



**REGIONAL MEMORANDUM**  
HRDD-2026-147

## ADDITIONAL PARTICIPANTS TO THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS

To: Schools Division Superintendents } Biliran  
All Others Concerned } Tacloban City

1. In reference to **Memorandum DM-OUHROD-2025-1654** and **Advisory** dated **February 3, 2026**, this Office, through the National Educators Academy of the Philippines – Region VIII, announces the conduct of the **School Head Onboarding Program** and hereby endorses the additional participants from Region VIII to the said program.
2. The conduct of the onboarding program aims to support newly appointed school heads in strengthening their leadership competencies, managerial skills, and understanding of DepEd systems, policies, and standards essential to effective school governance.
3. The following are the additional participants to the program:

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	Imelda M. Gayas	Principal IV	SDO Tacloban City	imelda.gayas@deped.gov.ph	9567896678	Participant

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	Zenaida G. Sampag	Principal-III	SDO Biliran	zenaida.sampag@deped.gov.ph	09479555756	Participant

4. For additional details and information, please refer to the attached Memorandum and/or Advisory, or contact **Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-8**, through **neap.region8@deped.gov.ph** or **Facebook Messenger: NEAP Region VIII**.
5. Immediate dissemination of this Memorandum is desired.

**RONEL AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: None

References: As stated

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

ENDORSED PARTICIPANTS  
PROFESSIONAL DEVELOPMENT  
SCHOOLS HEADS ONBOARDING PROGRAM



HRDD-NEAPRVIII-IGDM



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## 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	<b>25 June 2025</b> Microsoft Teams Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn <a href="https://tinyurl.com/SHOPmeeting">https://tinyurl.com/SHOPmeeting</a>	National Technical Working Group (NTWG) Members	<a href="https://tinyurl.com/SHOPOnlineMeeting">https://tinyurl.com/SHOPOnlineMeeting</a> Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	<b>07-11 July 2025</b> NEAP Baguio	Newly appointed School Heads / Assistant Principals	<a href="https://tinyurl.com/SHIPPiLotTest">https://tinyurl.com/SHIPPiLotTest</a> Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	<b>28 July – 01 August 2025</b> NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBattach1">https://tinyurl.com/SHIPBattach1</a> Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	<b>25-29 August 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBattach2">https://tinyurl.com/SHIPBattach2</a> Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	<b>24-28 November 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBattach3">https://tinyurl.com/SHIPBattach3</a> 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](mailto:neap.pdd@deped.gov.ph) / [julie.ignao@deped.gov.ph](mailto: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**





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

**ADVISORY**  
February 3, 2026

1. This advisory refers to the Training of Coaches and Mentors on Stepping into School Leadership as outlined in **DM-OUHROD-2025-1654**, with the subject **Conduct of the Stepping Into School Leadership: An Onboarding Program for New School Heads** dated June 20, 2025.
2. For guidance and reference, the schedule and venue of the succeeding batches are provided below:

TITLE	DATE OF CONDUCT	VENUE
Training of Coaches and Mentors on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) - Batch 3	February 9-13, 2026	NEAP Training Facility, Teachers Camp, Baguio City
Training of Coaches and Mentors on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) - Batch 2	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. In this regard, the respective regional focals are requested to update their list of endorsed participants and members of the program management team (PMT), should there be any changes caused by the adjustment of the training schedules. Access the repository through the link: <https://tinyurl.com/SHOP-Endorsement>.
4. Endorsed participants who have not yet completed the online registration are likewise reminded to confirm their attendance through the following links.  
**Batch 2:** <https://tinyurl.com/SHIPBatch2>  
**Batch 3:** <https://tinyurl.com/SHIPBatch3>
5. The Regional PMT members and confirmed Resource Persons for Batches 2 and 3 are invited to a **coordination meeting** on February 5, 2026, at 10:00 a.m. via MS Teams. Access the meeting through this link: <https://tinyurl.com/SHOPBatch2and3-Meeting>.
6. For inquiries or clarifications, kindly contact **Mr. Billy Rei M. Pagba**, Senior Education Program Specialist of NEAP-PDD, through email at [billyrei.pagba@deped.gov.ph](mailto:billyrei.pagba@deped.gov.ph) or [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).

**MICHAEL JOSEPH P. CABAATAN**  
Director III, NEAP



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**Enclosure 1**

**Updated List of Resource Persons**

*Training of Coaches and Mentors on Stepping Into School Leadership:  
Onboarding for New School Heads (School Head Onboarding Program)*

