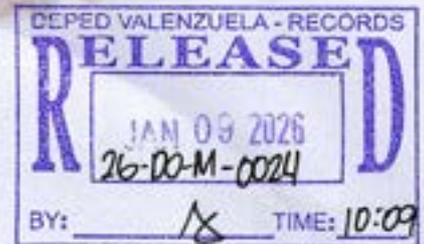


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0020 s. 2025

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 Jocelyn DR Andaya, Regional Director, NCR, concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations, regarding the aforementioned subject, content of which is self-explanatory.
2. Particular attention is invited to paragraph nos. 2-4, for reference.
3. Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: RM-1195 s. 2025
To be indicated in the Perpetual Index
under the following subjects:
TRAINING PROGRAMS
02/Jan. 05, 2026



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

1. 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.
2. 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	

3. 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.
4. **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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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:

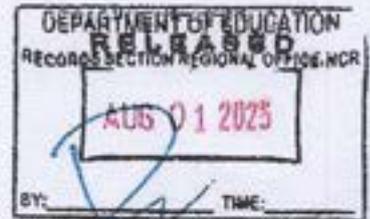
Activity	New Date of Implementation	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

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



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	Rcnato 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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Department of Education
NATIONAL CAPITAL REGION

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



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

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

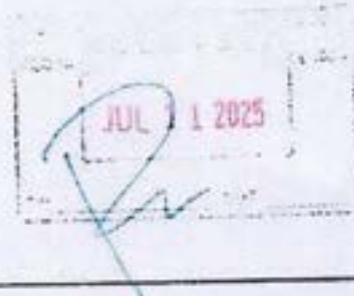


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 7, 2025

REGIONAL MEMORANDUM

No. 620, s. 2025

To: Schools Division Superintendents
All Others Concerned

**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**

1. This is in reference to the **Memorandum DM-OUHROD-2025-1654** dated June 20, 2025 from Usec. Wilfredo E. Cabral, Undersecretary of Human Resource and Organizational Development and Dr. Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), informing the concerned Schools Division Office about the above-captioned subject.
2. The activity aims to enhance 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.
3. The program has the following schedule and details:



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Activity	Date & Venue	Target Participants	Registration Link
Training of Coaches and Mentors for SHOP Batch 1	July 28 to August 1, 2025 <i>NEAP Baguio</i>	School Heads/Public Schools District Supervisors (PSDSs)/ Assistant Schools Division Superintendents (ASDSs)	Click Here Deadline: July 23, 2025
Training of Coaches and Mentors for SHOP Batch 2	August 25 to 29, 2025 <i>Venue: TBD</i>		Click Here Deadline: August 20, 2025
Training of Coaches and Mentors for SHOP Batch 3	November 24 to 28, 2025 <i>Venue: TBD</i>		Click Here Deadline: November 18, 2025

Central Office Note: Exact venues of the SHOP Training for Coaches and Mentors Batches 2 and 3 and other additional details will be disseminated through a separate memorandum/advisory

4. All Schools Division Offices (SDOs) are advised to endorse participants for the said activities, based on Enclosure No. 5: *Qualification Standards for Participants* and the following allocation:

SDO	Training Coaches and Mentors for SHOP Batch 1	Training Coaches and Mentors for SHOP Batch 2	Training Coaches and Mentors for SHOP Batch 3
Caloocan	3		
Las Pinas	2		
Makati	2		
Malabon	2		
Mandaluyong	2		



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OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

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
Officer-in-Charge

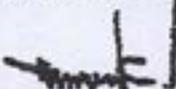
Office of the Undersecretary for Learning Systems

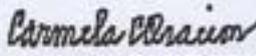


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Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OHRD-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: 487 506 055 319 Passcode: Zm3Pj2Hn 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/SHOP1lotTest Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	29 July – 01 August 2025 NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHOPBatch1 Deadline: 29 July 2025
Training of Coaches and Mentors for SHOP Batch 2	25-29 August 2025 Venue: TED	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHOPBatch2 Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	24-28 November 2025 Venue: TED	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHOPBatch3 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/SHOP-Endorsement> on or before 30 June 2025.

