



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**September 15, 2025**

SGOD-2025- 588

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

Attention:

**JOEL CARTAJENA**  
School Head

Subject : **ADDENDUM TO THE SHDP INTERMEDIATE COURSE TRAINING  
VENUE FOR BATCH 3**

This is in reference to Regional Memorandum HRDD-2025-232 dated September 9, 2025, re: **Addendum to the SHDP Intermediate Course Training Venue for Batch 3**, be informed that the activity is scheduled on **September 21, 2025 to September 27, 2025 (inclusive of travel time) at NEAP Baguio City.**

For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).

For the information of and compliance with by all concerned.

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

**DepEd Schools Division of Digos City**  
**RECORDS SECTION**

**RELEASED**  
DATE: SEP 19 2025 TIME: 9:15P  
BY: [Signature]

Enclosed: As stated.  
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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| (082)553-8375



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

September 9, 2025

REGIONAL MEMORANDUM  
HRDD-2025-232

ADDENDUM TO THE SHDP INTERMEDIATE COURSE TRAINING VENUE  
FOR BATCH 3

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-197 titled Participation to the SHDP Intermediate Course Training dated August 6, 2025 and advisory dated July 29, 2025, be informed that the activity is scheduled on September 22-25, 2025 at NEAP Baguio, Baguio City.
2. For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
3. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated  
ROH3/glv

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RELEASED

By: *[Signature]* Date: Sept. 11, 2025  
Total: *120595*





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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

September 11, 2025

**ADVISORY**

*Conduct of the Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management*

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

Please be informed that the correct schedule of the above-mentioned activity is **September 22-26, 2025 at NEAP Baguio**, not September 22-25, 2025 as earlier indicated.

ACTIVITY	DATE & VENUE
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	22-26 September 2025 <i>Venue: NEAP Baguio</i>

The **Opening Program** will be held on **Monday, September 22, 2025, 3:00 p.m.** at **NEAP Baguio**. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.

In line with this, the **travel expenses of Resource Persons** and PMT members from the regions will be charged to the **HRD/HRTD Funds** or other **Local Funds** of the Regional Offices (ROs), School Division Offices (SDOs), or schools subject to the usual accounting and auditing rules and regulations. Also, please refer to the attached **list of resource persons, indicative program of activities and meal provision**.

Further coordination regarding session assignments and materials will be facilitated by NEAP. For further information, please coordinate with **Ms. Ailene F. Duterte**, of NEAP through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

**MICHAEL JOSEPH P. CABAUTAN**  
Director III  
National Educators Academy of the Philippines



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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

*Enclosure 1: List of Resource Persons*

No.	Name	Position	Station
<b>Resource Persons</b>			
1	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
2	Nestor Heraña	ASDS	Region I
3	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
4	Luz Osmena	CES	QAD, Region IV-A
5	Cristina Salazar	CES	SDO Antipolo, Region IV-A
6	Erma Valenzuela	CES	SDO San Pedro, Region IV-A
7	Edward Garcia	ASDS	Region IV-A
8	Lito Palomar	ASDS	Region IV-A
9	Ericson Gutierrez	PSDS	Region IV-A
10	Jaypee Lopo	ASDS	Region IV-A
11	Felix M. Famaran	ASDS	SDO Oriental Mindoro, Region IV-B
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Ramon D. Paras JR.	ASDS	SDO Aklan Region VI
14	Samuel J. Malayo	ASDS	SDO Roxas City, Region VI
15	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
16	Enerio Ebisa	CES	HRDD, Region X
17	Roberto D. Napere	ASDS	SDO Bukidnon, Region X
18	Shambaeh A. Usman	SDS	SDO Tangub City, Region X
19	Said Macabago	PSDS	REGION X
20	Shiela Balbon	PSDS	Region XII
21	Analou Hermocilla	EPS	CARAGA
22	Filmore Caballero	CES	SDO Valenzuela City, NCR
23	Josefino Pogoy	CES	SDO San Juan, NCR
24	Marco Meduranda	CES	SDO Navotas, NCR
25	Melvin Willy Roque	PSDS	NCR





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

August 6, 2025

REGIONAL MEMORANDUM  
HRDD-2025-197

PARTICIPATION TO THE SHDP INTERMEDIATE COURSE TRAINING

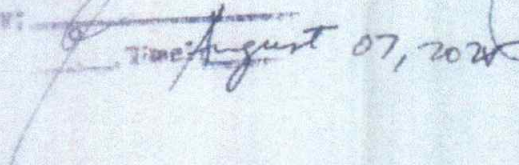
To: Assistant Regional Director  
Schools Division Superintendents

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](https://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 [hrddneap011@gmail.com](mailto:hrddneap011@gmail.com).
5. Immediate dissemination of this Memorandum is directed.

