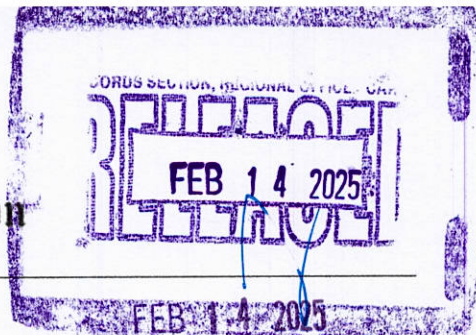




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
HRDD-2025-0160

To: Schools Division Superintendent) Division of Agusan del Norte
All Others Concerned

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 develop an **Intermediate Course for School Heads Development Program** and will conduct Writeshop on the Development of Instructional Design on February 17-21, 2025 at NEAP, Baguio City.

2. The objectives of the developmental workshops are as follows:
- Design professional development programs that are aligned with the PPSSH.
 - Ensure that the Professional Development Program meet the necessary criteria for accreditation by the Professional Regulation Commission.

3. The participant of the activity:

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

4. Kindly refer to the attached Memorandum DM-OUHROD-2025-0343.

5. For your guidance and compliance.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: As stated

Reference: DM-OUROD-2025-0343

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

MEETING PROGRAM TRAINING

HRDD/aoh
02/04/2025



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
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]



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1 – List of Participants

1.1 Writeshop on the Development of Instructional Design

February 17-21, 2025 | NEAP Baguio

No.	Name of Participants	Position	Station
1	Jennifer E. Lopez	Director IV	NEAP- PDD Program Management Team
2	Marife T. Morcilla	PDO V	
3	Ailene F. Duterte	SEPS	
4	Hanifa T. Hadji Abas	EPS II	
5	Jojet T. Gabriel	TA I	
CORE NTWG <i>(The participants were selected based on their involvement as Philippine Professional Standards Resource Package writers, Career Progression Professional Development writers, or attendance in other development workshops)</i>			
6	Carina Untalasco	Principal IV	SDO Pangasinan I, Region I
7	Bernadette Sumagui	Principal	SDO Cavite, Region IV-A
8	Marylou Argamosa	Principal	SDO Ligao, Region V
9	Sarah Ganancial	Principal	SDO Guimaras, Region VI
10	Eva Fabraquel	PSDS	SDO Roxas City, Region VI
11	Cristy Jabonillo	Principal IV	SDO Bais City, Region VII
12	Jeryl Casilao	Principal	SDO Pagadian City, Region IX
13	Sandy G. Yee	Principal IV	SDO Davao de Oro, Region XI
14	Rexan Bolataolo	PSDS	SDO Agusan Del Norte, CARAGA
15 - 19	External Experts (HEIs/ TEIs)		

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

March 3-7, 2025 | NEAP Baguio

No.	Name of Participants	Position	Station
1	Jennifer E. Lopez	Director IV	NEAP- PDD Program Management Team
2	Marife T. Morcilla	PDO V	
3	Ailene F. Duterte	SEPS	
4	Hanifa T. Hadji Abas	EPS II	
5	Jojet T. Gabriel	TA I	
6 - 10 Field Counterparts			
11-25 External Experts (HEIs/ TEIs)			



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

March 17-21, 2025 | NEAP Baguio

No.	Name of Participants	Position	Station
1	Jennifer E. Lopez	Director IV	NEAP- PDD Program Management Team
2	Marife T. Morcilla	PDO V	
3	Ailene F. Duterte	SEPS	
4	Hanifa T. Hadji Abas	EPS II	
5	Jojet T. Gabriel	TA I	
6 - 10			Field Counterparts
11-25			External Experts (HEIs/ TEIs)

1.4 Quality Assurance and Validation of the Instructional Design and Learning Resource Package

April 21-25, 2025 | NEAP Baguio

No.	Name of Participants	Position	Station
1	Jennifer E. Lopez	Director IV	NEAP- PDD Program Management Team
2	Marife T. Morcilla	PDO V	
3	Ailene F. Duterte	SEPS	
4	Hanifa T. Hadji Abas	EPS II	
5	Jojet T. Gabriel	TA I	
6 - 10			Field Validators
11 - 15			External Experts (HEIs/ TEIs)

1.5 Finalization of the Instructional Design and Learning Resource Package

June 16-20, 2025 | NEAP Baguio

No.	Name of Participants	Position	Station
1	Jennifer E. Lopez	Director IV	NEAP- PDD Program Management Team
2	Marife T. Morcilla	PDO V	
3	Ailene F. Duterte	SEPS	
4	Hanifa T. Hadji Abas	EPS II	
5	Jojet T. Gabriel	TA I	
6 - 10			Field Counterparts
11-25			External Experts (HEIs/ TEIs)



