



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

Office of the Schools Division Superintendent

August 5, 2025

DIVISION MEMORANDUM

SGOD-2025- 458

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

Subject: **PARTICIPATION TO THE ASYNCHRONOUS ACTIVITIES AND DEVELOPMENT OF WORKPLACE APPLICATION PLAN FOR SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSE**

This is in reference to Regional Memorandum HRDD-2025-189 dated July 30, 2025, signed by Allan G. Farnazo, Director IV, re: **Participation to the Asynchronous Activities and Development of Workplace Application Plan for School Heads Development Programs (SHDP) Course**, be informed that SHDP participants who completed the 5-day face-to-face training, regardless of batch are required to complete a one-month asynchronous learning engagement of 40 hours to capture the Practice phase of the EPC Model. They may access asynchronous activities via DepEd Learning Management, and they will be assisted by their identified coach or mentor.

Further, the participants will develop a Workplace Application Plan (WAP) after completing the asynchronous learning engagement, which constitutes the consolidate phase. They will be required to complete the implementation within 6 months. Relevant details and other information are found in the enclosures.

For queries, email hrddneaprol1@gmail.com.

Immediate dissemination of this Memorandum is directed.

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: AUG 07 2025 TIME: 9:06 am
BY: *[Signature]*

Enclosed: As stated.
SGOD/jsa



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RECORDS

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Republic of the Philippines
Department of Education
DAVAO REGION



July 30, 2025

REGIONAL MEMORANDUM
HRDD-2025-189

PARTICIPATION TO THE ASYNCHRONOUS ACTIVITIES AND DEVELOPMENT OF
WORKPLACE APPLICATION PLAN FOR SHDP COURSE

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to the advisory dated July 28, 2025 titled Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHP) Courses, DM-OUHROD-2025-1699, and DM-OUHROD-2025-1515, be informed that SHDP participants who completed the 5-day face-to-face training, regardless of batch are required to complete a one-month asynchronous learning engagement of 40 hours to capture the Practice phase of the EPC Model. They may access the asynchronous activities via DepEd Learning Management, and they will be assisted by their identified coach or mentor within their respective Schools Division Offices (SDOs).
2. Further, the participants will develop Workplace Application Plan (WAP) after completing the asynchronous learning engagement, which constitutes the consolidate phase. They will be required to complete the implementation within 6 months. Relevant details and other information are found in the enclosures.
3. For queries, email hrddneaprol1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv

RECORDS SECTION
RELEASED

By: [Signature]
Time: Aug. 04, 2025



Address: F. Torres St., Davao City (8000)
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

July 28, 2025

7/28/25

30 JUL 2025

2:41

ADVISORY

Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses

This refers to Memorandum DM-OUHROD-2025-1515 with the subject *Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders"* and DM-OUHROD-2025-1699, *Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*.

Following the completion of the 5-day face-to-face training, all SHDP Course participants, regardless of batch, are required to complete a one-month asynchronous learning engagement that is total of **40 hours**, forming part of the Practice Phase under the Engage-Practice-Consolidate (EPC) Program Model.

The **asynchronous activities** shall be accessed via the DepEd Learning Management System. Participants will receive their post-test results via email within two weeks after training, together with instructions and tiered assignments based on their scores.

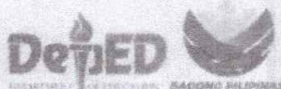
Participants are encouraged to choose their coach or mentor from within their respective Schools Division Offices (SDOs). The coach/mentor must be a Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent.

Assigned coaches/mentors shall validate the participants' asynchronous outputs using the prescribed rubric and certify the completion of requirements before uploading to the LMS.

Participants who complete the asynchronous phase within the prescribed one-month period and receive endorsement from their coach/mentor will be issued a Certificate of Participation for Asynchronous Activities while mentor/ coach shall receive a Certificate of Recognition for their contribution to the school head's learning process.

Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**, which constitutes the **Consolidate Phase** of the program. This phase involves a six-month workplace-based implementation of school leadership initiatives aligned with the PPSSH. Participants must set monthly milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.

The WAP will be monitored and evaluated based on actual implementation results.



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Certificate of Completion will be issued upon the successful completion of the participant's work application plan, as certified by the Schools Division Superintendent. A separate **Certificate of Recognition** will be issued to both participant and coach/mentor upon submission of the results of the impact evaluation.

All tools and reference materials needed for asynchronous tasks and the WAP are included in the LMS. NEAP will also conduct a separate training session for coaches and mentors to support their roles in this phase.

For further questions or clarifications, please contact **Ms. Ailene F. Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists of NEAP, through neap.pdd@deped.gov.ph or landline at (02) 8715-9919.

For immediate dissemination and appropriate action.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

Officer-in-Charge

Undersecretary for Learning Systems



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