4. Enclosed are the following documents, for reference:

- a. Enclosure 1 List of Participants (PMT and Resource Speakers/NTWG Members/SHOP TRP Writers)
- b. Enclosure 2 Regional Allocation of Participants and RO/SDO PMT Members per Activity
- c. Enclosure 3 Terms of Reference of Participants
- d. Enclosure 4 Qualification Standards for Participants
- e. Enclosure 5 Indicative Program of Activities
- f. Enclosure 6 Template for the Endorsement of Participants and PMT Members
- g. 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.



Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600
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Doc. Ref. Code: DUCGJHRD Rev. 00
Effectivity: 03-23-2023 Page 2 of 3



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-DEM 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@dened.gov.ph / julie.ignao@deped.gov.ph or Viber 09976670093.
9. For dissemination and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Room 102, Rizal Building, DepEd Complex, Alabang Ave., Pasig City 1600
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Effectivity	03.23.2023	Page	3 of 3





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Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM AND FIELD PARTICIPANTS

A. Program Management Team (NEAP)

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Marcilla	NEAP-PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	John Carlo Astilla		Senior Education Program Specialist	- leads in the implementation of the program; - discusses parameters and standards in the implementation of the program; and - leads in the daily debriefing of the PMT
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in the implementation of the program - co-leads in the daily debriefing of the PMT
4	Ma. Carmila Antonio		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and,



Republic of Philippines

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Eleezar C. Magasino	IV-A Calaba rzon	Public Schools District Supervisor	✓		✓	✓
8	Magdaleno R. Lubigan	IV-A Calaba rzon	Principal IV	✓	✓	✓	✓
9	Ma. Ciaralyn P. Valencita	IV-B Mimar opa	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. Inallada	VI	Public Schools District Supervisor	✓	✓		✓
14	Julietta M. Abellana	VII	Principal II	✓	✓		✓
15	Carmencita B. Lopez	VII	Education Program Supervisor	✓		✓	✓
16	Hera Paz B. Yanson	VIII	Principal IV	✓	✓	✓	✓
17	Said M. Macabago	X	Public Schools District Supervisor	✓	✓	✓	✓
18	Wilma H. Obatay	X	Principal I	✓	✓	✓	✓
19	Judith V. Romaguera	IX	Assistant Schools Division Superintende nt	✓	✓	✓	✓
20	Joel C. Delliva Jr.	IX	Principal II	✓	✓	✓	✓
21	Genciano M. Cambalon	XI	Principal II	✓	✓		✓
22	Jose Allan M. Sujanob	XI	Principal III	✓	✓		✓



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23	Emilyn B. Borja	XII	Principal II	✓	✓	✓	✓
24	Shiela G. Balbon	XII	Public Schools District Supervisor	✓		✓	✓
25	Merigold G. Querimit	XII	Public Schools District Supervisor	✓	✓	✓	✓
26	Jocelyn M. Dinapo	CARA GA	Public Schools District Supervisor	✓	✓	✓	✓
27	Analoui G. Hermocilla	CARA GA	Education Program Supervisor	✓	✓	✓	✓
28	Nanita P. Sabino	CAR	Principal II	✓		✓	✓
29	Meivin Willy Roque	NCR	Public Schools District Supervisor	✓	✓	✓	✓
30	Rodelio L. Perez Jr.	NCR	Principal I	✓	✓	✓	✓



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

**REGIONAL ALLOCATION OF PARTICIPANTS AND
 RO/SDO PMT MEMBERS PER ACTIVITY**

Reg.	Stepping Into School Leadership: Onboarding for New School Heads 7-11 July 2025 (NEAP-Bagulo)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1) 28 July - 1 Aug. 2025 (NEAP-Bagulo)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) 25 - 29 Aug. 2025 (Venue-TBD)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) 24 - 28 Nov. 2025 (Venue-TBD)	
	PMT Member (RO/SDO Program Focal)	Newly Appointed School Heads/Asst. Principal	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PDS, ABDS)	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SE, PDS, ABDS)	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PDS, ABDS)
NCR	1	10		13		13	1	10
CAR	1	18		11		11	1	18
I	1	16		12		12	1	16
II	1	11		11		11	1	11
III	1	24		14		14	1	24
IV-A	1	26		15		15	1	26
IV-B	1	9		11		11	1	9
V	1	15		12		12	1	15
VI	1	10		11		11	1	10
NIR	1	25		15		15	1	25
VII		13	2	11		11		13
VIII		15	2	12		12		15
IX		10	2	11		11		10
X		16	2	12		12		16
XI		13		11	3	11		13
XII		10		11	3	11		10
CARAGA		14		11	2	11		14
TOTAL	10	255	8	204	8	204	10	255

Note: RO allocations (coaches & mentors) were based on the number of SDOs, with additional pax given to those overseeing more SDOs. ROs may decide which SDOs receive this additional pax, provided that all relevant parameters are taken into account.



