



Republic of the Philippines
Department of Education
CARAGA REGION

JANUARY 21, 2026

REGIONAL MEMORANDUM
No. 0051, s. 2026

To: Schools Division Superintendents
All Others Concerned

**UPDATES ON THE CONDUCT OF THE TRAINING OF COACHES AND MENTORS
OF SCHOOL HEADS ONBOARDING PROGRAM (SHOP) FOR BATCHES 2-3**

1. This Office announces the conduct of the Training of Coaches and Mentors for SHOP for Batches 2-3.

2. **Schedule and Details:**

Table 1. Schedule and Venue

Activity	Dates	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
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 3)	February 9-13, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. The participants of the activity are as follows:

Table 2. Participants

Batch 2 February 16-20, 2026			
No.	Name (First Name, Middle Initial and Last Name)	Position	Schools Division Office
1.	Danilo M. Felias	PSDS	Agusan del Norte
2.	Betcheba E. Prochina	Principal III	Agusan del Sur
3.	Niesa T. Cultura	Principal IV	Bayugan City
4.	Maricel R. Merida	Principal I	Bislig City
5.	Thea Rachel Rendon	Principal III	Butuan City
6.	Rosa M. Agocoy	PSDS	Dinagat Islands
7.	Jonathan C. Gubantes	Principal IV	Siargao
8.	Manuel B. Dayondon	Principal IV	Surigao City
9.	Angelito M. Nakila	PSDS	Surigao del Norte
10.	Elizabeth N. Gardones	PSDS	Surigao del Sur
11.	Marilou S. Saranza	Principal II	Tandag City
12.	Analou O. Hermocilla	EPS-RO	DepEd RO-HRDD

13.	Jocelyn Menil	PSDS	Agusan del Sur
Batch 3 February 9-13, 2026			
No.	Name (First Name, Middle Initial and Last Name)	Position	Schools Division Office
1.	Arlyn V. Pinat	Principal IV	Agusan del Norte
2.	Arlin M. Batausa	EPS	Agusan del Sur
3.	Nora G. Julve	PSDS	Agusan del Sur
4.	Rosalía Perez	Principal III	Bayugan City
5.	Araceli E. Cañete	Principal III	Bislig City
6.	Hazel Yabo	Principal III	Butuan City
7.	Raquel P. Nakila	Principal II	Cabadbaran City
8.	Concorde Alber J. Deniega	Principal II	Dinagat Islands
9.	Jovy C. Liza	Principal II	Siargao
10.	Felix N. Bagnol	PSDS	Surigao City
11.	Ana Ramonalyn T. Galanida	Principal II	Surigao del Norte
12.	Noemi Aireen M. Abraham	Principal III	Surigao del Sur
13.	Marites P. Alzate	Principal III	Surigao del Sur
14.	Martha N. Damiao	Principal II	Tandag City
15.	Analou O. Hermocilla	EPS-RO	DepEd RO-HRDD
16.	Jocelyn Menil	PSDS	Agusan del Sur

4. The participants' board and lodging will be charged to NEAP Human Resource Development (HRD) Funds while the transportation, per diem and other incidental expenses shall be charged to local funds subject to government accounting and auditing rules and regulations.

5. 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 fall on weekends or holidays.

6. 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.

7. Attached is the Advisory for reference.

8. For clarifications, contact **Analou O. Hermocilla**, Education Program Supervisor, Human Resource Development Division via email at rneap@deped.gov.ph.

9. Immediate dissemination of this Memorandum is desired.

Digitally signed by
Asuncion
Maria Ines
Casona
Date:
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MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: DM-OUHROD-2025-3318

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

PROGRAM TRAINING WORKSHOP

HRDD/aoh

1/16/2026





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. CABAATAN
Director III, NEAP



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November 20, 2025

ADVISORY

*Training of Coaches and Mentors on Stepping into School Leadership:
An Onboarding Program for New School Heads*

1. This advisory has reference to **DM-OUHROD-2025-1654** with the subject **Conduct of the Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with recent adjustments to the training schedules, please be informed that the training delivery for the **Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads** will now be held on the following dates and venues:

Activity	Dates	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	January 12–16, 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 9–13, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Please be reminded that **January 11** and **February 8** are designated as **Day 0** for the Resource Persons and the Program Management Team (PMT).
4. A separate advisory will be released should there be any further changes or adjustments to the details of the said program.
5. The following attachments are enclosed with this advisory for reference and guidance:

Enclosure 1 : *List of Program Management Team and Resource Speakers/National Technical Working Group Members*

Enclosure 2 : *Accommodation and Meal Provision*

6. For any questions or concerns, you may coordinate with **Mr. Billy Rei M. Pagba**, Senior Education Program Specialist of NEAP-PDD, through email at billyrei.pagba@deped.gov.ph or neap.pdd@deped.gov.ph.

