



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

Office of the Schools Division Superintendent

July 29, 2025

DIVISION MEMORANDUM

SGOD-2025-446

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

Attention:

Maria Genevieve T. Francisquete-ASDS

Neil D. Bongcayao-PSDS

Aimee Amor C. Porto-School Head

Subject: **CHANGE OF SCHEDULE TO THE TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEADS ONBOARDING PROGRAM**

This is in reference to Regional Memorandum HRDD-2025-183 dated July 24, 2025, signed by Allan G. Farnazo, Director IV, re: **Change of Schedule to the Training of Coaches and Mentors for the School Heads Onboarding Program (Batch 1)**, be informed that the activity has been moved from **July 28-August 1, 2025 to August 24-August 30, 2025** (inclusive of travel time). Relevant details and other information are found in the enclosure.

Further, the conduct of the Training of Coaches and mentors for the School Head Onboarding Program (batch 2 & 3) are postponed until further notice.

For queries, email hrddneapro11@gmail.com

Immediate dissemination of this Memorandum is directed.


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

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
97-71009

DATE: AUG 01 2025 TIME: 2:30 PM

BY: [Signature]

Enclosed: As stated.
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
| (082)553-8375

RECORDS

121363



Republic of the Philippines
Department of Education
DAVAO REGION



July 24, 2025

REGIONAL MEMORANDUM
HRDD-2025-183

**CHANGE OF SCHEDULE TO THE TRAINING OF COACHES AND MENTORS FOR
THE SCHOOL HEADS ONBOARDING PROGRAM**

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1654 dated June 20, 2025, be informed that the Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (Batch 1) has been moved from July 28-August 1, 2025 to August 25-29, 2025. Relevant details and other information are found in the enclosure.
2. Further, the conduct of the Training of Coaches and Mentors for the School Head Onboarding Program (Batches 2 and 3) are postponed until further notice.
3. For queries, email hrddneaprol1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV
[Signature]

[Handwritten signature] 20, 2025



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

DEPARTMENT OF EDUCATION ROXAS
RECORDS SECTION
RECEIVED
24 JUL 2025

7/24/25
4:03

23 July 2025

ADVISORY

Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
28 July - 1 August 2025

1. This refers to **DM-OUHROD-2025** with the subject **STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS** dated 20 June 2025.
2. Due to the onslaught of inclement weather conditions and to ensure the safety of participants, the **Training of Coaches and Mentors for the School Head Onboarding Program (Batch 1)** is hereby **moved to August 25-29, 2025**.
3. Other additional details, including the meal schedule, matrix of activities, and online meeting with Resource Persons, will be issued through a separate advisory.
4. Further, the conduct of the **Training of Coaches and Mentors for the School Head Onboarding Program (Batches 2 & 3)** are **postponed until further notice**.
5. Should you have further clarifications, please do not hesitate to contact **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09975670093.

Carmela C. Oracion
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge

Office of the Undersecretary for Learning Systems



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-OUHRDD-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://invvill.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 hrddineap@doe.gov.ph.
5. Immediate dissemination of this Memorandum is directed.

ALLAN Q. FABRIZO
Director IV

Encl.: As stated
RCHS/gbc



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





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 | Girle J. Balante | Principal IV | Davao Oriental |
| 7 | Aunee 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. Bongrayao | PSDS | Digos City |
| 8 | Joann M. Benoya | Principal III | IGACOS |
| 9 | Elma A. Prudente | Principal IV | Mati City |
| 10 | Leonora Cafete | Principal II | Panabo City |
| 11 | Daniel S. Tababa | PSDS | Tagum City |



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Republic of the Philippines
Department of Education
DAVAO REGION

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 | PIC | 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 | Matu City |
| 12 | Chona Doctora | Principal II | Panabo City |
| 13 | Mervin G. Salmon | PSDS | Tagum City |



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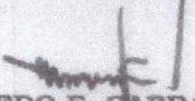


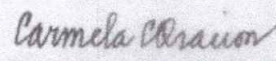


Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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
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 | 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@depd.gov.ph / julie.ignao@depd.gov.ph or Viber 09975670093.
9. For dissemination and appropriate action.

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