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Enclosure 3

TERMS OF REFERENCE

For PMT (NEAP - CO)

1. Oversee the overall implementation of the training.
2. Orient and supervise the PMT to ensure smooth process flow to achieve desired outputs based on the standards.
3. Spearhead the debriefings with PMT and NTWG members.
4. Handle program-related concerns and communicate important updates to the participants.

For PMT member (RO or SDO program focal):

1. Provide support in organizing and facilitating the training as Classroom Managers;
2. Assist and/or supervise in the conduct of the program in their assigned session room(s);
3. Ensure smooth flow of the training adhering to the set guidelines and procedures within the assigned session room(s);
4. Document the proceedings of the learning sessions including photo documentation.
5. Provide input and share key observations and challenges during the training;
6. Review and study the structure, content, delivery strategies, and assessment tools in the training;
7. Plan for the conduct of capacity building sessions based on the training and contextual needs of the region/division.

For Resource Speakers (National Technical Working Group Members):

1. Review and revise the SHOP Learning Resource Package (Session Guide, Slide Deck and Workbook) and Training Resource Package for the Training of Coaches and Mentors (Batches 1-3)
2. Participate in the preparatory meetings and debriefings set by the NEAP-CO PMT.
3. Facilitate the session in the assigned breakout sessions and prepare necessary materials.

For School Head or Asst. Principal Participants:

1. Actively participate in the program as the learner and feedback provider;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the assigned coach or mentor; and
4. Submit the required outputs within the given schedule.

For Coaches and Mentors:

1. Actively participate in the training sessions as the learner and provide valuable feedback;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the co-mentors/ coaches during the training;
4. Serve as trainers of the program in their respective regions and divisions; and
5. Submit the required outputs within the given schedule.



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Enclosure 4

QUALIFICATION STANDARDS OF PARTICIPANTS

School Heads for Stepping into School Leadership: Onboarding for New School Heads (7-11 July 2025)

Newly Appointed School Heads or Asst. Principal

1. Officially appointed as a school head or Asst. Principal (plantilla position);
2. Preferably has NOT undergone any prior induction/onboarding program for SH or Asst. Principal, or any related programs offered by SDO, RO or CO.
3. Must be a NQESH 2023 passer;
4. Endorsed by the Regional Director or authorized representative. *(Please see Enclosure 5 for the template of the Endorsement Letter)*

Training of Coaches and Mentors for SHOP (Batches 1-3)

School Heads/PSDS/ASDS

General:

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative. *(Please see Enclosure 6 for the template of the Endorsement Letter.)*

School Heads:

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. Recognized as an outstanding school head at the division, regional or national level;
4. With proven track record in school leadership, instructional supervision, and school-based mentoring; and
5. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

Public Schools District Supervisors (PSDS):

1. Currently serving as a PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Recognized as an outstanding PSDS with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and



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5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

Assistant Schools Division Superintendent (ASDS):

1. Currently serving as a ASDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

Qualification Standards for the RO/SDO Program Focal (will act as PMT member):

1. Designated as the regional or SDO program focal person for induction/onboarding programs. This may include specialists from NEAP-R, HRDD, HRDS, or other qualified personnel who can effectively perform the roles and responsibilities of classroom managers as outlined in the ToR in enclosure 1.2;
2. Preferably has experience in implementing or managing induction, mentoring, or PD programs for school heads; and,
3. Willing and available to participate in all SHOP-related activities (coordination, monitoring activities, etc.).





