



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

June 20, 2025

DIVISION MEMORANDUM

SGOD-2025-779

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
All Others Concerned

Subject: **PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM**

This is in reference to Regional Memorandum HRDD-2025-141 dated June 17, 2025, signed by Allan G. Farnazo, Director IV, re: **Participants to the School Heads Development Program Advance Course "Elevating School Performance" Advance Leadership and Management for School Leaders.**, be informed that the activity is scheduled on June 29, 2025 to July 5, 2025 inclusive of travel time (Batch 1) and August 24-30, 2025 inclusive of travel time (Batch 2) at NEAP Baguio, Baguio City. Relevant details and other information are found in the enclosures.

The participants are as follows:

June 29-July 5, 2025 (inclusive of travel time) Batch 1

School	Name	Position
Digos City SHS	Rizza Villaluna	Principal II

August 24-30, 2025 (inclusive of travel time) Batch 2

School	Name	Position
RMCES	Edsel Nacua	Principal IV

The Senior Education Program Specialist with the assistance of Education Program Specialist II may access <https://tinyurl.com/7r8recsx> to encode the name of the participants on or before June 19, 2025. Further, they are enjoined to register via tinyurl.com/SHDPCS4 on or before June 24, 2025.

Moreover, the participants' board and lodging will be charged against the Human Resource Development (HRD) Funds while the transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.

For queries, email hrddneapro11@gmail.com.

Immediate dissemination and compliance with this Memorandum is directed.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

CHERRIE ANNE B. BOHOL
EPS- SGOD
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUN 24 2025 TIME: 1:12 PM

Enclosed: As stated
SGOD/jss

BY:



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos
RECORDS SECTION
RECEIVED
DATE: 11 9 JUN 2025 TIME: 12:08

June 17, 2025

REGIONAL MEMORANDUM
HRDD-2025-141

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1515 titled Conduct of the School Heads Development Program Advance Course "Elevating School Performance" Advanced Leadership and Management for School Leaders" dated June 11, 2025, be informed that the activity is scheduled on June 30-July 4, 2025 (Batch 1) and August 25-29, 2025 (Batch 2) at NEAP Baguio, Baguio City. Relevant details, qualification criteria, and number of participants per Schools Division Office are found in the enclosures.
2. The Senior Education Program Specialist with the assistance of Education Program Specialist II may access <https://tinyurl.com/7r8recsx> to encode the name of the participants on or before June 19, 2025. Further, they are enjoined to register via tinyurl.com/SHDPCS4 on or before June 24, 2025.
3. Moreover, the participants' board and lodging will be charged against the Human Resource Development (HRD) Funds while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. For queries, email hrddneaprol1@gmail.com.
5. Immediate dissemination of this Memorandum is directed.

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION

RELEASED

By: [Signature]
Date: June 19, 2025
Time: 12:07

ALLAN G. FARNAZO
Director IV



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure

NUMBER OF PARTICIPANTS PER SCHOOLS DIVISION OFFICE

June 30-July 4, 2025 (Batch 1)

No.	SDOs	Number of Pax	Position/s
1	Davao City	2	P IV, P III or P II
2	Davao de Oro	2	P IV, P III or P II
3	Davao del Norte	2	P IV, P III or P II
4	Davao del Sur	1	P IV or P III or P II
5	Davao Occidental	2	P IV, P III or P II
6	Davao Oriental	1	P IV or P III or P II
7	Digos City	1	P IV or P III or P II
8	IGACOS	1	P IV or P III or P II
9	Mati City	1	P IV or P III or P II
10	Panabo City	1	P IV or P III or P II
11	Tagum City	1	P IV or P III or P II
	Total	15	

NUMBER OF PARTICIPANTS PER SCHOOLS DIVISION OFFICE

August 25-29, 2025 (Batch 2)

No.	SDOs	Number of Pax	Position/s
1	Davao City	2	P IV, P III or P II
2	Davao de Oro	2	P IV, P III or P II
3	Davao del Norte	2	P IV, P III or P II
4	Davao del Sur	1	P IV or P III or P II
5	Davao Occidental	2	P IV, P III or P II
6	Davao Oriental	1	P IV or P III or P II
7	Digos City	1	P IV or P III or P II
8	IGACOS	1	P IV or P III or P II
9	Mati City	1	P IV or P III or P II
10	Panabo City	1	P IV or P III or P II
11	Tagum City	1	P IV or P III or P II
	Total	15	



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1515

16 JUN 2025

6/16/2025

2/5

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

FROM : **WILFREDO E. CADRAL**
Undersecretary
Human Resource and Organizational Development

Carmela C. Oracion
CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

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

DATE : 11 June 2025

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

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



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



2. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:
 - a. Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
 - b. Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
 - c. Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.
3. **The Regional Offices (ROs) are requested to endorse fifteen (15) school heads per batch to participate in the program, based on the following criteria:**
 - a. **Currently occupying Principal IV position** with at least **Very Satisfactory** performance rating;
 - b. **Currently holding Principal II position for at least five (5) years or Principal III position for at least three (3) years**, with the following considerations:
 - Has received **Outstanding** performance rating for the **past three (3) consecutive years**; and
 - Has demonstrated **high potential for Principal IV position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
 - c. Has no pending administrative cases; and
 - d. Of good moral character.
4. Furthermore, the ROs must ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.
5. Enclosed are the following documents, for reference:
 - a. **Enclosure 1** *List of Resource Persons and Program Management Team (PMT) Members*
 - b. **Enclosure 2** *Regional Allocation of Participants and RO/SDO PMT Members per Batch*
 - c. **Enclosure 3** *Indicative Program of Activities and Training Details*
 - d. **Enclosure 4** *Template for the List of Endorsed Participants and PMT Members (tinyurl.com/SHDP-EndorsedList)*
 - e. **Enclosure 5** *Meal Provision and Accommodation Details*
6. The *List of Endorsed School Heads and PMT Members* must be submitted to NEAP through the link tinyurl.com/SHDP-CS4-Submission **on or before 27 June 2025**. The endorsed school heads and PMT members are enjoined to register through the link tinyurl.com/SHDPCS4 to confirm their participation in the program on or before the same date.
7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please coordinate with **Ms. Ailene Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

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



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





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

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



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

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



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Enclosure 3- Indicative Program of Activities and Training Details

A. Program Matrix
Elevating School Performance: Advanced Leadership and Management Course
for Career Stage 4 School Heads

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

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

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





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



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B. Orientation of Program Management Team

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

C. Orientation of the Resource Persons

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



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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

[DATE]

WILFREDO E. CABRAL

Undersecretary
Human Resource and Organizational Development

CARMELA C. ORACION

Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

Attention:

JENNIFER E. LOPEZ

Director IV
National Educators Academy of the Philippines

Dear Sir:

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

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



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8							
9							
10							
11							
12							
13							
14							
15							

Program Management Team Member

Batch 1

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

BATCH 2 (August 25-29 2025)

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



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13							
14							
15							
Program Management Team Member - Batch 2							
No.	Name (Last, First, Middle Initial)			Position		Office	
1							

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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

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

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

Check-in: Day 0 - 2:00 p.m.

Check-out: Day 5 – 2:00 p.m.

