

#### 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 730

To:

1

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 <a href="https://tinyurl.com/7r8recsx">https://tinyurl.com/7r8recsx</a> 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 hrddneaproll@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

RECORDS SECTION

DATE: JUN Z 4 N25 TIME!

SCODI jour BY:

DeT)ED

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



Republic of the Philippines

# Department of Education

DAVAO REGION

DepEd Schools Division of Digos 1271 RECORDS SECTION 11 9 JUK 2025 TIME

June 17, 202

REGIONAL MEMORANDUM HRDD-2025-141

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM

Assistant Regional Director Schools Division Superintendents

- 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.
- The Senior Education Program Specialist with the assistance of Education Program Specialist II may access <a href="https://tinvurl.com/7r8recsx">https://tinvurl.com/7r8recsx</a> 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 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 hrddneaproll@gmail.com.

Immediate dissemination of this Memorandum is directed. 5.

Encl.: As stated ROH3/alv

ALLAN G. FARNAZO PEPARTMENT OF EDUCATION RUA



Address: F. Torres St., Davao City (8000) Telephone Nos.: (082) 291-0051

Email Address: region11@deped.gov.ph Website: www.depedroxi.ph



Director IV



#### 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	PIV, PIII or PII
2	Davao de Oro	2	PIV, PIII or PII
3	Davao del Norte	2	PIV, PIII or PII
4	Davao del Sur	1	PIV or PIII or PII
5	Davao Occidental	2	PIV, PIII or PII
6	Davao Oriental		PIV or PIII or PII
7	Digos City		PIV or PIII or PII
8	IGACOS	1	PIV or PIII or PII
9	Mati City	1	PIV or PIII or PII
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	PIV, PIII or PII
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		P IV or P III or P II
	Total	15	







Address: F. Torres St., Davao City (8000) Telephone Nos.: (082) 291-0051

Email Address: region11@deped.gov.ph

Website: www.depedroxi.ph





# Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-1515

16 JUN 2025 67 1207/

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 Chracion

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

 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







- 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.
- 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 supervisors.
  - c. Has no pending administrative cases; and
  - d. Of good moral character.

e. Enclosure 5

- 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 Indicative Program of Activities and Training c. Enclosure 3 Details Template for the List of Endorsed Participants and d. Enclosure 4 PMT Members (tinyurl.com/SHDP-EndorsedList)

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.).







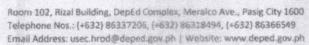


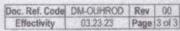
- 8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
- Should you have questions and concerns, please coordinate with Ms. Ailene Duterte or Mr. Dustin Troy Joson, Senior Education Program Specialists, NEAP Professional Development Division, through email neap pddadeped 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











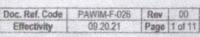


## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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

No.	Name	Position	Station
		Resource Person	ls .
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Ma. Criselda G. Ocang	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 Tadeo	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







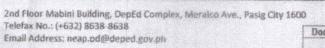


# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### 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	
1	1	15		15	
II	1	15		15	
Ш	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	Mid-C	15	
TOTAL	6	255	6	255	





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# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### **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

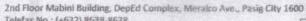
**BATCH 1** | June 30 – July 4, 2025 **BATCH 2** | August 25 – 29, 2025

Venue: To be announced through an Advisory

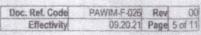
Time	Day 0	Day 1
7:30 - 8:00 AM		Registration
8:00 - 8:30 AM		Opening Program
8:30 - 9:00 AM		Pre-Test
		Session 1: Strategic School Leadership: Weaving Meaning and Purpose
9:00 - 12:30 PM	- 12:30 PM Arrival of Participa nts at the Venue	Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:30 - 1:30 PM	venue	Lunch Break
1:30 - 4:30 PM	Registrati on	Session 3: Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
1.00 T.00 I M		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		Preli	minaries	
8:30 -	Session 5:	Session 9: Leading	Session 12: Systems	Session 16:
12:00 PM	Data into Impact: Leading Excellence in	Innovative Curriculum and Career Pathways:	Leadership for Safe, Inclusive, and Supportive Learning	Excelling the Management of Diverse Relationships





Telefax No.: (+632) 8638-8638 Email Address: neap.od@deped.gov.ph





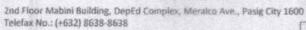


## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

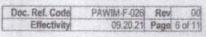
	School Records Management	Strategizing Contextualizat ion and Opportunities for Learners	Environments and Discipline Frameworks		nd School ganizations	
	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation	Session 10: Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship	Session 13: Leadership Excellence in High Standards of Practice	E P	ession 17: xemplified ractices in Managing clusivity in Schools	
12:00 - 1:00 PM		Luncl	h Break			
1:00 - 4:00 P M	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	Reminders and End-of-Day Evaluation  PMT Debriefing				







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







## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### B. Orientation of Program Management Team

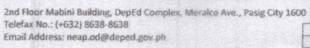
Activity	Expected Attendees	Date	Modality	
Orientation of Program Management Team	RO Endorsed PMT	June 27, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel	

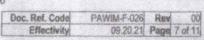
#### C. Orientation of the Resource Persons

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













# Department of Education 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

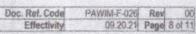
	BATCH 1 (June 30-July 4, 2025)								
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)		
1									
2									
3									
4									
5									
6									
7									



2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600

Telefax No.: (+632) 8638-8638

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





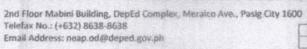


### Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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12					The state of the s			
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		Program	Managen	nent Tear	n Member			
			Bat	ch 1				
No.	Name (Last, F	Name (Last, First, Middle In		Position		Office		
1								
		BAT	CH 2 (Aug	ust 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								
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## Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

No.	Name (Last, First, Middle Initial)	Position	Office	
	Program Management Te	am Member - Batch	12	
15				
14				
13			(a)	

For your consideration.

Sincerely yours,

<Name and Signature> Regional Director









# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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

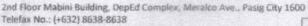
**BATCH 1** | June 30 - July 4, 2025 **BATCH 2** | August 25 - 29, 2025

Provisions	Day 0	Day 1 Mon	Day 2 Tue	Day 3 Wed	Day 4	Day 5
FIGVISIONS	Sun					
Breakfast		<b>√</b>	<b>✓</b>	~		1
AM Snack		<b>V</b>	1	1	1	<b>V</b>
Lunch		1	1	~	1	1
PM Snack		1	V	7	1	1
Dinner	1	V	1	1	1	
Room	1	1	1	1	V	

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

Check-out: Day 5 - 2:00 p.m.





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

