar	Hinabangan CES	Elementary	Medium	Outstanding
14	Minerva Engano	PII	Female	SDO Southern Leyte	Pintuyan Central School	Elementary	Medium	Outstanding
15	Marlon D. Cainong	P-IV	Male	SDO Tacloban City	Lucio Vibero Elem School	monograde Elementary	small	Outstanding

Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

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

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT" BATCH 2 VENUE: NEAP BAGUIO DATE: SEPTEMBER 1-5, 2025								
No	Name (First, Middle-Initial, Lastname)	Position	Gender (Male or Female)	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1	SARAH B. MACAWILI	P-III	Female	SDO Baybay City	Caridad National High School	Secondary (JHS & SHS)	Large	Outstanding
2	ELEN P. CANONoy	P III	FEMAL E	SDO Biliran	BOOL NHS	SECONDAR Y	SMALL	OUTSTANDIN G
3	Maria Nickita J. Eusebio	Principal I	Female	SDO Borongan City	FEASNHS	Jr and SHS	Mediu m	Outstanding
4	Maria Luz C. Murillo	Principal II	Female	SDO Calbayog City	Oquendo National High School	JHS & SHS	Mediu m	Outstanding
5	Cristanto T. Pachó	Principal II	Male	SDO Calbayog	Nijaga ES	Elementary	Small	Outstanding
6	Archimede s N. Fabillar	Principal -III	Male	SDO Catbaloga n City	Catbalogan City Agro-Industrial School	Secondary (JHS & SHS)	Mediu m	Outstanding
7	Emil Adena	Principal II	Male	SDO Eastern Samar	Taft National HS	Secondary with SHS	Large	Outstanding
8	Jennifer A. Avila	Principal III	Female	SDO Leyte	Matalom South Dist	District In Charge		Outstanding
9	Ma. Elsa L. Verano	Principal 1	Female	SDO Maasin City	Canyuom Integrated School	Integrated	Small	4.7
10	Ginalyn H. De Guia	Principal III	Female	SDO Northern Samar	Catarman SPED Center	Elementary	Mediu m	4.89
11	Rosalita P. Sorima	HT2	Female	SDO Ormoc City	Luna Elem School	Elementary	Small	Outstanding
12	HAZEL F. CABRALES	PII	Female	SDO Samar	San Sebastian CES	Elementary	Mediu m	Outstanding
13	AIREN L. TEVES	Principal III	Female	SDO Southern Leyte	New Guinsaugo n NHS	JHS & SHS	Large	4.78
14	NELITA C. LOTIACO	Principal III	Female	SDO Southern Leyte	Sogod Central School	Elementary	Mega	4.78
15	Fructuoso Baliton	P-IV	Male	SDO Tacloban City	Northern Tacloban City NHS	JHS & SHS	Mediu m	Outstanding

Address: Government Center, Candahug, Palo, Leyte

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Doc. Ref. Code	RO-ORD-F025	Rev	00
Effectivity	04.03.2023	Page	4 of 5



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

TRAINING OF COACHES AND MENTORS ON "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT" VENUE: NEAP BAGUIO SEPTEMBER 22-25, 2025								
No.	Name (First, Middle Initial, Lastname)	Position	Gender (Male or Female)	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1	Marck Anthony M. Suyom	EPS	Male	SDO Baybay City	N/A	N/A	N/A	
2	Grace V. Durano	EPS	Female	SDO Biliran	N/A	N/A	N/A	
3	Caroline Y. Lumagsao	OIC-PSDS	Female	SDO Biliran	N/A	N/A	N/A	
4	Ruby-L. Catudio	Principal II	Female	SDO Borongan City	Cabong ES	Elementary	Small	Outstanding
5	Avelina P. Tupa	OIC-Chief ES	Female	SDO Calbayog City	N/A	N/A	N/A	Outstanding
6	Edgar V. Calvadores	Education Program Supervisor	Male	SDO Catbalogan City	N/A	N/A	N/A	Outstanding
7	Andres E. Bagon	Principal II	Male	SDO Eastern Samar	N/A	N/A	N/A	Outstanding
8	Rex C. Briones	Education Program Supervisor	Male	SDO Leyte	N/A	N/A	N/A	Outstanding
9	Freddie B. Timon	Education Program Supervisor	Male	SDO Maasin City	N/A	N/A	N/A	4.8
10	Rey F. Bulawan	ASDS	Male	SDO Northern Samar	N/A	N/A	N/A	
11	Zaldy A. Tabugoca	EPS	Male	SDO Samar	N/A	N/A	N/A	Outstanding
12	Melisa R. Bughao	PSDS	Female	SDO Ormoc City	N/A	N/A	N/A	Outstanding
13	Jitka Tisha A. Jadman	TIC/TIC	Female	SDO Samar	Canyoyo Elem. School	Elementary	Medium	Outstanding
14	Gergie Fel E. Paler	Principal II	Female	SDO Southern Leyte	Malitbog Central School	Elementary	Medium	Outstanding
15	Henrietta T. Managbanag	ASDS	Female	SDO Tacloban City	NA	N/a	NA	Outstanding



Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION REGIONAL OFFICE NO. VIII
 DATE: 8-7-25
 TRACINGS: 7677
 SIGNATURE: [Signature] TIME: _____

July 29, 2025

ADVISORY

Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"

This refers to Memorandum DM-OUHROD-2025-1699 with the subject **Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"**.

Due to adjustments in venue availability, please be informed of the schedule of the activities:

ACTIVITY	DATE & VENUE
Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 2)	1-5 September 2025 Venue: NEAP Baguio
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	22-25 September 2025 Venue: NEAP Baguio
Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)	6-10 October 2025 Venue: NEAP Baguio

As a result, **Batch 2 will be conducted ahead of Batch 1**. All Regional Offices are kindly requested to disseminate this information to their endorsed school head participants and PMT members accordingly.

The **Opening Program** for Batch 2 will now be held on **Sunday, August 31, 2025, at 3:00 p.m.** at **NEAP Baguio**. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.

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 refer to the **attached updated list of Resource Persons for Batch 2**. Further coordination regarding session assignments and materials will be facilitated by NEAP.

[Handwritten initials]



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 System



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1- List of Resource Persons for Batch 2

No.	Name	Position	Station
Resource Persons			
1	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
2	Carina Untalasco	Principal	SDO Pangasinan I, Region I
3	Christian Giron	Principal	SDO Ilocos Sur, Region I
4	Dolly C. Aguilar	Principal	SDO Isabela, Region II
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Rosalie Cabarios	Principal	SDO Tarlac City, Region III
7	Roderick Tadeo	Principal	SDO Olongapo City, Region III
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Evelyn P. Navia	Principal	SDO Laguna Region IV-A
11	Melanie An Carandang	Principal	SDO Lipa City, Region IV-A
12	Ericson Gutierrez	PSDS	Region IV-A
13	Mary Jane Gonzales	PSDS	Region IV-A
14	Aubrey Baredo	Principal	SDO Oriental Mindoro, Region V
15	Joy Cabrera	ASDS	SDO Masbate City, Region V
16	Marylou Argamosa	Principal	SDO Ligao, Region V
17	Elnor Luna	Principal	SDO Aklan, Region VI
18	Analyn C. Perez	EPS	SDO Aklan, Region VI
19	Roshen Batan	Principal	SDO Roxas City, Region VI
20	Cristy Jabonillo	Principal	SDO Bais City, NIR
21	Diana Flor D. Eco	Principal	SDO Northern Samar, Region VIII



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No.	Name	Position	Station
Resource Persons			
22	Aura O. Aguilar	Principal	SDO Southern Leyte, Region VIII
23	Jose Rey Adriatico	Principal	SDO Dipolog, Region IX
24	Eñerío Ebiša	CES	HRDD, Region X
25	Jurgenne Diccican	Principal	SDO Agusan del Sur, CARAGA
26	Rexan Bolotaolo	Principal	SDO Agusan del Norte, CARAGA
27	Renato Felipe Jr	PSDS	SDO Manila City, NCR
28	Lilibeth Gozo	Principal	SDO Valenzuela City, NCR
29	Filmore Caballero	CES	SDO Valenzuela City, NCR
30	Gilbert Arrieta	Faculty	Philippine Normal University




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

FROM : 
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)

