



Republic of the Philippines
Department of Education
CARAGA REGION



BY: NMB

TIME: 10:32 AM

REGIONAL MEMORANDUM

JUNE 25 2025

No. 0627, s. 2025

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED
COURSE "ELEVATING SCHOOL PERFORMANCE: ADVANCED LEADERSHIP
AND MANAGEMENT FOR SCHOOL LEADERS"

1. The National Educators Academy of the Philippines (NEAP) will conduct the School Heads Development Program (SHDP) Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders, with the following schedules and details:

Activity	Date	Venue
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders-Batch 1	30 June-04 July 2025	NEAP Baguio
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders-Batch 2	25-29 August 2025	NEAP Baguio

2. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:

- Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
- Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
- Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

3. The participants of the activity for Batch 1 are the following:

No.	Name	Office	Position
1.	Cherlita P. Acierto	Jagupit ES -Division of Agusan del Norte	School Principal III
2.	Marilou P. Curugan	Patin-ay NHS-Division of Agusan del Sur	School Principal IV
3.	Jine L. Havana	Agusan del Sur NSHS-Division of Agusan del Sur	School Principal II
4.	Gewarecel T. Carlos	Butuan City School of Arts and Trade- Division of Butuan City	School Principal III
5.	Reylan R. Alas	Taligaman NHS- Division of	School Principal

		Butuan City	III
6.	Gerard M. Lopez	East Bayugan CES-Division of Bayugan City	School Principal III
7.	Louella Luisa A. Millan	San Roque ES-Division of Bislig City	School Principal IV
8.	Mary Allen P. Cornites	La Union ES- Division of Cabadbaran City	School Principal III
9.	Teresita P. Loca	Cagdianao NHS- Division of Dinagat Islands	School Principal IV
10.	Jovy C. Liza	Sapao NHS- Division of Siargao	School Principal IV
11.	Maria Ruth R. Edradan	Caraga Regional Science High School- Division of Surigao City	School Principal IV
12.	Concordio G. Cubelo Jr.	San Francisco NHS-Division of Surigao del Norte	School Principal III
13.	Rachel Methuselah R. Cumahig	Barobo NHS- Division of Surigao del Sur	School Principal IV
14.	Gloria M. Parugaya	Tagbina NHS- Division of Surigao del Sur	School Principal III
15.	John Michael Tuyor	Buenavista NHS-Division of Tandag	School Principal II

4. The endorsed school heads for Batch 1 are enjoined to register through the link **tinyurl.com/SHDPCS4** to confirm their participation in the program on or July 27, 2025.

5. The School Division Offices (SDOs) are requested to endorse school heads for Batch 2 to participate in the program, based on the following criteria:

- Currently occupying Principal IV position with at least Very Satisfactory performance rating.
- Currently holding Principal II position for at least 5 years or Principal III position for at least 3 years with the following considerations:
 - Has received Outstanding performance rating for the part 3 consecutive years; and
 - Has demonstrated high potential for Principal IV position, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
 - Has no pending administrative cases; and
 - Good moral character

6. The allotted slots per SDO for Batch 2 are as follows:

No.	Division	Number of Slot
1.	Agusan del Norte	2
2.	Agusan del Sur	1
3.	Bayugan City	1
4.	Bislig	1

5.	Butuan City	1
6.	Cabadbaran City	1
7.	Dinagat Islands	1
8.	Siargao	1
9.	Surigao City	2
10.	Surigao del Norte	2
11.	Surigao del Sur	1
12.	Tandag City	1
TOTAL		15

7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.

8. 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 local funds subject to usual accounting and auditing rules and regulations.

9. 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.

10. 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.

11. Enclosed is the DM-OUHROD-2025-1515 for your reference and guidance.

12. Should you have questions and concerns, please coordinate with **Analou O. Hermocilla**, Education Program Supervisor of Human Resource Development Division, through email rneap_caraga@deped.gov.ph.

13. For immediate dissemination and appropriate action.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

References: DM-OUHROD-(2025-1515) and Regional Order (No. 16, s. 2019)

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

PROGRAM TRAINING WORKSHOPS

HRDD/aoh
06/24/2025



Republika ng Pilipinas
Department of Education
OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

June 20, 2025

ADVISORY

This refers to Memorandum DM-OUHROD-2025-1515, titled **Conduct of the School Heads Development Program Advanced Course "Elevating School Performance Advanced Leadership and Management for School Leaders."**

In line with this, the **travel expenses of Resource Persons** and PMT members from the regions will be charged to the **HRD/HRTD Funds** or other **Local Funds** of the Regional Offices (ROs), School Division Offices (SDOs), or schools subject to the usual accounting and auditing rules and regulations.

