



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

July 4, 2025

DIVISION MEMORANDUM

SGOD-2025-764

To : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Head

Attention: Jay Paul B. Cabural

Subject: **ATTENDANCE IN THE ONBOARDING OF NEW SCHOOL HEADS**

This is in reference to Memorandum HRDD-2025-162 dated July 2, 2025, signed by Allan G. Farnazo, Director IV, re: **Attendance in the Onboarding of New School Heads**, you are hereby directed to attend the Onboarding of New School Heads on July 6-12, 2025 (inclusive of travel time) at NEAP Baguio City. Other relevant details are found in the enclosures.

The check-in time is 2:00 PM on July 6, 2025 while the check-out time is 12:00 noon on July 11, 2025. The first meal is PM snack, and the last meal is lunch.

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 SDO/school/ local funds, subject to the usual accounting and auditing rules and regulations.

Further, you are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, in case the activities will fall on weekends, holidays and work suspension.

For queries, email hrddneap11@gmail.com.

Immediate dissemination of this Memorandum is directed.

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

For and in the absence of the
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: JUL 04 2025 TIME: 1:42m
BY: [Signature]
Enclosed: As stipulated
SGOD/jst

PETER-JASON C. SENARILLOS
SEPS-SMN
Officer In-Charge



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Republic of the Philippines
Department of Education
DAVAO REGION

July 2, 2025

REGIONAL MEMORANDUM
HRDD-2025-162

ATTENDANCE TO THE ONBOARDING OF NEW SCHOOL HEADS

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-156 dated June 30, 2025 entitled Participation to the Onboarding of New School Heads. The list of participants, resource speakers, program of activities, training venue and accommodation, and other relevant details are found in the enclosures.
2. The check-in time is 2:00PM on July 6, 2025 while the check-out time is 12:00 noon on July 11, 2025. The first meal is a PM snack and the last meal is lunch.
3. 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 SDO/school/ 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.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv



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





Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure

List of Participants
July 7-11, 2025

No.	Name of Participants	Designation	SDO
1	Gemma C. Alicaya	School In-Charge	Davao City
2	Renz Angelo D. Calzada	Assistant School Principal II	Davao City
3	Renante D. Arcamo	Assistant School Principal II	Davao de Oro
4	Michael Eric L. Dandan	School Principal I	Davao de Oro
5	Ronnelo T. Jalbuna	Principal I	Davao del Norte
6	Honey Jane Santos	Principal I	Davao del Sur
7	Jether D. Ortega	ASP II	Davao Occidental
8	Loreleh A. Oquinan	School Principal I	Davao Oriental
9	Jay Paul B. Cabural	School Principal I	Digos City
10	Shiela Mae L. Suarez	Principal I	IGACOS
11	Lady Lyn S. Lintuan	Principal I	Mati City
12	Sarah Jane R. Omblero	Assistant School Principal II	Panabo City
13	Alona F. Hinay	Assistant School Principal II	Tagum City

List of Speakers

No.	Name of Speakers	Designation	SDO
1	Jose Allan M. Suganob	Principal III	Davao City
2	Genciano M. Cambalon	Principal II	Davao Occidental

RECORDS



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division Office of Digos
RECORDS SECTION

RECEIVED

02 JUL 2025

TIME

16:14

June 30, 2025

REGIONAL MEMORANDUM
HRDD-2025-156

PARTICIPATION TO THE ONBOARDING OF NEW SCHOOL HEADS

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1654 dated June 20, 2025 entitled Conduct of the Stepping into School Leadership: An Onboarding Program for New School Heads, be informed that the activity entitled Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (Batch 1) will be scheduled on July 7-11, 2025 at NEAP, Baguio City. Relevant details, list of speakers, and number of participants per Schools Division Office are found in the enclosures.
2. The HRD SEPS with the assistance of Education Program Specialist II is requested to encode the name of participants via <https://tinyurl.com/3wrjee52> on or before July 2, 2025.
3. 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 SDO/school/ local funds, subject to the usual accounting and auditing rules and regulations.
4. Further, they are entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary for Overtime Services Rendered".
5. For queries, email hrddneapro11@gmail.com.
6. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/gbv

DEPARTMENT OF EDUCATION

RECORDS SECTION

RELEASED

By:

To:

Time:

121027

July 02, 2025



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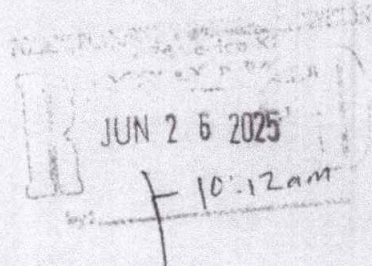


Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM

DM-OUHROD-2025- 1654

25 JUN 2025 6:12 1027 8:24

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.



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



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/SHIPBatch1 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/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/Assistant 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.			

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:

- Enclosure 1** List of Participants (PMT and Resource Speakers/NTWG Members/SHOP TRP Writers)
- Enclosure 2** Regional Allocation of Participants and RO/SDO PMT Members per Activity
- Enclosure 3** Terms of Reference of Participants
- Enclosure 4** Qualification Standards for Participants
- Enclosure 5** Indicative Program of Activities
- Enclosure 6** Template for the Endorsement of Participants and PMT Members
- 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



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