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"	22-25 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:
 - a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
 - b. 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
 - c. 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:
 - a. **Currently occupying Principal III position** with at least *Very Satisfactory* performance rating;
 - b. **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;
 - c. Has no pending administrative cases; and
 - d. 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:
 - a. **Enclosure 1** *Template for the List of Endorsed School Head Participants and RO/SDO PMT Members (tinyurl.com/EndorsedListCS3)*
 - b. **Enclosure 2** *List of Resource Persons and NEAP PMT Members*
 - c. **Enclosure 3** *Regional Allocation of Participants and RO/SDO PMT Members per Batch and Qualification Standards*
 - d. **Enclosure 4** *Indicative Program of Activities and Training Details*
 - e. **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	<a href="https://tinyurl.com/Orientati
onCS3RP">https://tinyurl.com/Orientati onCS3RP
3 July 2025 2:00 p.m.	RO/SDO PMT Members	<a href="https://tinyurl.com/Orientati
onCS3PMT">https://tinyurl.com/Orientati onCS3PMT

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 Josen**, 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



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF ENDORSED PARTICIPANTS AND PMT MEMBERS

[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 3** titled **Elevating School Leadership: An Intermediate Guide to Effective Management**

BATCH 1 (July 7 - 11, 2025)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 9-4-25
TRACKING #: 6406 TIME: 8:10
SIGNATURE: [Signature]

MEMORANDUM
DM-OUHROD-2025-1699

OFFICE OF THE DIRECTOR III
Date and Time Received: 9:14
Signature: [Signature]

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

FROM : [Signature]
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

[Signature]
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"

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Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



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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 Josen**, 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.

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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF ENDORSED PARTICIPANTS AND PMT MEMBERS

[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 3** titled **Elevating School Leadership: An Intermediate Guide to Effective Management**

BATCH 1 (July 7 - 11, 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							





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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

15							
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Program Management Team Member - Batch 1

No.	Name (Last, First, Middle Initial)	Position	Office
1			

BATCH 2 (September 1-5, 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			

Training of Coaches and Mentors (September 22-25, 2025)

No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Number of Schools Supervise
1				
2				
3				
4				
5				
6				
7				
8				
9				
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11				
12				
13				
14				
15				





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

LIST OF RESOURCE PERSONS FOR BATCHES 1 AND 2 AND NEAP PMT

No.	Name of the Resource Person	Position	Station
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Carina Untalasco	Principal IV	SDO Pangasinan I, Region I
3	Ma. Criselda G. Ocang	ASDS	SDO Urdaneta City, Region I
4	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
5	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
6	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
7	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
8	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
9	Luz Osmena	CES	QAD, Region IV-A
10	Lorna Medrano	CES	SDO Lipa City, Region IV-A
11	Aubrey Beredo	Principal III	SDO Oriental Mindoro, Region IV-B
12	Marylou Argamosa	Principal I	SDO Ligao, Region V
13	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
14	Joy Cabrera	ASDS	SDO Masbate City, Region V
15	Elnor Luna	Principal I	SDO Aklan, Region VI
16	Analyn Perez	Principal I	SDO Aklan, Region VI
17	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
18	Roger Rochar	OIC-ASDS	SDO Victorias City, Region VI
19	Samuel Malayo	ASDS	SDO Roxas City, Region VI
20	Lyna Basri	Principal IV	SDO Isabela City, Region IX
21	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX
22	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
23	Enerio Ebisa	CES	HRDD, Region X
24	Jurgenne Dicdican	Principal III	SDO Agusan del Sur, CARAGA
25	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
26	Cristy Jabonillo	Principal IV	SDO Bais City, NIR
27	Renato Felipe Jr	PSDS	SDO Manila City, NCR
28	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
29	Filmore Caballero	CES	SDO Valenzuela City, NCR
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	Jufael P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley B. Aniñon	TA II	



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Enclosure 3

NUMBER OF ALLOCATED PARTICIPANTS PER ACTIVITY

Region	Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)		Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 2)		Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	
	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	ASDS/ PSDS/ Education Program Supervisor with experience as a Principal
NCR	1	15		15	1	15
CAR		15		15	1	15
I		15	1	15		15
II		15	1	15		15
III		15	1	15		15
IV-A		15	1	15		15
IV-B		15	1	15		15
V		15	1	15		15
VI		15		15	1	15
NIR	1	15		15		15





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VII		15		15	1	15
VIII		15		15	1	15
IX		15		15	1	15
X	1	15		15		15
XI	1	15		15		15
XII	1	15		15		15
CARAGA	1	15		15		15
TOTAL	6	255	6	255	6	255



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

INDICATIVE PROGRAM OF ACTIVITIES

“Elevating School Leadership: An Intermediate Guide to Effective Management”

