



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

Office of the Schools Division Superintendent

November 26, 2025

DIVISION MEMORANDUM
SGOD-2025- 87

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


Subject: **CORRIGENDUM TO RM-HRDD-2025-297 SCHEDULE OF BATCHES 2 AND 3 TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEADS ONBOARDING PROGRAM**

1. This is in reference to Regional Memorandum HRDD-2025-304 dated December 11, 2025, signed by Allan G. Farnazo, Director IV, re: **Corrigendum to RM-HRDD-2025-297**, be informed that Batch 2 will be rescheduled from January 12-16, 2026 to February 15-21, 2026 (inclusive of travel time) at NEAP Training Facility, Teachers Camp, Baguio City. Batch 3 will proceed as scheduled on February 8-14, 2026 (inclusive of travel time) at the same venue. Relevant details, list of program management team members, and other information are found in the enclosures.
2. Further, resource persons and program management team members are reminded that February 8 and 15, 2026 are designated as Day 0 for the respective batches.
3. For queries, email hrddneaprol1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

For and in the absence of the
Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: DEC 12 2025 TIME: _____
BY: _____

Enclosed: As stated.
SGOD/jsa


SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor-SGOD
Officer In-Charge





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

Office of the Schools Division Superintendent

November 26, 2025

DIVISION MEMORANDUM

SGOD-2025 - 79u

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

Subject: **SCHEDULE OF BATCHES 2 AND 3 TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEADS ONBOARDING PROGRAM**

1. This is in reference to Regional Memorandum HRDD-2025-297 dated November 21, 2025, signed by Allan G. Farnazo, Director IV, re: **Schedule of Batches 2 and 3 Training of Coaches and Mentors for the School Heads Onboarding Program**, be informed that the activities are scheduled on January 11-17, 2026 (inclusive of travel time) for Batch 2 and February 8-14, 2026 (inclusive of travel time) for Batch 3 at NEAP Training Facility, Teachers Camp, Baguio City. Relevant details and other information are found in the enclosure.
2. Further, a separate advisory will be released should there be any further changers or adjustments to the details of the said program.
3. For queries, email hrddneapro11@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

DepEd Schools Division Office of Digos City
RECORDS SECTION

W-71167
DATE: NOV 27 2025
BY: W-722an

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

NOV 26 2025
11/26/25

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

120431



Republic of the Philippines
Department of Education
DAVAO REGION



December 11, 2025

REGIONAL MEMORANDUM
HRDD-2025-304

CORRIGENDUM TO RM-HRDD-2025-297

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-183, RM-HRDD-2025-297 and advisory dated December 9, 2025, be informed that Batch 2 will be rescheduled from January 12-16, 2026 to February 16-20, 2026 at NEAP Training Facility, Teachers Camp, Baguio City. Batch 3 will proceed as scheduled on February 9-13, 2026 at the same venue. Relevant details, list of program management team members, and other information are found in the enclosures.
2. Further, resource persons and program management team members are reminded that February 8 and 15, 2026 are designated as Day 0 for the respective batches.
3. For queries, email hrddneapro11@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED
By: [Signature]
Date: 12.12.25 Time: 12:17



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





Republic of the Philippines
Department of Education
DAVAO REGION

List of Program Management Team Members
Batch 2
February 16-20, 2026 @
NEAP Training Facility, Teachers Camp, Baguio City

Name of Participants	SDOs	Position
1. Leonard Ray E. Castillon	RO XI-HRDD	EPS II
2. Christian T. Narca	Davao del Sur	EPS II
3. Helen Jane A. Go	IGACOS	EPS II



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

December 9, 2025

ADVISORY

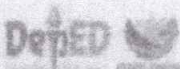
*Training of Coaches and Mentors on Stepping into School Leadership:
An Onboarding Program for New School Heads*

1. This advisory is issued in reference to DM-OUHROD-2025-1654, titled **Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with the ongoing coordination on the venue and logistics for the Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads, the following adjustment is announced:

Activity	New Date of Implementation	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Meanwhile, the training for **Batch 3** will proceed as scheduled on **February 9-13, 2026**, at the NEAP Training Facility, Teachers Camp, Baguio City.
4. Any rebooking expenses incurred due to this change of dates may be charged to the Regional Office (RO) or Schools Division Office (SDO) local and HRD funds, subject to the usual accounting and auditing rules and regulations.
5. Resource Persons and the Program Management Team (PMT) are kindly reminded that February 8 and February 15 are designated as Day 0 for their respective batches.
6. For any questions or concerns, please coordinate with Mr. Billy Rei M. Pagba, Senior Education Program Specialist of NEAP-PDD, via email at billyrei.pagba@deped.gov.ph or at neap.pdd@deped.gov.ph.