MICHAEL JOSEPH P. CABAUTAN
Director III, NEAP



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Enclosure 1

**LIST OF PROGRAM MANAGEMENT TEAM AND RESOURCE SPEAKERS/NATIONAL
TECHNICAL WORKING GROUP MEMBERS**

A. Program Management Team (NEAP)

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	-provides overall guidance to the program management team (PMT) and relays management directions for the program
2	Alexander Simagala		Project Development Officer V	-assists in providing overall guidance to the program management team (PMT) and relays management directions for the program
3	Billy Rei Pagba		Senior Education Program Specialist	leads in the implementation of the program -discusses parameters and standards in the implementation of the program -leads in the daily debriefing of the PMT
4	Julie Lyka Ignao		Project Development Officer II	-serves as host/facilitator during the plenary sessions; and -facilitates the participants' compliance of registration and attendance
5	Mathew Bofete		Project Development Officer II	-communicates with participants and partners for announcements; - assist in documenting the activity
6	Aizyl Ann Natanauan		Technical Assistant II	-serves as documenter for the activity; and -prepares supplies, certificates, registration and attendance sheets



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7	Jallal Malaguia		Technical Assistant II	-makes slide decks and other templates -serves as technical support and photo documenter for the activity
8	Welfare Officer	CAR	Nurse	-ensures medical needs of participants are appropriately addressed
9	Welfare Officer			

B. Resource Speakers (National Technical Working Group Members)

	Name	Region	Position/ Designation	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) January 12–16, 2026 (NEAP Training Facility, Teachers Camp, Baguio City)	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) February 9–13, 2026 (NEAP Training Facility, Teachers Camp, Baguio City)
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	✓	✓
2	Narcie Ricky A. Apilado	I	Principal I	✓	✓
3	Framel C. Deperalta	II	Principal IV	✓	✓
4	Myline J. Respicio	II	Principal III		✓
5	Marie Flo M. Aysip	III	Principal II		✓
6	Maverick V. Catahan	III	Public Schools District Supervisor	✓	✓



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7	Eleazar C. Magsino	IV-A	Public Schools District Supervisor	✓	✓
8	Magdaleno R. Lubigan	IV-A	Principal IV	✓	✓
9	Ma. Ciaralyn P. Valencia	IV-B	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. Insilada	VI	Public Schools District Supervisor		✓
14	Julieta M. Abellana	VII	Principal II		✓
15	Carmencita B. Lopez	VII	Education Program Supervisor	✓	✓
16	Hera Paz B. Yamson	VIII	Principal IV	✓	✓
17	Said M. Macabago	X	Public Schools District Supervisor	✓	✓
18	Wilma B. Obatay	X	Principal I	✓	✓
19	Judith V. Romaguera	IX	Assistant Schools Division Superintendent	✓	✓
20	Joel C. Delliva Jr.	IX	Principal II	✓	✓
21	Genciano M. Cambalon	XI	Principal II		✓
22	Jose Allan M. Suganob	XI	Principal III		✓



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23	Emilyn B. Borja	XII	Principal II	✓	✓
24	Shiela G. Balbon	XII	Public Schools District Supervisor	✓	✓
25	Marigold G. Querimit	XII	Public Schools District Supervisor	✓	✓
26	Jocelyn M. Dinapo	CARAGA	Public Schools District Supervisor	✓	✓
27	Analou O. Hermocilla	CARAGA	Education Program Supervisor	✓	✓
28	Nenita P. Sabino	CAR	Principal II	✓	✓
29	Melvin Willy Roque	NCR	Public Schools District Supervisor	✓	✓
30	Rodelio I. Perez Jr.	NCR	Principal I	✓	✓



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Enclosure 2

ACCOMMODATION AND MEAL PROVISION

**Training of Coaches and Mentors on Stepping into School Leadership:
Onboarding for New School Heads (School Head Onboarding Program)
Batch 2 and Batch 3**

A. Accommodation

Training Venue	NEAP Training Facility/Baguio Teachers Camp
Accommodation	Baguio Teachers Camp
Check-In Dates/Time	Participants Batch 2: January 12, 2026 (Monday)/2:00 p.m. Batch 3: February 9, 2026 (Monday)/2:00 p.m. Resource Persons and Program Management Team January 11, 2026 and February 8, 2026/2:00 p.m.
Check-Out Dates/Time	Participants, Resource Persons, and Program Management Team Batch 2: January 16, 2025 (Friday)/12:00 noon Batch 3: February 13, 2025 (Friday)/12:00 noon

B. Meal Provision

Participants

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

Program Management Team & Resource Persons

	Sunday	Monday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	