BATCH 1 | July 7-11, 2025
BATCH 2 | September 1-5, 2025
Venue: TBD

Time	Activity
July 6, 2025 - Day 0	
8:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:00 PM	Dinner
July 7, 2025 - Day 1	
7:30 - 8:30 AM	Opening Program
8:30 - 10:00 AM	Session 1: School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 2: Leading School Planning Processes and Program Implementation: Basis for Monitoring and Evaluation
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	Session 3: Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Session 4: Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 8, 2025 - Day 2	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 5: Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 6: Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 7: Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	Session 8: Staff Leadership for Sustainable Organizational Growth
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8





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4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 9, 2025 - Day 3	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 9: Contextualizing Learning for Career Success: Strengthening Standards and Opportunities
10:00 - 10:15 AM	Health Break
10:15 - 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	Session 10: From Standards to Impact: Advancing Teaching Pedagogies Through Meaningful Feedback
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 - 3:00 PM	Session 11: From Data to Action: Using Assessment to Improve Learner Outcomes
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11
4:30- 4:45 PM	Reminders and End-of-Day Evaluation
July 10, 2025 - Day 4	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 12: Fostering Inclusivity and Positive Discipline: Creating a Safe Learning Environment
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 13: Building Excellence through Leveraging Professional Reflection, Professional Networks and Performance Management for Continuous Growth and Development
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 14: Nurturing Professional Growth and Leadership Development in Individuals and Teams
2:30 - 3:00 PM	Session 15: Cultivating Educational Excellence through Enhancing Personnel's Well-being and Rewards and Incentives Mechanisms
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 15
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation



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July 11, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 16: Managing the School's Diverse and Dynamic Relationship
10:00 - 10:15 AM	Health Break ⁷
10:15 - 12:00 PM	Session 17: Inclusion in Action: Mechanisms and Processes to Inclusive Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 18: Communication and Engagement to School Community Toward Improved Collaboration
2:30 - 3:00 PM	Posttest
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program



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OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VII

DATE: 7-7-25

TRACKING #: 6448 TIME: 10:04

NATURE:

OFFICE OF THE DIRECTOR III
Date and Time Received: 07 2025
Signature:

ADVISORY

Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"

This refers to Memorandum DM-OUHROD-2025-1699, titled **Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management."**

Please be informed that the conduct of **SHDP Career Stage 3, Batch 1**, originally scheduled for July 7-11, 2025, is hereby **postponed to a later date** due to unforeseen venue unavailability. The new date and venue shall be announced in a separate advisory. Additionally, endorsements are hereby requested to be submitted on the same link: tinyurl.com/SHDP-CS3-Submission on or before July 25, 2025. Moreover, the conduct of the Online Orientation Meetings shall also be moved accordingly:

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

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.

LEAH B. APAO
Director III

Officer-in-Charge, Office of the Assistant Secretary
For Human Resource and Organizational Development
(National Educators Academy of the Philippines)

JUL 07 2025



Room 208, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 8638-8638
Email Address: oas.hrod-neap@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 1






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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

FROM : 
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)

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"	22-25 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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



2. Targeting current and aspiring Career Stage (CS) 3 school heads, this program has the following objectives:
 - a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
 - b. 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
 - c. 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:
 - a. **Currently occupying Principal III position** with at least *Very Satisfactory* performance rating;
 - b. **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;
 - c. Has no pending administrative cases; and
 - d. 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:
 - a. **Enclosure 1** *Template for the List of Endorsed School Head Participants and RO/SDO PMT Members (tinyurl.com/EndorsedListCS3)*
 - b. **Enclosure 2** *List of Resource Persons and NEAP PMT Members*
 - c. **Enclosure 3** *Regional Allocation of Participants and RO/SDO PMT Members per Batch and Qualification Standards*
 - d. **Enclosure 4** *Indicative Program of Activities and Training Details*
 - e. **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	<a href="https://tinyurl.com/Orientati
onCS3RP">https://tinyurl.com/Orientati onCS3RP
3 July 2025 2:00 p.m.	RO/SDO PMT Members	<a href="https://tinyurl.com/Orientati
onCS3PMT">https://tinyurl.com/Orientati onCS3PMT

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 Josen**, 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.

