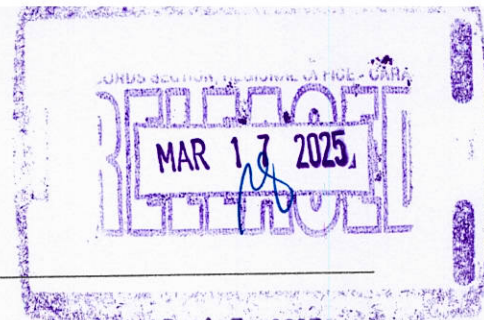




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
HRDD-2025-0280

MAR 17 2025

To: Schools Division Superintendents
All Others Concerned

) Division of Agusan del Norte

DEVELOPMENT AND FINALIZATION OF THE LEARNING
RESOURCE PACKAGE FOR INTERMEDIATE COURSE
FOR SCHOOL HEADS DEVELOPMENT PROGRAM

1. In line with Republic Act No. 9155 titled *Governance of Basic Education Act of 2001* and RA No. 10533 titled *Enhanced Basic Education Act of 2013*, school heads who are responsible for the overall leadership, supervision, and management of schools must undergo workshops and training to enhance their skills in exercising their role as academic, administrative and community leaders. In this regard, the National Educators Academy of the Philippines (NEAP) will conduct **Development and Finalization of the Learning Resource Package for Intermediate Course for School Heads Development Program Phases 1 and 2** as follows:

Activities	Term of Reference	Date	Venue
Writeshop on Development of Learning Resource Package (Phase 1)	Writer	March 17-21, 2025	NEAP Baguio
Writeshop on Development of Learning Resource Package (Phase 2)	Writer	March 31-April 4, 2025	NEAP Marikina
Finalization of the Instructional Design and Learning Resource Package	Writer	June 16-20, 2025	NEAP Baguio

2. The objectives of the developmental workshops are as follows:

- Develop a comprehensive Learning Resource Package (LRP) for Career Stages 3 and 4 of the SHDP.
- Finalize and ensure that the LRP is fully aligned with the Philippine Professional Standards for School Heads (PPSSH), guaranteeing that the programs elevate and refine the leadership competencies of school heads to an exceptional level of proficiency.

3. The participant of the activity:

No.	Name	Office	Position
1.	REXAN O. BOLOTAOLO	Bangonay CES Division of Agusan del Norte	School Principal IV

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (085) 225-1151

Telefax No: (085) 342-5959

Email: caraga@deped.gov.ph

Website: caraga.deped.gov.ph



Doc. Ref. Code	RO-ASD-F164	Rev	00
Effectivity	08.09.24	Page	1 of 2



4. Participants are entitled to service credit or Compensatory Time-Off (CTO) in accordance with DepEd Order 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, in case activities will fall on weekends or holidays.
5. Enclosed is the DM-OUHROD-2025-0343 for guidance and reference.
6. In compliance with Regional Order No. 16, s. 2019, also known as the DepEd Caraga Equal Opportunity Principle (EOP) Policy, all participants are evaluated regardless of sex, gender, age, civil status, physical attributes, religion, belief, creed, race, family background, political affiliation, socio-economic status or any other legally protected characteristics.
7. For immediate dissemination and appropriate action.


MARIA INES C. ASUNCION
Director IV
Regional Director 

Encl.: As stated

Reference: DM-OUHROD-2025-0343

To be indicated in the Perpetual Index under the following subjects:

PROGRAM TRAINING WORKSHOPS

HRDD/aoh
03/14/2025



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

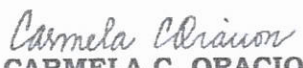
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0343

TO : **Regional Directors** (I, IV-A, V, VI, VII, IX, XI, and XIII)
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 : **INTERMEDIATE COURSE FOR SCHOOL HEADS DEVELOPMENT PROGRAM**

DATE : 10 February 2025

1. In line with Republic Act (R.A.) No. 9155 "Governance of Basic Education Act of 2001" and R.A. No. 10533 "Enhanced Basic Education Act of 2013," school heads who are responsible for the overall leadership, supervision, and management of schools must undergo workshops and training to enhance their skills in exercising their role as academic, administrative, and community leaders.
2. In this regard, the National Educators Academy of the Philippines (NEAP) will develop an **Intermediate Course for School Heads Development Program** to equip them with necessary leadership competencies that will help them advance across career stages and provide an avenue for character-building and personal reflection. This entails the conduct of the following developmental workshops/activities:

Activity	Date	Venue	Expected Participants
Writeshop on the Development of Instructional Design	17-21 February 2025	NEAP Baguio	Field Experts and External Experts

