



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

Office of the Schools Division Superintendent

August 8, 2025

**DIVISION MEMORANDUM**

SGOD-2025-477

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 SHDP INTERMEDIATE COURSE TRAINING**

This is in reference to Regional Memorandum HRDD-2025-197 dated August 6, 2025, signed by Allan G. Farnazo, Director IV, re: **Participation to the SHDP Intermediate Course Training**, be informed that the batch 2 activity is scheduled on August 31, 2025 to September 6, 2025 (inclusive of travel time) at NEAP Baguio City.

Batch	Date	Name	Position
<b>Batch 2:</b> Training of School Heads on Elevating School Leadership: An Intermediate Guide to Effective Management  Venue: <b>NEAP Baguio City</b>	August 31, 2025 to September 6, 2025 (inclusive of travel time)	Raquel L. Cedeño	Principal II
<b>Batch 3:</b> Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	September 21, 2025 to September 26, 2025 (inclusive of travel time)	Joel A. Cartajena	Principal II
<b>Batch 1:</b> Training of School Heads on Elevating School Leadership: An Intermediate Guide to Effective Management	October 5, 2025 to October 11, 2025 (inclusive of travel time)	Aldin J. Barsalote	Principal III

The participants are requested to confirm their attendance via [tinyurl.com/SHDPCS3REG](https://tinyurl.com/SHDPCS3REG). Relevant details, list of participants and other information are found in the enclosures.





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

**Office of the Schools Division Superintendent**

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

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

Immediate dissemination of this Memorandum is directed.

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

AUG 11 2025

8/11/25

Enclosed: As stated.  
SGOD/jsa

JedEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: AUG 12 2025 TIME: 8:46 am

BY: 







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

August 6, 2025

REGIONAL MEMORANDUM  
HRDD-2025-197

PARTICIPATION TO THE SHDP INTERMEDIATE COURSE TRAINING

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-167, titled Participants to the School Heads Development Program Intermediate Course dated July 7, 2025, be informed that the batch 2 activity is scheduled on September 1-5, 2025 at NEAP Baguio City.
2. The participants are requested to confirm their attendance via [tinyurl.com/SHDPCS3REG](http://tinyurl.com/SHDPCS3REG). Relevant details, list of participants, and other information are found in the enclosures.
3. Further, the 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 [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
5. Immediate dissemination of this Memorandum is directed.

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

ALLAN G. FARNAZO  
Director IV

Encl.: As stated  
ROH3/glv

By: \_\_\_\_\_

Time: August 07, 2025



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

Enclosure

**Batch 2**

Training of School Heads on Elevating School Leadership: An Intermediate Guide to  
Effective Management  
September 1-5, 2025  
NEAP Baguio City

No.	Last Name	First Name	MI	Position	SDOs
1	Decena	Yhummy	B	Principal IV	Davao City
2	Questo	Eloisa	R	Principal III	Davao City
3	Jandog	Norman	G	Principal IV	Davao de Oro
4	Sangian	Vilma		Principal IV	Davao de Oro
5	Ignalig	Roneil	D	P-II	Davao del Norte
6	Ramos	Ronyr	B	ASP II	Davao del Norte
7	Lumawag	Shelda	B	Principal III	Davao del Sur
8	Empimo	Bernie	D	HT III	Davao Occidental
9	Dela Cerna	Pamela Glee	B	Principal 1	Davao Occidental
10	Rabuya	Sara Jane	D	Principal III	Davao Oriental
11	Cedeño	Raquel	L	Principal III	Digos City
12	Cubillas	Marcos	S	Principal III	IGACOS
13	Sayson	Irish	T	Principal II	Mati City
14	Ramos	Ruel	B	Principal III	Panabo City
15	Miguel	Adelfa	M	Principal III	Tagum City



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

**Batch 3**

Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management  
September 22-25, 2025  
Venue: To be determined (TBD)

