

APR 25 2025

REGIONAL MEMORANDUM
HRDD- 2025 - 0413

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

**WORKSHOP ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR
THE SCHOOL HEADS INDUCTION PROGRAM**

1. Pursuant to its mandate of providing needs-based and programmatic professional development programs for school heads, the National Educators Academy of the Philippines (NEAP) will continue the development of Training Resource Packages for the School Heads Induction Program (SHIP).
2. The SHIP aims to enhance the competencies of beginning school heads, in alignment with the Philippine Professional Standards for School Heads (PPSSH) for Career Stage 2. Specific objectives include:
 - a. Addressing the gap in professional accountability of school heads so they can reflect on and assess their own practice.
 - b. Immersing the school heads in school management processes, systems, and practices, and
 - c. Supporting beginning school heads with targeted professional development programs towards attainment of Career Stage 2 competencies.
3. Key activities for the development of the SHIP Training Resource Packages (TRPs) are as follows:

Activity	Date	Venue	Registration Link and Deadline
Phase 3 Workshop on the Design and Development of Scope, Sequence, and Module Outline of the SHIP TRPs.	March 3-7, 2025	NEAP, Marikina	https://tinyurl.com/SHIP3 ScopeandSequence 28 February 2025
Phase 4 Workshop on the Module and Mentor's Guide Content of the SHIP TRPs.	April 21-25, 2025	NEAP, Baguio	https://tinyurl.com/SHIP4ModuleandMentorsGuide 17 April 2025
Phase 5 Workshop on the Training Design and Session Guides of the TRPs for the Capacity Building of the SHIP Coaches and Mentors	May 12-16, 2025	NEAP, Marikina	https://tinyurl.com/SHIP5 TrainingDesignandSG 08 May 2025

Validation and Pilot Testing of the TRPs for the SHIP Implementation	May 26-30, 2025	NEAP, Marikina	https://tinyurl.com/SHIPValidationandPilotTest 22 May 2025
Finalization of the TRPs for the Capacity Building of the SHIP Coaches and Mentors	July 7-11, 2025	NEAP, Baguio	https://tinyurl.com/SHIPFinalizationofRPaandCapB 03 July 2025

4. The participants are the following:

No.	Name	Office	Position
1.	ANALOU O. HERMOCILLA	HRDD-Regional Office	Education Program Supervisor
2.	JOCELYN MENIL DINAPO	Agusan del Sur	PSDS-Prosperidad

5. The participants' board and lodging will be charged to NEAP Human Resource Development (HRD) Funds while the transportation, per diem, and other incidental expenses will be charged to Regional Office/Schools Division Office/local funds subject to the usual accounting and auditing rules and regulations.

6. All participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," for activities that fall on weekends, holidays, or work suspension.

7. Kindly refer to the attached Memorandum DM-OUHROD-2025-0511.

8. In compliance to the provision of Regional Order No. 16, s. 2019, otherwise known as the DepEd Caraga Equal Opportunity Principle (EOP) Policy, all expected participants are selected 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.

9. For immediate dissemination.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: As stated

References: DM-OUHROD-2025-0511 and Regional Order No. 16, s. 2019

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

PROGRAM TRAINING WORKSHOPS

HRDD/aoh
04/8/2025

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Effectivity	08.09.24	Page	3 of 2