Writeshop on the Development of Learning Resource Packages (LRPs) – Phase 1	03-07 March 2025	NEAP Marikina	Field Experts and External Experts
Writeshop on the Development of LRPs – Phase 2	17-21 March 2025		
Quality Assurance and Validation of the Instructional Design and LRPs	21-25 April 2025		
Finalization of the Instructional Design and LRPs	16-20 June 2025		
Training of NEAP Faculty	30 June – 09 July 2025		Resource Persons, School Heads, Supervisors, HRD Specialists/Chiefs, PSDS, and ASDS

3. The objectives of the developmental workshops are as follows:
 - a. Design professional development (PD) programs that are aligned with the Philippine Professional Standards for School Heads (PPSSH);
 - b. Develop a comprehensive LRP for the School Heads Development Program; and
 - c. Ensure that the PD programs meet the necessary criteria for accreditation by the Professional Regulation Commission (PRC).
4. In preparation for these activities, **a virtual meeting of the National Technical Working Group (NTWG) will be held on 14 February 2025, 10:00 a.m. – 12:00 p.m.** via *Microsoft Teams*, to discuss the following: program overview; NTWG terms of reference; and clarification of issues and concerns. Meeting details/credentials will be sent to the identified NTWG members through email.
5. For reference, attached are the *List of Participants (Enclosure 1)* and the *Indicative Program of Activities (Enclosure 2)* for each workshop.
6. For confirmation of attendance, the participants are enjoined to register through the link <https://bit.ly/SHDPintermediateW1> for the preparatory virtual meeting and the in-person developmental workshops **on or before 13 February 2025**.
7. In case participants will not be able to attend due to valid reasons, the Regional Directors are requested to submit the names and details of their replacements to NEAP through the email address provided below three (3) days prior to the actual conduct of the activity.
8. The participants are advised to check in on Day 0 (Sunday), 3:00 p.m. and check out on Day 5 (Friday), 12:00 p.m. Please see the meal schedule below.

Meals	Day 0 Sun	Day 1 Mon	Day 2 Tue	Day 3 Wed	Day 4 Thu	Day 5 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

9. The participants are reminded to be ready with materials/references related to their School Heads Development Program or any equivalent to be used during the

workshops, as well as bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

10. 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 Central Office/Regional Office/Schools Division Office/local funds subject to the usual accounting and auditing rules and regulations.
11. As to the other activities such as *Quality Assurance and Validation, Finalization, and Training of NEAP Faculty*, final details and administrative arrangements will be announced through separate advisories.
12. Should you have other questions and concerns, please coordinate with **Ms. Ailene Duterte**, Senior Education Program Specialist, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
13. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – List of Participants for Each Workshop

Enclosure 2 – Indicative Program of Activities for Each Workshop

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

[NEAP/Duterte/Pulvosa]



Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

March 11, 2025

ADVISORY

*Development and Finalization of the Learning Resource Package for
Intermediate Course for School Heads Development Program*

1. This refers to Memorandum DM-OUHROD-2025-0343 with the subject "Intermediate Course for the School Heads Development Program (SHDP)".
2. Relative to this, the **participants** are hereby informed that there are **additional writers** (refer to **Enclosure 1** for details) and a **change of date** relative to the Writeshop on the Development of Learning Resource Package for Intermediate Course for School Head Development Program Phase 1 and 2 as follows:

Activities	Term of Reference	Date	Venue
Writeshop on the Development of Learning Resource Package (Phase 1)	Writer	March 17-21, 2025	NEAP Baguio
Writeshop on the Development of Learning Resource Package (Phase 2)	Writer	March 31-April 4, 2025	NEAP Marikina
Finalization of the Instructional Design and Learning Resource Package	Writer	June 16-20, 2025	NEAP Baguio

3. The objectives of these activities are as follows:
 - a) Develop the Learning Resource Package (LRP) for Career Stage 1 and 2 of the School Head Development Program, providing school leaders with essential and advanced competencies that enhance their leadership skills and management capabilities; and
 - b) Finalize and ensure that the LRP is fully aligned with the Philippine Professional Standards for School Heads (PPSSH), guaranteeing that the programs elevate and refine the leadership competencies of school heads to an exceptional level of proficiency.
4. In preparation for the upcoming development workshop, NEAP would like to invite the **identified NTWG members** to a **virtual meeting from 10:00 a.m. to 11:30 a.m.** and **additional field writers from 1:30 p.m. to 3:00 p.m.** on **14 March 2025 via MS Teams**. The primary agenda of this meeting is to set expectations for participants and clarify any concerns prior to the in-person development

workshop. A separate email with further details about the meeting will be sent to the members.