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Enclosure 2 – Program of Activities

2.1. Indicative Program of Activities Writeshop on the Development of Instructional Design February 17-21, 2025 | NEAP Baguio

Time	Day 0 Feb 16	Day 1 Feb. 17	Day 2 Feb. 18	Day 3 Feb. 19	Day 4 Feb. 20	Day 5 Feb 21
8:30 - 9:00 AM	Arrival of Participant s	Arrival of Participants Registration and	Preliminaries			
9:00 - 10:00 AM			Workshop 1	Workshop 2	Workshop 3	Presentation and Finalization of the Instructional Design
10:00 -10:15 AM		Health Break				
10:15 -12:00 PM		- Opening Program - Program Background	Workshop 1 continuation	Workshop 2 continuation	Workshop 3 continuation	Closing Program
12:00 - 1:30 PM		Lunch Break				
1:30 - 3:00 PM		Session 1A: Recommendations and Process for Developing the Instructional Design	Presentation of Outputs	Presentation of Outputs	Presentation of Outputs	Departure from Venue
3:00 - 3:15 PM		Health Break				
3:15 - 4:30 PM		Session 1B continuation: Recommendations and Process for Developing the Instructional Design	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				



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

March 3-7, 2025 | NEAP Baguio

Time	Day 1 March 3	Day 2 March 4	Day 3 March 5	Day 4 March 6	Day 5 March 7
8:30 - 9:00 AM	<i>Arrival of Participants</i> <i>Registration and Health Break</i>	Preliminaries			
9:00 - 10:00 AM		Session 2 Recommendations and Process for Developing Slide Deck/Worksheet/Activity Sheets, and Assessments	Workshop 2 Development of Worksheet/Activity Sheet	Workshop 3 Development of Assessments	Presentation and Finalization of Slide Deck/Worksheet/Activity Sheets, and Assessments
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 • Program Background	Workshop 1 Development of Slide Deck	Cont'd Workshop 2	Cont'd Workshop 3	<i>Closing Program</i>
2:00 - 3:00 PM					<i>Departure from Venue</i>
3:20 - 4:30 PM	Session 1: Principles and Standards in the Design and Development of Slide Deck/Worksheet/Activity Sheets, and Assessments	Presentation of Outputs	Presentation of Outputs		
4:30 - 4:45 PM	Reminders and Daily Evaluation				
4:45 - 5:00 PM	PMT Debriefing				



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

March 17-21, 2025 | NEAP Baguio

Time	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	<i>Arrival of Participants</i> <i>Registration and Health Break</i>	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 - Program Background	Workshop 1 Development of Session Guides	Presentation of Outputs	Presentation of Outputs	<i>Closing Program</i>
2:00 - 3:00 PM					<i>Departure from Venue</i>
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				



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2.4 Quality Assurance and Validation of the Instructional Design and Learning Resource Package

April 21-25, 2025 | NEAP Baguio

Time	Day 1 April 21	Day 2 April 22	Day 3 April 23	Day 4 April 24	Day 5 April 25
8:30 - 9:00 AM	<i>Arrival of Participants</i> <i>Registration and Health Break</i>	Preliminaries			
9:00 - 10:00 AM		Workshop 1 Quality Assurance and Validation of Instructional Design	Workshop 2 Quality Assurance and Validation of LRPs: Slide Deck/Worksheets/Activity Sheets, and Assessments	Workshop 3 Quality Assurance and Validation of LRPs: Session Guides and 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 - Program Background	Continuation of Workshop 1	Continuation of Workshop 2	Presentation and Discussion of Validated LRPs: Session Guides and Self-Paced/ LAC Modules	<i>Closing Program</i>
2:00 - 3:00 PM					Session 1: Presentation of Standards and Mechanics in the Validation of Instructional Design and LRPs.
3:20 - 4:30 PM					
4:30 - 4:45 PM	Reminders and Daily Evaluation				
4:45 - 5:00 PM	PMT Debriefing				



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2.5 Finalization of the Instructional Design and Learning Resource Package

June 16-20, 2025 | NEAP Baguio

Time	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	<i>Arrival of Participants</i> <i>Registration and Health Break</i>	Preliminaries			
9:00 - 10:00 AM		Workshop 1: Finalization of Slide Decks and Assessments	Workshop 2: Finalization of Session Guides and Activity Sheets/Worksheets	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 • Program Background	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 3	<i>Closing Program</i>
2:00 - 3:00 PM					<i>Departure from Venue</i>
3:20 - 4:30 PM	Session 1: Updates: Status of the Development LRPs				
4:30 - 4:45 PM	Reminders and Daily Evaluation				
4:45 - 5:00 PM	PMT Debriefing				