No.	Last Name	First Name	MI	Position	SDOs
1	Colango	Jean Fe	A	PSDS	Davao City
2	Galarion	Joan	B	Principal In-Charge	Davao City
3	Denopol	Florlinda	A	PSDS	Davao de Oro
4	Peñaroyo	Renee	J	PSDS	Davao de Oro
5	Gonzales	Cristopher	B	EPS	Davao del Norte
6	Publico	Ronnie	A	PSDS	Davao del Norte
7	Raquel	Emilyn	R	P-IV/DPIC	Davao del Sur
8	Bagongon	Jefrey	B	PSDS	Davao Occidental
9	Laganse	Fe Arlene	D	PSDS	Davao Occidental
10	Rebalde	Boyshin		Education Program Supervisor	Davao Oriental
11	Cartajena	Joel		Principal II	Digos City
12	Lapaya	Edilberto	C	Principal II /DCP	IGACOS
13	Mantog	Jo Ann	B	PSDS	Mati City
14	De Asis	Marlou		PSDS	Panabo City
15	Padlan	Francisca	R	Education Program Supervisor	Tagum City





Republic of the Philippines  
Department of Education  
DAVAO REGION

**Batch 1**

Training of School Heads on Elevating School Leadership: An Intermediate Guide to  
Effective Management  
October 6-10, 2025  
NEAP Baguio City

No.	Last Name	First Name	MI	Position	SDOs
1	Barnes	Jayson	E	Principal IV	Davao City
2	Romero	Maria Ligaya	R	Principal III	Davao City
3	Yee	Sandy	G	Principal IV	Davao de Oro
4	Sevillano	Gina	B	Principal III	Davao de Oro
5	Torsino	Ramil	M	Principal IV	Davao del Norte
6	Paglinawan	Alan Jr.	J	Principal II	Davao del Norte
7	Berdin	Leonila	D	Principal II	Davao del Sur
8	Escuadra	Kristine Ivah	A	Principal I	Davao Occidental
9	Solitana	Romilo Paolo	E	Principal I	Davao Occidental
10	Lara	Garry	P	Principal IV	Davao Oriental
11	Barsalote	Aldin jr.	J	Principal III	Digos City
12	Mamac	noel	P	Principal I	IGACOS
13	Villarente	Aileen	P	Principal II	Mati City
14	Nanol	Ana Lyn	O	Principal II	Panabo City
15	Pamitalan	Arlene	C	Principal III	Tagum City

**Program Management Team**

No.	Last Name	First Name	MI	Position	FD
1	Reyes	Kirstine Fheb	Y	ADAS I	RO XI-HRDD





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

July 7, 2025

REGIONAL MEMORANDUM  
HRDD-2025-167

PARTICIPANTS TO THE SCHOOL HEADS DEVELOPMENT PROGRAM  
INTERMEDIATE COURSE

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1699, titled Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management" dated June 25, 2025, and advisory dated July 3, 2025, be informed that the activity is scheduled on July 7-11, 2025 is postponed to a later date due to unforeseen venue unavailability. Additionally, identified Program Management Team member is requested to attend a virtual orientation on July 31, 2025 at 2:00PM via <https://tinyurl.com/OrientationCS3PMT>. Relevant details, qualification criteria, and number of participants per Schools Division Office are found in the enclosures.
2. Further, the HRD Senior Education Program Specialist with the assistance of the Education Program Specialist II are requested to access the link <https://tinyurl.com/4dtu5b64> for the encoding of participants on or before July 15, 2025. Each SDO may submit the endorsement via [tinyurl.com/SHDP-CS3-Submission](https://tinyurl.com/SHDP-CS3-Submission) on or before July 25, 2025.
3. 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. They are entitled to Compensatory Time-Off pursuant to CSC-DBM Joint Circular No. 2, S. 2004 "Non-Monetary Remuneration for Overtime Services Rendered."
5. For queries, email [hrddneapro11@gmail.com](mailto:hrddneapro11@gmail.com).
6. Immediate dissemination of this Memorandum is directed.