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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF ENDORSED PARTICIPANTS AND PMT MEMBERS

[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 3** titled **Elevating School Leadership: An Intermediate Guide to Effective Management**

BATCH 1 (July 7 - 11, 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							
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10							
11							
12							
13							
14							





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

15							
Program Management Team Member - Batch 1							
No.	Name (Last, First, Middle Initial)			Position		Office	
1							
BATCH 2 (September 1-5, 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							
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10							
11							
12							
13							
14							
15							
Program Management Team Member - Batch 2							
No.	Name (Last, First, Middle Initial)			Position		Office	
1							

Training of Coaches and Mentors (September 22-25, 2025)				
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Number of Schools Supervise
1				
2				
3				
4				
5				
6				
7				
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12				
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14				
15				



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

LIST OF RESOURCE PERSONS FOR BATCHES 1 AND 2 AND NEAP PMT

No.	Name of the Resource Person	Position	Station
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
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15	Elnor Luna	Principal I	SDO Aklan, Region VI
16	Analyn Perez	Principal I	SDO Aklan, Region VI
17	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
18	Roger Rochar	OIC-ASDS	SDO Victorias City, Region VI
19	Samuel Malayo	ASDS	SDO Roxas City, Region VI
20	Lyna Basri	Principal IV	SDO Isabela City, Region IX
21	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX
22	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
23	Enerio Ebisa	CES	HRDD, Region X
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27	Renato Felipe Jr	PSDS	SDO Manila City, NCR
28	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
29	Filmore Caballero	CES	SDO Valenzuela City, NCR
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32	Alexander T. Simagala	PDO IV	
33	Ailene F. Duterte	SEPS	
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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

NUMBER OF ALLOCATED PARTICIPANTS PER ACTIVITY

Region	Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)		Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 2)		Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	
	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	ASDS/ PSDS/ Education Program Supervisor with experience as a Principal
NCR	1	15		15	1	15
CAR		15		15	1	15
I		15	1	15		15
II		15	1	15		15
III		15	1	15		15
IV-A		15	1	15		15
IV-B		15	1	15		15
V		15	1	15		15
VI		15		15	1	15
NIR	1	15		15		15





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VII		15		15	1	15
VIII		15		15	1	15
IX		15		15	1	15
X	1	15		15		15
XI	1	15		15		15
XII	1	15		15		15
CARAGA	1	15		15		15
TOTAL	6	255	6	255	6	255



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

INDICATIVE PROGRAM OF ACTIVITIES

“Elevating School Leadership: An Intermediate Guide to Effective Management”

BATCH 1 | July 7-11, 2025
BATCH 2 | September 1-5, 2025
Venue: TBD

Time	Activity
July 6, 2025 - Day 0	
8:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:00 PM	Dinner
July 7, 2025 - Day 1	
7:30 - 8:30 AM	Opening Program
8:30 - 10:00 AM	Session 1: School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 2: Leading School Planning Processes and Program Implementation: Basis for Monitoring and Evaluation
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	Session 3: Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Session 4: Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 8, 2025 - Day 2	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 5: Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 6: Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 7: Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	Session 8: Staff Leadership for Sustainable Organizational Growth
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8





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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 9, 2025 - Day 3	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 9: Contextualizing Learning for Career Success: Strengthening Standards and Opportunities
10:00 - 10:15 AM	Health Break
10:15 - 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	Session 10: From Standards to Impact: Advancing Teaching Pedagogies Through Meaningful Feedback
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 - 3:00 PM	Session 11: From Data to Action: Using Assessment to Improve Learner Outcomes
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11
4:30- 4:45 PM	Reminders and End-of-Day Evaluation
July 10, 2025 - Day 4	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 12: Fostering Inclusivity and Positive Discipline: Creating a Safe Learning Environment
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 13: Building Excellence through Leveraging Professional Reflection, Professional Networks and Performance Management for Continuous Growth and Development
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 14: Nurturing Professional Growth and Leadership Development in Individuals and Teams
2:30 - 3:00 PM	Session 15: Cultivating Educational Excellence through Enhancing Personnel's Well-being and Rewards and Incentives Mechanisms
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 15
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

July 11, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 16: Managing the School's Diverse and Dynamic Relationship
10:00 - 10:15 AM	Health Break ⁷
10:15 - 12:00 PM	Session 17: Inclusion in Action: Mechanisms and Processes to Inclusive Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 18: Communication and Engagement to School Community Toward Improved Collaboration
2:30 - 3:00 PM	Posttest
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program