MICHAEL JOSEPH P. CABAUTAN
Director III, NEAP



RECORDS

121218



Republic of the Philippines
Department of Education
Davao Region

November 21, 2025

REGIONAL MEMORANDUM
HRDD-2025-297

SCHEDULE OF BATCHES 2 AND 3 TRAINING OF COACHES AND MENTORS FOR
THE SCHOOL HEADS ONBOARDING PROGRAM

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to RM-HRDD-2025-183 and advisory dated November 20, 2025, be informed that the activities are scheduled on January 12-16, 2026 (Batch 2) and February 9-13, 2026 (Batch 3) at NEAP Training Facility, Teachers Camp, Baguio City. Relevant details, list of resource speakers, and other information are found in the enclosures.
2. Further, a separate advisory will be released should there be any further changes or adjustments to the details of the said program.
3. For queries, email hrddnrgro11@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARHAZO
Director IV

Encl.: As stated
ROH2/plv

DEPARTMENT OF EDUCATION ROH
RECORDS SECTION
RELEASED

By:

Date:

Nov. 24, 2025
121218



Address: F. Torres St., Davao City (8000)
Telephone Nos. (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depdedro11.ph





Republic of the Philippines
Department of Education
DAVAO REGION

List of Resource Speakers
Batch 3

February 9-23, 2026 @
NEAP Training Facility, Teachers Camp, Baguio City

Name of Participants	SDOs	Position
1. Genciano M. Cambalon	Davao Occidental	Principal II
2. Jose Allan Suganob	Davao City	Principal III



Address: F. Torres St., Davao City (8000)
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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

20 NOV 2025 11:21:18
301

November 20, 2025

ADVISORY

*Training of Coaches and Mentors on Stepping into School Leadership:
An Onboarding Program for New School Heads*

1. This advisory has reference to **DM-GUNROD-2025-1654** with the subject **Conduct of the Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with recent adjustments to the training schedules, please be informed that the training delivery for the **Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads** will now be held on the following dates and venues:


Activity	Dates	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	January 12-16, 2026	NEAP Training Facility, Teachers Camp, Baguio City
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 3)	February 9-13, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Please be reminded that **January 11** and **February 8** are designated as **Day 0** for the Resource Persons and the Program Management Team (PMT).
4. A separate advisory will be released should there be any further changes or adjustments to the details of the said program.
5. The following attachments are enclosed with this advisory for reference and guidance:

Enclosure 1 : List of Program Management Team and Resource Speakers/National Technical Working Group Members

Enclosure 2 : Accommodation and Meal Provision

6. For any questions or concerns, you may coordinate with **Mr. Billy Rei M. Pagha**, Senior Education Program Specialist of NEAP-PDD, through email at billyrei.pagha@deped.gov.ph or billyrei.pagha@neap.pdd.deped.gov.ph.


MICHAEL JOSEPH P. CABATUAN
Director III, NEAP



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Doc. Ref. Code: PAV-M-P-026
Effectivity: 0-2021
Rev. 00
Page 1 of 1





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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

**LIST OF PROGRAM MANAGEMENT TEAM AND RESOURCE SPEAKERS/NATIONAL
TECHNICAL WORKING GROUP MEMBERS**

A. Program Management Team (NEAP)

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	-provides overall guidance to the program management team (PMT) and relays management directions for the program
2	Alexander Simagala		Project Development Officer V	-assists in providing overall guidance to the program management team (PMT) and relays management directions for the program
3	Billy Rei Pagba		Senior Education Program Specialist	leads in the implementation of the program -discusses parameters and standards in the implementation of the program -leads in the daily debriefing of the PMT
4	Julie Lyka Ignao		Project Development Officer II	-serves as host/facilitator during the plenary sessions; and -facilitates the participants' compliance of registration and attendance
5	Mathew Bofete		Project Development Officer II	-communicates with participants and partners for announcements; - assist in documenting the activity
6	Aizyl Ann Natanauan		Technical Assistant II	-serves as documenter for the activity; and -prepares supplies, certificates, registration and attendance sheets



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Jallal Malaguia		Technical Assistant II	-makes slide decks and other templates -serves as technical support and photo documenter for the activity
8	Welfare Officer	CAR	Nurse	-ensures medical needs of participants are appropriately addressed
9	Welfare Officer			

B. Resource Speakers (National Technical Working Group Members)

	Name	Region	Position/ Designation	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) January 12-16, 2026 (NEAP Training Facility, Teachers Camp, Baguio City)	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) February 9-13, 2026 (NEAP Training Facility, Teachers Camp, Baguio City)
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	✓	✓
2	Narcie Ricky A. Apilado	I	Principal I	✓	✓
3	Framel C. Deperalta	II	Principal IV	✓	✓
4	Myline J. Respicio	II	Principal III		✓
5	Marie Flo M. Aysip	III	Principal II		✓
6	Maverick V. Catahan	III	Public Schools District Supervisor	✓	✓