5. We kindly request the confirmation of **NTWG members** and **field writers** regarding their participation in both the preparatory virtual meeting and the face-to-face development workshop for SHDP. Please confirm by **March 13, 2025**, through the following registration link: <https://tinyurl.com/Phase1-Regis-Intermediate>.
6. If any participants are unable to attend due to valid reasons, **Regional Offices (ROs)**, through the **Regional Directors**, are requested to submit a replacement **from the list of endorsed Regional Outstanding Principals** to NEAP's **Professional Development Division (PDD)** at least **three days prior** to the actual event. Submissions can be sent to the email address provided below.
7. Should any of the activities fall under a national holiday or weekend, the participants are entitled to service credit or Compensatory Time-Off (CTO) in accordance with DepEd Order 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers.
8. The participants are requested to bring their own laptops, chargers, and extension cords as well as copies of their School Head Development Program (SHDP) or equivalent PD programs/interventions and other relevant documents that may be used as reference in the workshop.
9. Board and lodging of the participants and the Program Management Team (PMT) shall be charged against the NEAP Human Resource Development (HRD) Funds. As to travel expenses, those of the PMT shall be charged against HRD Funds, while those of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
10. For reference, attached are the **List of Field Personnel** who will participate in the activity (*Enclosure 1*), **Indicative Program of Activities** (*Enclosure 2*), and **Meal Provision and Accommodation Details** (*Enclosure 3*).
11. For further information, please coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP through email at neap.pdd@deped.gov.ph or landline (02) 8715-9919.
12. For immediate dissemination and appropriate action.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

Human Resource and Organizational Development
(National Educators Academy of the Philippines)



Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1 – List of Participants

1.1 Writeshop on the Development of Learning Resource Package (Phase 1)

March 17 - 21, 2025 | NEAP - NCR, Baguio

1.2 Writeshop on the Development of Learning Resource Package (Phase 2)

March 31-April 4, 2025 | NEAP - NCR, Marikina

1.3 Finalization of the Instructional Design and Learning Resource Package

June 16-20, 2025 | NEAP Baguio

No.	Name of Participants	Position	Station
1	Marife T. Morcilla	PDO V	NEAP- PDD Program Management Team
2	Ailene F. Duterte	SEPS	
3	Hanifa T. Hadji Abas	EPS II	
4	Jojet T. Gabriel	TA I	
CORE NTWG / Writers			
5	Carina Untalasco	Principal IV	SDO Pangasinan I, Region I
6	Bernadette Sumagui	Principal	SDO Cavite, Region IV-A
7	Marylou V. Argamosa	Principal	SDO Ligao, Region V
8	Sarah D. Ganancial	Principal	SDO Guimaras, Region VI
9	Roshen D. Batan	Principal	SDO Roxas City, Region VI
10	Cristy Jabonillo	Principal IV	SDO Bais City, Region VII
11	Jeryl Casilao	Principal	SDO Pagadian City, Region IX
12	Sandy G. Yee	Principal IV	SDO Davao de Oro, Region XI
13	Rexan Bolataolo	PSDS	SDO Agusan Del Norte, CARAGA
Additional Field Experts / Writers			
14	Emeliza P. Abulencia	Principal II	SDO San Fernando, Region I
15	Jose Gerardo R. Garcia	Principal I	SDO Alaminos City, Region I
16	Dolly C. Aguilar	Principal II	SDO Isabela, Region II
17	Mary Jane M. Baquiran	Principal III	SDO Ilagan City, Region II
18	Melanie An P. Carandang	Principal II	SDO Lipa City, Region IV-A
19	Elnor T. Luna	Principal I	SDO Aklan, Region VI
20	Jose Rey A. Adriatico	Principal II	SDO Dipolog City, Region IX
21	Carmela J. Favorito	Principal I	SDO Bukidnon, Region X
22	Mayrefel R. Padillon	Principal I	SDO Davao del Sur, Region XI
23	Rosalita M. Baldestamon	Principal II	SDO Cotabato, Region XII
24	Wendy Lynn G. Conejar	Principal I	SDO Tacurong City, Region XII
External Expert (HEI/TEI)			
25	Gilbert S. Arrieta	Faculty	Philippine Normal University



Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2 – Indicative Program of Activities