NO	NAME	REGION	POSITION/ DESIGNATION	BATCH 3	BATCH 2
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	✓	✓
2	Framel C. Deperalta	II	Principal IV	✓	✓
3	Cristobal A. Sayago	V	Principal III	✓	✓
4	Joe-Bren Consuelo	V	Education Program Supervisor	✓	✓
5	Hera Paz B. Yamson	VIII	Principal IV	✓	✓
6	Wilma B. Obatay	X	Principal I	✓	✓
7	Marigold G. Querimit	XII	Public Schools District Supervisor	✓	✓
8	Melvin Willy Roque	NCR	Public Schools District Supervisor	✓	✓
9	Rodelio I. Perez Jr.	NCR	Principal	✓	✓
10	Nenita P. Sabino	CAR	Principal II	✓	✓
11	Narcie Ricky A. Apilado	I	Principal I	✓	✓
12	Jesus C. Insilada	VI	Public Schools District Supervisor	✓	✓
13	Myline J. Respicio	II	Principal III	✓	✓
14	Renato Felipe, Jr.	NCR	Public Schools District Supervisor	✓	✓
15	Marife T. Morcilla	CO	Project Development Officer V	✓	✓
16	Billy Rei M. Pagba	CO	Senior Education Program Specialist	✓	✓
17	Joel C. Delliva Jr.	IX	Principal II	✓	
18	Jose Allan M. Suganob	XI	Principal III	✓	
19	Jeryl Casilao	IX	Principal IV	✓	
20	Rosa H. Cabotaje	VII	Education Program Supervisor	✓	
21	Elsie V. Mayo	I	Principal IV	✓	
22	Annie B. Baylon	V	Public Schools District Supervisor	✓	





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23	Ivy M. Romano	NCR	Senior Education Program Specialist	✓	
24	Aura O. Aguilar	VIII	Principal	✓	
25	Carina C. Untalasco	I	Principal	✓	
26	Magdaleno R. Lubigan	IV-A	Principal IV	✓	
27	Julieta M. Abellana	VII	Public Schools District Supervisor	✓	
28	Marie Flo M. Aysip	III	Principal II	✓	
29	Rizza A. Pereyra	CO	Senior Education Program Specialist	✓	
30	Dustin Troy Josen	CO	Senior Education Program Specialist	✓	
31	Ma. Ciaralyn P. Valencia	IV-B	Principal III		✓
32	Mary Ann Allera	X	Assistant Schools Division Superintendent		✓
33	Jocelyn L. Menil	CARAGA	Public Schools District Supervisor		✓
34	Analou O. Hermocilla	CARAGA	Education Program Supervisor		✓
35	Elisa L. Surwela	IV-A	Public Schools District Supervisor		✓
36	Liezel M. Villanueva	IV-A	Public Schools District Supervisor		✓
37	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent		✓
38	Emilyn B. Borja	XII	Principal II		✓
39	Arlene Hernandez	IV-A	Public Schools District Supervisor		✓





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**Enclosure 2**

**Indicative Training Matrix**

*Training of Coaches and Mentors on Stepping Into School Leadership:  
Onboarding for New School Heads (School Head Onboarding Program)*

TIME	DAY 0 (SUNDAY)	DAY 1 (MONDAY)	DAY 2 (TUESDAY)	DAY 3 (WEDNESDAY)	DAY 4 (THURSDAY)	DAY 5 (FRIDAY)	
8:00 a.m. -8:20 a.m.	Travel Time of RPs and PMT Members	Travel time of Participants	Preliminaries Pretest	Preliminaries			
8:20 a.m. -10:00 a.m.			<b>Session 1</b> Setting the Course: Purposeful Learning Journey Design	<b>Session 5</b> Enabling Growth: Maximizing the Impact of Coaching & Mentoring	<b>Session 9</b> Harnessing Learning: Crafting Contextualized Workplace Application Plans	<b>Session 13 (Part 1)</b> Extending Impact: Crafting Regional Coaching and Mentoring Plans	
10:00 a.m. - 10:20 a.m.			Health Break				
10:20 a.m. -11:00 a.m			<b>Session 2</b> Expanding Horizons: Facilitating Adult Learners Through Heutagogy	<b>Session 6</b> Waves of Change: A Simulation on Individual Coaching	<b>Session 10</b> Learning from Challenges: Monitoring and Adjusting Workplace Plans	<b>Session 13 (Part 2)</b> Extending Impact: Crafting Regional Coaching and Mentoring Plans	
11:00 a.m. - 12:00 noon			Post Test, Closing Program				
12:00 noon -1:00 p.m.			Lunch				
1:00 p.m. -2:40 p.m.	Ingress, Registratio n, Check- in, and Briefing Session of RPs and PMT Members	Ingress, Registration, PM Health Break	<b>Session 3</b> Rethinking Learning: Maximizing Asynchronous Engagement	<b>Session 7</b> Impactful Coaching: Fostering Trust and Growth in Groups	<b>Session 11</b> Onward in Action: Effective Facilitation of School Immersion	Egress	
2:40 p.m. -3:00 p.m.			Health Break				
3:00 p.m. -4:40 p.m.		Opening Program	<b>Session 4</b> Venturing Beyond: Mentoring for Asynchronous Success	<b>Session 8</b> Toward Growth: Designing Strategic Coaching & Mentoring Plans	<b>Session 12</b> Vantage Point: Reflecting to Improve Mentoring and Coaching		
4:40 p.m. -5:00 p.m.			End-of-Day Evaluation and Reminders				
5:00 p.m. -5:30 p.m.			PMT & RP Debriefing/Briefing				