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Eleazar C. Magsino	IV-A	Public Schools District Supervisor	✓	✓
8	Magdaleno R. Lubigan	IV-A	Principal IV	✓	✓
9	Ma. Ciaralyn P. Valencia	IV-B	Principal III	✓	✓
10	Cristobal A. Sayago	V	Principal III	✓	✓
11	Elwood L. Prias	V	Public Schools District Supervisor	✓	✓
12	Joe-Bren Consuelo	V	Education Program Supervisor	✓	✓
13	Jesus C. Insilada	VI	Public Schools District Supervisor		✓
14	Julieta M. Abellana	VII	Principal II		✓
15	Carmencita B. Lopez	VII	Education Program Supervisor	✓	✓
16	Hera Paz B. Yamson	VIII	Principal IV	✓	✓
17	Said M. Macabago	X	Public Schools District Supervisor	✓	✓
18	Wilma B. Obatay	X	Principal I	✓	✓
19	Judith V. Romaguera	IX	Assistant Schools Division Superintendent	✓	✓
20	Joel C. Delliva Jr.	IX	Principal II	✓	✓
21	Genciano M. Cambalon	XI	Principal II		✓
22	Jose Allan M. Suganob	XI	Principal III		✓



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

23	Emilyn B. Borja	XII	Principal II	✓	✓
24	Shiela G. Balbon	XII	Public Schools District Supervisor	✓	✓
25	Marigold G. Querimit	XII	Public Schools District Supervisor	✓	✓
26	Jocelyn M. Dinapo	CARAGA	Public Schools District Supervisor	✓	✓
27	Analou O. Hermocilla	CARAGA	Education Program Supervisor	✓	✓
28	Nenita P. Sabino	CAR	Principal II	✓	✓
29	Melvin Willy Roque	NCR	Public Schools District Supervisor	✓	✓
30	Rodelio I. Perez Jr.	NCR	Principal I	✓	✓



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

ACCOMMODATION AND MEAL PROVISION

**Training of Coaches and Mentors on Stepping into School Leadership:
Onboarding for New School Heads (School Head Onboarding Program)
Batch 2 and Batch 3**

A. Accommodation

Training Venue	NEAP Training Facility/Baguio Teachers Camp
Accommodation	Baguio Teachers Camp
Check-In Dates/Time	Participants Batch 2: January 12, 2026 (Monday)/2:00 p.m. Batch 3: February 9, 2026 (Monday)/2:00 p.m. Resource Persons and Program Management Team January 11, 2026 and February 8, 2026/2:00 p.m.
Check-Out Dates/Time	Participants, Resource Persons, and Program Management Team Batch 2: January 16, 2025 (Friday)/12:00 noon Batch 3: February 13, 2025 (Friday)/12:00 noon

B. Meal Provision

Participants

	Monday	Tuesday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

Program Management Team & Resource Persons

	Sunday	Monday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	



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 hrdd@deped-11.doe.gov.ph
4. Immediate dissemination of this Memorandum is directed.

Encl.: As stated
RORJ/gb

OFFICE OF THE REGIONAL DIRECTOR
RECORDS SECTION

RELEASED

20, 2024

ALLAN G. FARNAZO
Director



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Telephone No.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedr11.ph





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

24 JUL 2025

7/15/25
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 II
Officer-in-Charge

Office of the Undersecretary for Learning Systems

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

Direct Line: (02) 8634-7202/2687-4146 E-mail: gen@deped.gov.ph Website: www.deped.gov.ph



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://univurl.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 hrddregion11@gmail.com
5. Immediate dissemination of this Memorandum is directed.

Encl.: As stated
RCHM/glo

RECEIVED
RELEASED

ALLAN G. FARRAZO
Director IV

12/21/25 23, 2025



Address: P. Torres St., Davao City (8000)
Telephone Nos. (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.district11.ph





Republic of the Philippines
Department of Education
DAVAO REGION

List of Participants

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 Albana	Principal IV	Davao del Sur
5	Zenon M. Sulpot	Principal I	Davao Occidental
8	Girly J. Balante	Principal IV	Davao Oriental
7	Maria Genevieve T. Francisquiere	ASDS	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	ChC ASDS, Principal IV	Davao Oriental
7	Aimee Amor C. Porto	Principal IV	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



Republic of the Philippines
Department of Education
DAVAO REGION

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	Florlinda 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. Dominick	Principal II	Davao del Sur
7	Jan Michael G. Titong	Principal III	Davao Occidental
8	Garry P. Lara	Principal IV	Davao Oriental
9	Neil D. Bongcrayao	PSDS	Digos City
10	Maria Riva R. Contreras	Principal III	IGACOS
11	Mary Jean M. Francisquero	PSDS	Mati City
12	Chona Doctora	Principal II	Panabo City
13	Mervin G. Salmon	PSDS	Tagum City



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Website: www.depedro11.ph






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: 3m2Pj2Hn 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/SHOPEndorsement> 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@deped.gov.ph / julie.ignao@deped.gov.ph or Viber 09975670093.
9. For dissemination and appropriate action.

Copy furnished:
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