Encl.: As stated  
ROH3/glv

ALLAN G. FARNAZO  
Director IV



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Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2025-1699

TO : Regional Directors  
Schools Division Superintendents  
HRDD Chiefs / NEAP R Focal Persons  
All Others Concerned

30 JUN 2025

GTA/2R/4  
p: 58

FROM : WILFREDO E. CAJRAL  
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 SCHOOL HEADS DEVELOPMENT PROGRAM  
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN  
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"

DATE : 25 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management,"** with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 1	07-11 July 2025 Venue: TBD	Principal III/Principal I-II with high potential to be Principal III	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a> Deadline: 02 July 2025
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 2	01-05 September 2025 Venue: NEAP Bague	Principal III/Principal I-II with high potential to be Principal III	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a> Deadline: 15 August 2025
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	22-25 September 2025 Venue: TBD	Public Schools District Supervisors (PSDS)/Assistant Schools Division Superintendents (ASDS)/ Education Program Supervisors (EPS)	<a href="https://tinyurl.com/SHDPCS3NTOTREG">https://tinyurl.com/SHDPCS3NTOTREG</a> Deadline: 12 September 2025



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2. Targeting current and aspiring Career Stage (CS) 3 school heads, this program has the following objectives:
  - a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
  - b. Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
  - c. Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.
3. In this regard, **the Regional Offices (ROs) are requested to endorse fifteen (15) qualified school heads** per batch to participate in the program, based on the following criteria:
  - a. **Currently occupying Principal III position** with at least **Very Satisfactory** performance rating;
  - b. **Currently holding Principal I position for at least five (5) years or Principal II position for at least three (3) years**, with the following consideration: Has demonstrated **high potential for Principal III position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors;
  - c. Has no pending administrative cases; and
  - d. Of good moral character.
4. **Each RO is also requested to identify and endorse fifteen (15) PSDSs, ASDs, and/or EPSs to participate in the Training of Coaches and Mentors.**
5. The ROs are reminded to ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.
6. Furthermore, **each RO is requested to endorse one (1) HRDD personnel, either from the RO or any selected SDO, to serve as a member of the Program Management Team (PMT)** that will support the program implementation.
7. Enclosed are the following documents, for reference:
  - a. **Enclosure 1** *Template for the List of Endorsed School Head Participants and RO/SDO PMT Members ([tinyurl.com/EndorsedListCS3](https://tinyurl.com/EndorsedListCS3))*
  - b. **Enclosure 2** *List of Resource Persons and NEAP PMT Members*
  - c. **Enclosure 3** *Regional Allocation of Participants and RO/SDO PMT Members per Batch and Qualification Standards*
  - d. **Enclosure 4** *Indicative Program of Activities and Training Details*
  - e. **Enclosure 5** *Meal Provision and Accommodation Guide*
8. The *List of Endorsed School Heads and RO/SDO PMT Members* must be submitted to NEAP through the link [tinyurl.com/SKDP-CS3-Submission](https://tinyurl.com/SKDP-CS3-Submission) on or before **01 July 2025**.
9. In preparation for the said activities, **Online Orientation Meetings** will be conducted with RO/SDO PMT Members and Resource Persons, with the following details:

Date & Time	Target Participants	Microsoft Teams Meeting Link
<b>1 July 2025</b> 10:00 a.m.	Resource Persons	<a href="https://tinyurl.com/OrientationCS3RP">https://tinyurl.com/OrientationCS3RP</a>
<b>3 July 2025</b> 2:00 p.m.	RO/SDO PMT Members	<a href="https://tinyurl.com/OrientationCS3PMT">https://tinyurl.com/OrientationCS3PMT</a>



10. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
11. 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*."
12. 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.
13. 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.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
14. For immediate dissemination and appropriate action.

*Copy furnished:*

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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