

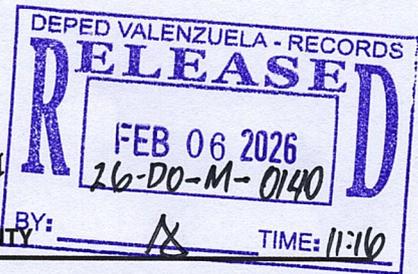


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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0133, s. 2026

FINAL ARRANGEMENT FOR THE CONDUCT OF TRAINING OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING FOR NEW SCHOOL HEADS BATCHES 2 TO 3

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, attached is Regional Memorandum No. 1195, s. 2025 dated December 12, 2025 from from Jocelyn DR Andaya, Regional Director, NCR, concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations, regarding the aforementioned subject, the content of which is self-explanatory.
2. Particular attention is invited to paragraph nos. 2-4, for reference.
3. In line with this, Dr. Grace I. Yumul will replace Mr. Domingo A. Lozande as the PSDS participant representing the Schools Division Office of Valenzuela for the said activity
4. Immediate dissemination of this memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl: as stated
Reference: RM-1195 s. 2025
To be indicated in the Perpetual Index
Under the following index:

TRAINING PROGRAMS

HRD/SGOD/DM – FINAL ARRANGEMENT FOR THE CONDUCT OF TRAINING OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING FOR NEW SCHOOL HEADS BATCHES 2 TO 3
_____/February 4, 2026

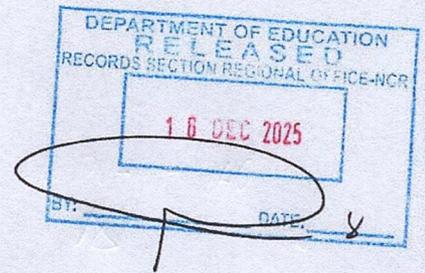


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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



December 12, 2025

REGIONAL MEMORANDUM

No. **1195**, s. 2025

To: Schools Division Superintendents
 All Others Concerned

FINAL ARRANGEMENT FOR THE CONDUCT OF TRAINING OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING FOR NEW SCHOOL HEADS BATCHES 2 TO 3

- This is in reference to **Regional Memorandum 690, s. 2025** dated July 28, 2025 and **Advisory** dated December 9, 2025 from Dr. Michael Joseph P. Cabauatan, Director III, National Educators Academy of the Philippines, informing the field about the above-captioned subject.
- The said trainings **will now pursue** with the following new schedule:

Activity	Date	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	February 16 to 20, 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 to 13, 2026	

- 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.
- Resource Persons and the Program Management Team (PMT)** are kindly reminded that **February 8, 2026 and February 15, 2026** are designated as **Day 0** for their respective batches.



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5. Other provisions/details stipulated on the Regional Memorandum cited in item no. 1 shall remain the same.
6. Immediate dissemination and strict compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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Republika ng Pilipinas
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

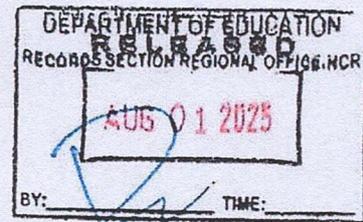
3. Meanwhile, the training **for Batch 3 will proceed as scheduled on February 9-13, 2026**, at the NEAP Training Facility, Teachers Camp, Baguio City.
4. Any rebooking expenses incurred due to this change of dates may be charged to the Regional Office (RO) or Schools Division Office (SDO) local and 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. CABAUATAN
Director III, NEAP





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 28, 2025

REGIONAL MEMORANDUM

No. 690, s. 2025

To: Schools Division Superintendents
 All Others Concerned

**PARTICIPANTS TO THE TRAINING OF COACHES AND MENTORS ON
 STEPPING INTO SCHOOL LEADERSHIP: ONBOARDING FOR
 NEW SCHOOL HEADS (SHOP) BATCHES 1 TO 3**

- This is in reference to Regional Memorandum No. 620 s. 2025 dated July 7, 2025 titled "Call for Participants for the Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) Batches 1 to 3" and Advisory dated July 23, 2025 from Dr. Carmela C. Oracion, Assistant Secretary and Officer-in-Charge, Office of the Undersecretary for Learning Systems, informing the field about the above-captioned subject.
- The participants to the said activity are as follows:

Training of Coaches and Mentors for SHOP Batch 1				
No.	Name	Position	SDO	School Name/ Office
1	Brian E. Ilan	Assistant Schools Division Superintendent	Caloocan	SDO - Caloocan
2	Ailene A. Canoy	Public Schools District Supervisor		SDO - CID
3	Lilia R. Gundran	Principal IV		Caloocan City Business High School
4	Sheila F. Soriano	PSDS	Las Piñas	SDO-CID
5	Irene C. Agar	PSDS		SDO-CID
6	Emelita M. Cajigal	Principal III	Makati	San Antonio National HS
7	Mirra L. Alvarez	Principal II		Maximo Estrella ES
8	Precilla R. Pamo	Principal I	Malabon	Maysilo Elementary School



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9	Toribio G. Cruz Jr.	Assistant Principal II		Malabon City National Science and Mathematics HS
10	Angilina J. Bernardo	School Principal I	Mandaluyong	Renato Lopez Elementary School
11	Christopher R. Viernes	Assistant Principal II		Highway Hills Integrated School
12	Mila M. Casilao	Principal III	Marikina	Kapitan Moy Elementary School
13	Annalli B. Salazar	Principal IV		H. Bautista Elementary School

Training of Coaches and Mentors for SHOP Batch 2

No.	Name	Position	SDO	School Name
1	Marilou Calma	Principal IV	Manila	Justo Lucban Elementary School
2	Jenneth Salanga	Principal IV		EDSES
3	Rexie Castro	Principal IV		A. Mabini ES
4	Jayboy E. Evano	Principal IV	Muntinlupa	Sucat Senior High School
5	Hilario G. Canasa	Principal II		Putatan Elementary School
6	Salita L. Salaysay	Principal IV	Navotas	Tangos Elementary School
7	Fresnedi V. Natividad	Public Schools District Supervisor		SDO-CID
8	Ma. Cristina Balbaboco	Principal II	Parañaque	Col. E. De Leon ES
9	Jaime Sarmiento Jr.	Principal II		La Huerta National High School
10	Myrna B. Martino	Public Schools District Supervisor	Pasay	SDO-CID



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11	Norma B. Jamon	Principal III		Jose Rizal Elementary School
12	Josephine Z. Macawile	Principal IV	Pasig	Pinagbuhatan ES
13	Gilbert O. Inocencio	Principal IV		Eusebio HS

Training of Coaches and Mentors for SHOP Batch 3

No.	Name	Position	SDO	School Name
1	Isabelle Sibayan	ASDS	Quezon City	SDO Quezon City - OSDS
2	Marimel Andes	Public Schools District Supervisor		SDO Quezon City - CID
3	Ruth Yap	Public Schools District Supervisor		SDO Quezon City - CID
4	Dominique T. Rivera	OIC- Assistant Schools Division Superintendent	San Juan	SDO San Juan City- OSDS
5	Arturo A. Tolentino	Assistant Schools Division Superintendent	Taguig City and Pateros	SDO Taguig City and Pateros
6	Alixander H. Escote	Principal IV		Fort Bonifacio High School
7	Magdalena Centeno	Principal IV		Silangan Elementary School
8	Joselito F. Mataac	Principal IV		Napindan Integrated School
9	Domingo A. Lozande	Public Schools District Supervisor	Valenzuela	SDO - Valenzuela
10	Roderick D. De Leon	Principal IV		Maysan Elementary School

List of Resource Persons (National Technical Working Group Members)

No.	Name	Position	SDO
1	Melvin Willy II B. Roque	Public School District Supervisor	Valenzuela
2	Rodelio I. Perez Jr.	Principal I	Malabon



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**Program Management Team Member
Training of Coaches and Mentors for SHOP Batch 3**

Name	Position	Office
Rhea B. Eden	EPS	HRDD NEAP

3. 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)** scheduled on July 28 to August 1, 2025 is hereby moved to August 25-29, 2025 at NEAP Baguio.
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. Other additional details, including the meal schedule, matrix of activities, and online meeting with Resource Persons, will be issued through a separate advisory.
6. For questions and clarifications regarding the activity, 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.
7. Immediate dissemination and strict compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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