Encl.: As stated  
ROH3/glv

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

ALLAN G. PARNAZO  
Director IV

By:   
Time: August 07, 2025



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Website: [www.depedroxi.ph](http://www.depedroxi.ph)







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	Florinda	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**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

July 29, 2025

**ADVISORY**

*Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*

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

Due to adjustments in venue availability, please be informed of the schedule of the activities:

ACTIVITY	DATE & VENUE
Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 2)	1-5 September 2025 Venue: NEAP Baguio
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	22-25 September 2025 Venue: NEAP Baguio
Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)	6-10 October 2025 Venue: NEAP Baguio

As a result, **Batch 2 will be conducted ahead of Batch 1**. All Regional Offices are kindly requested to disseminate this information to their endorsed school head participants and PMT members accordingly.

The **Opening Program** for Batch 2 will now be held on **Sunday, August 31, 2025, at 3:00 p.m.** at **NEAP Baguio**. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.

In line with this, the **travel expenses of Resource Persons** and PMT members from the regions will be charged to the **HRD/HRTD Funds** or other **Local Funds** of the Regional Offices (ROs), School Division Offices (SDOs), or schools subject to the usual accounting and auditing rules and regulations.

Please refer to the **attached updated list of Resource Persons for Batch 2**. Further coordination regarding session assignments and materials will be facilitated by NEAP.

CM



For further information, please coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

*Carmela Oracion*  
**CARMELA C. ORACION**

Assistant Secretary  
Officer-in-Charge  
Undersecretary for Learning System



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

Direct Line: (632) 8633-7202/8687-4146 E-mail: [duct@deped.gov.ph](mailto:duct@deped.gov.ph) ; Website: [www.deped.gov.ph](http://www.deped.gov.ph)





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

*Enclosure 1- List of Resource Persons for Batch 2*

No.	Name	Position	Station
<b>Resource Persons</b>			
1	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
2	Carina Untalasco	Principal	SDO Pangasinan I, Region I
3	Christian Giron	Principal	SDO Ilocos Sur, Region I
4	Dolly C. Aguilar	Principal	SDO Isabela, Region II
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Rosalie Cabarios	Principal	SDO Tarlac City, Region III
7	Roderick Tadeo	Principal	SDO Olongapo City, Region III
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Evelyn P. Navia	Principal	SDO Laguna Region IV-A
11	Melanie An Carandang	Principal	SDO Lipa City, Region IV-A
12	Ericson Gutierrez	PSDS	Region IV-A
13	Mary Jane Gonzales	PSDS	Region IV-A
14	Aubrey Beredo	Principal	SDO Oriental Mindoro, Region V
15	Joy Cabrera	ASDS	SDO Masbate City, Region V
16	Marylou Argamosa	Principal	SDO Ligao, Region V
17	Elnor Luna	Principal	SDO Aklan, Region VI
18	Analyn C. Perez	EPS	SDO Aklan, Region VI
19	Roshen Batan	Principal	SDO Roxas City, Region VI
20	Cristy Jabonillo	Principal	SDO Bais City, NIR
21	Diana Flor D. Eco	Principal	SDO Northern Samar, Region VIII





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No.	Name	Position	Station
Resource Persons			
22	Aura O. Aguilar	Principal	SDO Southern Leyte, Region VIII
23	Jose Rey Adriatico	Principal	SDO Dipolog, Region IX
24	Enerio Ebisa	CES	HRDD, Region X
25	Jurgenne Dicdican	Principal	SDO Agusan del Sur, CARAGA
26	Rexan Bolotaolo	Principal	SDO Agusan del Norte, CARAGA
27	Renato Felipe Jr	PSDS	SDO Manila City, NCR
28	Lilibeth Gozo	Principal	SDO Valenzuela City, NCR
29	Filmore Caballero	CES	SDO Valenzuela City, NCR
30	Gilbert Arrieta	Faculty	Philippine Normal University