Indicative Program of Activities

1.1 Writeshop on the Development of Learning Resource Package (Phase 1) March 17 - 21, 2025 | NEAP Baguio

Time	Day 0 March 16	Day 1 March 17	Day 2 March 18	Day 3 March 19	Day 4 March 20	Day 5 March 21
8:30 - 9:00 AM	Arrival of Participant s	Arrival of Participants Registration and Health Break	Preliminaries			
9:00 - 10:00 AM			Session 2 Recommendat ions and Process for Developing Slide Deck/Worksh ect/Activity Sheets, and Assessments	Workshop 2 Development of Worksheet/ Activity Sheet	Workshop 3 Development of Assessments	Presentatio n and Finalization of Slide Deck/Work sheet/Activi ty Sheets, and Assessment s
10:00 -10:20 AM						
10:20 AM – 12:00 PM						
12:00 - 1:30 PM		Lunch Break				
1:30 - 2:00 PM		Opening Program	Workshop 1 Development of Slide Deck	Continuation of Workshop 2	Continuation of Workshop 3	Closing Program
2:00 - 3:00 PM		Program Background				Departure from Venue
3:20 - 4:30 PM		Session 1: Principles and Standards in the Design and Development of Slide Deck/Works heet/Activity Sheets, and Assessments	Presentation of Outputs	Presentation of Outputs	Presentation of Outputs	
4:30 - 4:45 PM		Reminders and Daily Evaluation				
4:45 - 5:00 PM		PMT Debriefing				



Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Indicative Program of Activities

1.2 Writeshop on the Development of Learning Resource Package (Phase 2)

March 31 - April 4, 2025 | NEAP Marikina

Time	Day 0 March 30	Day 1 March 31	Day 2 April 1	Day 3 April 2	Day 4 April 3	Day 5 April 4
8:30 - 9:00 AM	Arrival of Participants	Arrival of Participants Registration and Health Break	Preliminaries			
9:00 - 10:00 AM			Session 2 Recommendations and Process for Developing Session Guides and Self-Paced/ LAC Modules	Continuation of Workshop 1	Continuation of Workshop 3	Presentation and Finalization of Session Guides and Self-Paced/ LAC Modules
10:00 - 10:20 AM						
10:20 - 10:40 AM						
10:40 - 12:00 PM						
12:00 - 1:30 PM		Lunch Break				
1:30 - 2:00 PM		Opening Program	Workshop 1 Development of Session Guides	Presentation of Outputs	Presentation of Outputs	Closing Program
2:00 - 3:00 PM		Program Background				Departure from Venue
3:20 - 4:30 PM		Session 1: Principles and Standards in the Design and Development of Session Guides and Self-Paced/ LAC Modules	Presentation of Outputs	Workshop 3 Development of Self-paced/ LAC Modules		
4:30 - 4:45 PM		Reminders and Daily Evaluation				
4:45 - 5:00 PM		PMT Debriefing				



Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Indicative Program of Activities

1.3 Finalization of the Instructional Design and Learning Resource Package

June 16-20, 2025 | NEAP Baguio

Time	Day 0 June 15	Day 1 June 16	Day 2 June 17	Day 3 June 18	Day 4 June 19	Day 5 June 20
8:30 - 9:00 AM	Arrival of Participants	Arrival of Participants Registration and Health Break	Preliminaries			
9:00 - 10:00 AM			Workshop 1: Finalization of Slide Decks and Assessments	Workshop 2: Finalization of Session Guides and Activity Sheets/Work sheets	Workshop 3: Finalization of Self-Paced/ LAC Modules	Presentation and Finalization
10:00 - 10:20 AM						
10:20 - 10:40 AM						
10:40 - 12:00 PM						
12:00 - 1:30 PM		Lunch Break				
1:30 - 2:00 PM		Opening Program	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 3	Closing Program
2:00 - 3:00 PM		Program Background				Departure from Venue
3:20 - 4:30 PM		Session 1: Updates: Status of the Development LRPs				
4:30 - 4:45 PM		Reminders and Daily Evaluation				Departure from Venue
4:45 - 5:00 PM	PMT Debriefing					



Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

MEAL PROVISION AND ACCOMMODATION DETAILS

1.1 Writeshop on the Development of Learning Resource Package (Phase 1) March 17-21, 2025 | NEAP Baguio

Meals	March 16, 2025 Sunday	March 17, 2025 Monday	March 18, 2025 Tuesday	March 19, 2025 Wednesday	March 20, 2025 Thursday	March 21, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

Check-in: March 16, 2025 - 2:00 p.m.

Check-out: March 21, 2025 - 2:00 p.m.

1.2 Writeshop on the Development of Learning Resource Package (Phase 2) March 31-April 4, 2025 | NEAP-NCR, Marikina

Meals	March 30, 2025 Sunday	March 31, 2025 Monday	April 1, 2025 Tuesday	April 2, 2025 Wednesday	April 3, 2025 Thursday	April 4, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

Check-in: March 30, 2025 - 2:00 p.m.

Check-out: April 4, 2025 - 2:00 p.m.

1.3 Finalization of the Instructional Design and Learning Resource Package June 16-20, 2025 | NEAP Baguio

Meals	June 15, 2025 Sunday	June 16, 2025 Monday	June 17, 2025 Tuesday	June 18, 2025 Wednesday	June 19, 2025 Thursday	June 20, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

Check-in: June 15, 2025 - 2:00 p.m.

Check-out: June 20, 2025 - 2:00 p.m.