1298

#### Republic of the Philippines

### Department of Education

REGION VIII - EASTERN VISAYAS

October 7, 2025

REGIONAL MEMORANDUM

No. 1295 s. 2025

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

To: Schools Division Superintendents All Others Concerned

- 1. In reference to Memorandum DM-OULS-2025-079, 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 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 on October 13-17, 2025 at NEAP Training Facility, Teachers Camp, Baguio City.
- 2. This training seeks to achieve the following objectives:
  - 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. 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.
- 4. Participants shall be entitled to service credits or Compensatory Time-Off (CTO), in accordance with DepEd Order No. 53, s. 2003, entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers," should the activities fall on weekends or holidays.



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
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 04.03.2023
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- 5. 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.
- 6. All participants are reminded to bring their own maintenance medications, laptops, extension wires, and other possible sources of internet connectivity.
- 7. Please refer to the attached enclosure for the list of participants who have confirmed their attendance.
- 8. For additional details and information, please refer to the attached Memorandum and Advisory, or contact Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-8 through neap.region8@deped.gov.ph.
- 9. Immediate dissemination of this Memorandum is desired.



Assistant Regional Director
Officer-in-Charge
Office of the 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



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Enclosure No. 1 to Regional Memorandum No.\_\_\_\_\_ s. 2025

Activity	Date	Target Participants	Venue	Registration Link and Deadline of Participant's Registration
Training of		Assistant Schools Division		https://t
Coaches and		Superintendent (ASDS),	NEAP	nyurl.con
Mentors for		Chief Education	Training	1
Elevating School	13- 17	Supervisor (CES) or Public	Facility,	SHDPCS4
Performance:	October	School District Supervisor	Teachers	NTOTRE
Advanced	2025	(PSDS) and Education	Camp,	
Leadership and		Program Supervisor (EPS)	Baguio	(Deadline
Management for		with outstanding	City	October 2
School Leaders		experience as principal		2025)



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Enclosure No. 2 to Regional Memorandum No.\_\_\_\_\_ s. 2025

# 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

D	ATE: OCTO	BER 13-	17, 2025	VENUE: NEAP BAGUI	0
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Email Address	Number of Schools Supervised
1	Mangle, Irene B.	EPS	Baybay City	irene.mangle001@deped.gov.ph	82
2	Atibula, Alma M.	PSDS	Biliran	alma.atibula001@deped.gov.ph	143
3	Fabula, Santiago G. Jr.	EPS	Borongan City	santiago.fabulajr@deped.gov.ph	58
4	Yangzon, Anabelle O.	PSDS	Calbayog City	anabelle.yangzon@deped.gov.ph	14
5	Lucaban, Albino S.	EPS	Catbalogan City	albino.lucaban@deped.gov.ph	58
6	Lim, Rosita B.	PSDS	Catbalogan City	rosita.lima@deped.gov.ph	4
7	Coles, Rhea N.	EPS	Eastern Samar	rhea.coles001@deped.gov.ph	35
8	Misa, Jasmine B.	PSDS	Leyte	jasmine.misa001@deped.gov.ph	15
9	Malasaga, Edna C.	EPS	Maasin City	edna.malasaga@deped.gov.ph	81
10	Bato, Myra L.	EPS	Northern Samar	myra.bato74@deped.gov.ph	612
11	Jardin, Roberto	EPS	Ormoc City	robert.jardin001@deped.gov.ph	98
12	Almendras, Alejandro S.	CES-CID	Ormoc City	alejandro.almendras@deped.gov.ph	N/A
13	Delabajan, Rowena R.	PSDS	Samar	rowena.delabajan002@deped.gov	15
14	Mantilla, Elsie Jane M.	PSDS	Southern Leyte	elsie.mantilla@deped.gov.ph	25
15	Rodrigo, Abegail	PSDS	Tacloban City	abegaile.rodrigo@deped.gov.ph	10



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

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### Department of Education

#### OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

#### MEMORANDUM DM-OULS-2025- 079

TO

: Regional Directors

Schools Division Superintendents HRDD Chiefs / NEAP-R Focal Persons

**All Others Concerned** 

Carmela Caraion

FROM

: 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:
  - 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;
  - 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	https://tinyurl.com/SHDPCS4 NTOTREG  (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: <a href="https://tinyurl.com/EndorsementFormSHDPCS4NTOT">https://tinyurl.com/EndorsementFormSHDPCS4NTOT</a>.
- 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 <a href="mailto:neap.pdd@deped.gov.ph">neap.pdd@deped.gov.ph</a>.
- 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













# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### Enclosure 1 - Program Management Team

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











### Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### **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):

- 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:

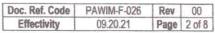
Currently serving as a PSDS/EPS;

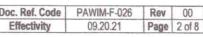
Email Address: neap.od@deped.gov.ph

- 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.











### Department of Education

#### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### 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			
TOTAL	6	255			

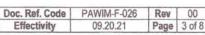




Telefax No.: (+632) 8638-8638

Email Address: neap.od@deped.gov.ph









### Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 4 - Indicative Program of Activities** 

#### **Program Matrix**

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

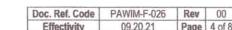
> October 13-17, 2025 NEAP Training Facility, Teachers' Camp, Baguio City

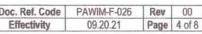
Time	Day 1	
1:00 - 3:00 PM	Registration and Opening Program	
3:00 - 5:00 PM	Opening Program	

Time	Day 2	Day 3	Day 4	Day 5		
8:00 – 8:20 AM		Prelimin	aries			
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	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		











# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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	Expecte d Attende es	Date	Modality
Orientatio n of Program Managem ent Team	RO Endorse d PMT	Octob er 1, 2025	https://tinyurl.com/OrientationPMTSHDP CS4NTOT

#### 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







Doc. Ref. Code

Effectivity

PAWIM-F-026

09.20.21



# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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

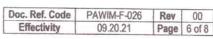
Dear Sir:

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								











## Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

6				
7				
8				
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13				
14				
15				
	Program	Management Tea	m Member	
No.	Name (Last, First, Middle Initial)	Office	Position	Email Address
1				

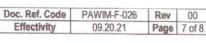
For your consideration.

Sincerely yours,

<Name and Signature> Regional Director











# 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		✓	✓	✓	<b>√</b>
Lunch		<b>√</b>	<b>√</b>	<b>√</b>	✓
PM Snack	1	✓	<b>√</b>	✓	
Dinner	1	1	1	✓	
Room	<b>√</b>	√	<b>V</b>	1	

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

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





