



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

Office of the Schools Division Superintendent

July 23, 2025

DIVISION MEMORANDUM

SGOD-2025-478

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

Subject: PARTICIPATION TO THE TRAINING OF COACHES AND MENTORS ON THE ONBOARDING OF NEW SCHOOL HEADS

This is in reference to Regional Memorandum HRDD-2025-179 dated July 22, 2025, signed by Allan G. Farnazo, Director IV, re: **Participation to the Training of Coaches and Mentors on the Onboarding of New School Heads**, be informed that the activity entitled Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads. Other relevant details and information are provided in the enclosures.

Batch	Date	Name of Participant	Venue
Batch 1- Training of Coaches and Mentors for SHOP	July 27- August 2, 2025 (Inclusive of travel time)	Aimee Amor C. Porto-Principal IV (Kapatagan NHS)	NEAP-Baguio City
Batch 2- Training of Coaches and Mentors for SHOP	August 24-30, 2025 (Inclusive of travel time)	Neil D. Bongcayao-PSDS (Digos Oriental District)	TBD
Batch 3- Training of Coaches and Mentors for SHOP	November 23-29, 2025 (Inclusive of travel time)	Maria Genevieve T. Francisquete-ASDS	TBD

Batch 1 participant is requested to register via <https://tinyurl.com/SHIPBatch1> on or before July 23, 2025. The board and lodging will be charged against NEAP Human Resource Development Fund while transportation, per diem, and other incidental expenses shall be charged to SDO/school/local funds, subject to the usual accounting and auditing rules and regulations.

Further, they are entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, s. 2024 “Non-Monetary for Overtime Services Rendered”.

For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).

Immediate dissemination of this Memorandum is directed.

JepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: JUL 28 2025 TIME: 5:30 PM

BY: [Signature]

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

Enclosed: As stated.  
SGOD/jsa



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

July 22, 2025

REGIONAL MEMORANDUM  
HRDD-2025-179

PARTICIPATION TO THE TRAINING OF COACHES AND MENTORS ON 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 28-August 1, 2025 at NEAP, Baguio City. Relevant details, list of participants, and other information are found in the enclosures.
2. The participants are requested to register via <https://tinyurl.com/SHIPBatch1> on or before July 23, 2025. The 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.
3. Further, they are entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary for Overtime Services Rendered".
4. For queries, email [hrddncaprol1@gmail.com](mailto:hrddncaprol1@gmail.com).
5. Immediate dissemination of this Memorandum is directed.

**ALLAN G. FABRIZO**  
Director IV

Encl.: As stated  
RCHU/glu



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Enclosure

**Training of Coaches and Mentors for SHOP Batch 1**  
July 28-August 1, 2025  
NEAP Baguio City

No.	Name of Participants	Position	SDOs
1	Maria Doreen Daplin	PSDS	Davao City
2	Romualdo G. Valdez	Principal III	Davao de Oro
3	Ana N. Redaniel	PSDS	Davao del Norte
4	Sharyll Amor Albona	Principal IV	Davao del Sur
5	Zenon M. Sulpot	Principal I	Davao Occidental
8	Girlic J. Balante	Principal IV	Davao Oriental
7	Aimee Amor Porto	Principal IV	Digos City
8	Gay P. Taguiran	ASDS	IGACOS
9	Jessica M. Lumapas	Principal II	Mati City
10	Johanna Linterna	Principal III	Panabo City
11	Nila L. Digal	PSDS	Tagum City

**Training of Coaches and Mentors for SHOP Batch 2**  
August 25-29, 2025  
Venue: TBD

No.	Name of Participants	Position	SDOs
1	Armando Morales	PSDS	Davao City
2	Sandy G. Yee	Principal IV	Davao de Oro
3	Marlon G. Ebrado	PSDS	Davao del Norte
4	Jane N. Bardonido	Principal III	Davao del Sur
5	Maritess L. Llamag	Principal I	Davao Occidental
6	Christian N. Sango	OIC-ASDS, Principal IV	Davao Oriental
7	Neil D. Bongcayao	PSDS	Digos City
8	Joann M. Benoya	Principal III	IGACOS
9	Elma A. Prudente	Principal IV	Mati City
10	Leonora Cañete	Principal II	Panabo City
11	Daniel S. Tababa	PSDS	Tagum City



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**Training of Coaches and Mentors for SHOP Batch 2**

August 25-29, 2025  
Venue: TBD

**Program Management Team**

No.	Name of Participants	Position	SDOs
1	Leonard Ray E. Castillon	EPS II	RO-HRDD
2	Christian T. Narca	EPS II	Davao del Sur
3	Helen Jane A. Go	EPS II	IGACOS

**Training of Coaches and Mentors for SHOP Batch 3**

November 24-28, 2025  
Venue: TBD

No.	Name of Participants	Position	SDOs
1	Leonida A. Polentinos	PSDS	Davao City
2	Joan B. Galarion	PIG	Davao City
3	Florinda A. Denopol	PSDS	Davao de Oro
4	Jeanette C. Limen	Principal IV	Davao de Oro
5	Noli T. De Felipe	PSDS	Davao del Norte
6	Ray Harvey L. Dominice	Principal II	Davao del Sur
7	Jan Michael G. Titong	Principal III	Davao Occidental
8	Garry P. Lara	Principal IV	Davao Oriental
9	Maria Genevieve T. Francisquete	ASDS	Digos City
10	Maria Riva R. Contreras	Principal III	IGACOS
11	Mary Jean M. Francisquete	PSDS	Mati City
12	Chona Doctora	Principal II	Panabo City
13	Mervin G. Salmon	PSDS	Tagum City



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