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Enclosure 5

INDICATIVE PROGRAM OF ACTIVITIES
Stepping Into School Leadership: Onboarding for New School Heads
NEAP - Baguio City, 7-11 July 2025

Time	Day 0 (SUNDAY)	Day 1 (MONDAY)	Day 2 (TUESDAY)	Day 3 (WEDNESDAY)	Day 4 (THURSDAY)	Day 5 (FRIDAY)
8:00 - 8:20 a.m.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)				
8:20 - 10:00 a.m.		M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 2 (100 mins.)
10:00 - 10:20 a.m.		Health Break (20 mins.)				
10:20 - 12:00 p.m.		M1 - Session 2 (100 mins.)	M2 - Session 2 (100 mins.)	M3 - Session 2 (100 mins.)	M4 - Session 2 (100 mins.)	Post test and Other reminders
11:20 - 12:00 p.m.		Lunch Break (60 mins.)				
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	M1 - Session 3 (100 mins.)	M2 - Session 3 (100 mins.)	M3 - Session 3 (100 mins.)	M4 - Session 3 (100 mins.)	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)				
3:00 - 3:30 p.m.	Opening Program	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	Travel time from Venue to Residence



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3:30 - 4:40 p.m.	Pre-test				
4:40 - 5:00 p.m.	Daily Evaluation and Reminders (20 mins.)				

Note: Strict adherence to the training schedule must be observed. All participants are advised to immediately communicate any concerns regarding this to the PMT.

INDICATIVE PROGRAM OF ACTIVITIES

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program)

Batch 1 (NEAP-Bagulo City, July 28 - Aug. 1, 2025);

Batch 2 (Venue: TBD, Aug. 25 - 29, 2025);

Batch 3 (Venue: TBD, Nov. 24-28, 2025)

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
8:00 - 8:20 a.m.	Management of Learning / Preliminaries (20 mins.)				
8:20 - 10:00 a.m.	Travel time from Residence to Venue	Session 1: Design Matters: Crafting Meaningful Learning Journeys	Session 5: Facilitating with Purpose: Empowering Adult Learners through Heutagogy	Session 9: Conversations that Inspire: Coaching and Mentoring in Action	Session 13: Planning for Program Implementation



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
10:00 - 10:20 a.m.		Health Break (20 mins.)			
10:20 - 11:30 a.m.		Session 2: Inside the Core: Exploring the Heart of the Program	Session 6: Feedback that Fuels Growth: Using Scenarios to Deepen Learning	Session 10: Measuring What Matters: Mentoring and Evaluating for Success	Presentation of Regional Plan for Program Implementation
11:30 - 12:00 p.m.					Posttest and Other Reminders
12:00 - 1:00 p.m.		Lunch Break (60 mins.)			
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	Session 3: Learning Beyond the Session: Maximizing Asynchronous Engagement	Session 7: Practice with Purpose: Simulating Effective Training Delivery	Session 11: Sharpening the Edge: Refining Your Training and Coaching Craft	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)			
3:00 - 4:40 p.m.	Opening Program & Pretest	Session 4: Guiding Growth: Unlocking the Power of Coaching and	Session 8: Polishing the Practice: Simulation and Reflection	Session 12: Real Talk, Real Solutions: Tackling Challenges Together	Travel time from Venue to Residence



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
		Mentoring			
4:40 - 5:00 p.m.	End-of-Day Evaluation and Daily Reminders (20 mins.)				
5:00 - 5:30 p.m.	PMT Debriefing				



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Enclosure 7

ACCOMMODATION AND MEAL PROVISION

**A. Stepping Into School Leadership: Onboarding for New School Heads
 (July 7-11, 2025)**

Training Venue: NEAP-Bagulo City Accommodation: Bagulo Teachers Camp (BTC)	
Check-In Date/ Time: July 6, 2025; Sunday; 2:00 PM	Check-In Date/ Time: July 11, 2025; Friday; 12:00 NN
First Meal: PM Snack	Last Meal: Lunch

MEAL	July 6 (Sunday)	July 7 - 10 (Monday - Thursday)	July 11 (Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

**B. Training of Coaches on Stepping Into School Leadership: Onboarding for New
 School Heads (School Head Onboarding Program) Batch 1
 (July 28 - Aug. 1, 2025)**

Training Venue: NEAP-Bagnio City Accommodation: Bagulo Teachers Camp (BTC)	
Check-In Date/ Time: July 28, 2025; Monday; 2:00 PM	Check-In Date/ Time: Aug. 1, 2025; Friday; 12:00 NN
First Meal: PM Snack	Last Meal: Lunch

MEAL	July 6	July 7 - 10	July 11





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

Note: Strict adherence to the training schedule must be observed. All participants are advised to immediately communicate any concerns regarding this to the PMT.

C. Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) Batch 2 (Aug. 25-29, 2025) and Batch 3 (Nov. 24-28, 2025)

For these trainings, the final details of the accommodation and meal provision will be provided in a separate memorandum or advisory.