



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

February 02, 2026

REGIONAL MEMORANDUM

No. **144** s. 2026

CONDUCT OF THE "STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS" (BATCH 2 & 3)

To: Schools Division Superintendents
All Others Concerned

1. In reference to **Memorandum DM-OUHROD-2025-1654, Advisory** dated **December 09, 2025**, and **Regional Memorandum No. 776, s. 2025**, this Office, through the National Educators Academy of the Philippines – Region VIII (NEAP-RVIII), announces the conduct of the **"Stepping into School Leadership: An Onboarding Program for New School Heads"** on **February 9-13, 2026 (Batch 3)** and **February 16-20, 2026 (Batch 2)** at **NEAP Training Facility, Teachers Camp, Baguio City**. The list of participants is outlined in the attached enclosure.

2. This program aims to enhance the competencies of newly appointed school heads by providing a clear pathway for professional growth toward Career Stage 2, immersing them in real-world management practices for informed leadership, and fostering a culture of reflective self-assessment and continuous improvement.

3. 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 RO/SDO/school/local funds, 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.

4. 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.

5. 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."*

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

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

RONEL AL K. FIRMO CESO IV

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:

ONBOARDING PROGRAM
PROFESSIONAL DEVELOPMENT
SCHOOL HEADS

HRDD-NEAPRVIII-IGDM



Enclosure No. 1 to Regional Memorandum No. 144 s. 2026

Participants to Training of Coaches and Mentors for the School Head Onboarding Program (SHOP) (Batch 2)						
DATE: FEBRUARY 16-20, 2026				VENUE: NEAP BAGUIO		
No.	Name	Designation	Division	DepEd Email	Contact Number	Role (PMT member or Participant)
1	Rose M. Bautista	Principal II	SDO Maasin City	rose.bautista001@depd.gov.ph	9192386326	Participant
2	Ma. Pops S. Jaralbio	Principal-II	SDO Catbalogan City	mapops.jaralbio@depd.gov.ph	9518201253	Participant
3	Ma. Teresa S. Simon	PSDS	SDO Calbayog City	materesa.simon@depd.gov.ph	9173147647	Participant
4	Jose A. Abrajano	Principal II	SDO Eastern Samar	jose.abrajano@depd.gov.ph	9089302305	Participant
5	Ma. Glenda D. Suyom	Principal IV/DIC	SDO Leyte	belinda.suyom001@depd.gov.ph	0963 071 6989	Participant
6	Alma V. Macanip	PSDS	SDO Tacloban City	alma.macanip@depd.gov.ph		Participant
7	Jezebel Camarines	Principal II	SDO Samar	jezebel.camarines@depd.gov.ph	9103278665	Participant
8	Maricel E. Cabalhin	Principal II	SDO Southern Leyte	maricel.cabalhin@depd.gov.ph	9153562391	Participant

Enclosure No. 2 to Regional Memorandum No. 144 s. 2026

Training of Coaches and Mentors for the School Head Onboarding Program (SHOP) (Batch 3)						
DATE: FEBRUARY 9-13, 2026				VENUE: NEAP BAGUIO		
No.	Name	Designation	Division	DepEd Email	Contact Number	Role (PMT member or Participant)
1	Shiela Rufin Cardoza	Principal II	SDO Maasin City	shiela.cardoza@deped.gov.ph	9359417053	Participant
2	Josemilo Ruiz	ASDS	SDO Baybay City	josemilo.ruiz@deped.gov.ph	9773640201	Participant
3	Maximiano M. Casiño	Principal-II	Catbalogan City	maximiano.casino001@deped.gov.ph	9566485779	Participant
4	Rovelyn T. Quinones	Principal-II	SDO Biliran	rovelyn.quines001@deped.gov.ph	09177169692	Participant
5	Jun-Nilou D. Dulfo	ASDS	SDO Calbayog	junnilou.dulfo@deped.gov.ph	9171762501	Participant
6	Zenaida P. Mengullo	Principal II	SDO Eastern Samar	zenaida.mengullo@deped.gov.ph	9606647286	Participant
7	Emmarie N. Nedira	Principal IV/DIC	SDO Leyte	emmarie.nedira001@deped.gov.ph	0998 884 3654	Participant
8	Rey Bulawan	ASDS	SDO Northern Samar	reyf.bulawan@deped.gov.ph	9202290104	Participant
9	Joelma I. Dagami	PSDS	SDO Tacloban City	joelma.dagami@deped.gov.ph		Participant
10	Hector Ponferrada	Principal IV	SDO Samar	hector.ponferrada@deped.gov.ph	9216412940	Participant
11	Mercelita A. Arraz	Principal III	SDO Samar	mercelita.arraz@deped.gov.ph	9763717142	Participant
12	Eloisa R. Zartiga	ASDS	SDO Borongan City	eloisa.zartiga@deped.gov.ph	9175326805	Participant
13	Rene P. Libot	Principal II	SDO Southern Leyte	rene.libot@deped.gov.ph	9606629821	Participant



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

December 9, 2025

ADVISORY

*Training of Coaches and Mentors on Stepping into School Leadership:
An Onboarding Program for New School Heads*

1. This advisory is issued in reference to DM-OUHROD-2025-1654, titled **Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with the ongoing coordination on the venue and logistics for the Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads, the following adjustment is announced:

Activity	New Date of Implementation	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Meanwhile, the training **for Batch 3 will proceed as scheduled on February 9–13, 2026**, at the NEAP Training Facility, Teachers Camp, Baguio City.
4. Any rebooking expenses incurred due to this change of dates may be charged to the Regional Office (RO) or Schools Division Office (SDO) local and HRD funds, subject to the usual accounting and auditing rules and regulations.
5. Resource Persons and the Program Management Team (PMT) are kindly reminded that February 8 and February 15 are designated as Day 0 for their respective batches.
6. For any questions or concerns, please coordinate with Mr. Billy Rei M. Pagba, Senior Education Program Specialist of NEAP-PDD, via email at billyrei.pagba@deped.gov.ph or at neap.pdd@deped.gov.ph.

MICHAEL JOSEPH P. CABAATAN
Director III, NEAP



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/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/SHIPBattach1 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/SHIPBattach2 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/SHIPBattach3 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

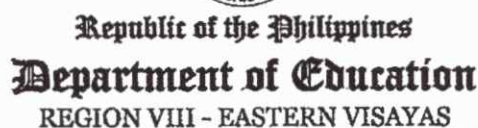
5. The participants' board and lodging will be charged against NEAP Human Resource Development Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school local funds, subject to the usual accounting and auditing rules and regulations.

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



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
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Training of Coaches and Mentors for SHOP Batch 2	25-29 August 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assi stant 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/Assi stant Schools Division Superintendents	https://tinyurl.com/SHIPBatch3 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.

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