Please be informed that the Opening Program will now be held on **June 29, 2025, at 3:00 p.m.**, instead of June 30, 2025, at **NEAP Baguio**. Venue arrangements and logistical matters will be facilitated on-site.

All participants are advised to arrive at the venue by **12:00 noon on June 29, 2025**, and check out by **1:00 p.m. on July 4, 2025**. Strict adherence to this schedule is requested.

Please see the attached List of Updated Resource Persons for Batches 1 and 2 and NEAP Program Management Team (Enclosure 1), Number of Allocated RO/SDO PMT per Activity (Enclosure 2), corrected Indicative Program of Activities (Enclosure 3), and the Meal Schedule (Enclosure 4) for reference.

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 at (02) 8715-9919.

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)*



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1- List of Resource Persons for Batches 1 and 2 and NEAP Program Management Team

No.	Name	Position	Station
Resource Persons			
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
3	Adonis Ceperez	OIC-ASDS	SDO Nueva Vizcaya, Region II
4	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
7	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Evelyn P. Navia	Principal IV	SDO Laguna Region IV-A
11	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Elnor Luna	Principal I	SDO Aklan, Region VI
14	Roshen Batan	Principal II	SDO Roxas City, Region VI
15	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
16	Samuel Malayo	ASDS	SDO Roxas City, Region VI
17	Roger Z. Rochar	ASDS	SDO Victorias City, NIR
18	Aura O. Agular	Principal III	SDO Southern Leyte, Region VIII
19	Diana Flor D. Eco	Principal III	SDO Northern Samar, Region VIII
20	Lyna Basri	Principal IV	SDO Isabela City, Region IX
21	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX



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22	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
23	Enerio Ebisa	CES	HRDD, Region X
24	Jurgenne Dicdican	Principal III	SDO Agusan del Sur, CARAGA
25	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
26	Renato Felipe Jr.	PSDS	SDO Manila City. NCR
27	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
28	Filmore Caballero	CES	SDO Valenzuela City, NCR
29	Felicia Yeban	Faculty	Philippine Normal University
30	Gilbert Arrieta	Faculty	Philippine Normal University
NEAP Program Management Team			
31	Marife T. Morcilla	PDO V	NEAP- PDD
32	Alexander T. Simagala	PDO IV	
33	Ailene F. Duterte	SEPS	
34	Dustin Troy R. Joson	SEPS	
35	Hanifa T. Hadji Abas	EPS II	
36	Jufael P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley Aniñon	TA II	



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Enclosure 2- Number of Allocated Participants and RO/SDO PMT per Activity

Region	Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 1)		Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 2)	
	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4
NCR	1	15		15
CAR	1	15		15
I	1	15		15
II	1	15		15
III	1	15		15
IV-A	1	15		15
IV-B		15	1	15
V		15	1	15
VI		15	1	15
NIR		15	1	15
VII		15	1	15
VIII		15	1	15
IX		15		15
X		15		15
XI		15		15
XII		15		15
CARAGA		15		15
TOTAL	6	255	6	255



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Enclosure 3- **Indicative Program of Activities and Training Details**

A. Program Matrix

**“Elevating School Performance: Advanced Leadership and Management
Course for Career Stage 4 School Heads”**

BATCH 1 | June 30- July 4, 2025

BATCH 2 | August 25-29, 2025

NEAP Baguio City

Time	Activity
June 29, 2025 - Day 0	
1:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Opening Program
6:00 - 8:00 PM	Dinner
June 30, 2025 - Day 1	
7:30 - 8:30 AM	Preliminaries and Pretest
8:30 - 10:00 AM	Session 1: Strategic School Leadership: Weaving Meaning and Purpose
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	Session 3: Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Session 4: From Echo to Equity: Institutionalizing Learner Voice in Strategic Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 1, 2025 - Day 2	
8:00 - 8:30 AM	Preliminaries



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8:30 – 10:00 AM	Session 5: Transforming Data into Impact: Leading Excellence in School Records Management
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 7: Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence
2:30 - 3:00 PM	Session 8: Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 2, 2025 - Day 3	
8:00 - 8:30 AM	Preliminaries
8:30 – 10:00 AM	Session 9: Leading Innovative Curriculum and Career Pathways: Strategizing Contextualization and Opportunities for Learners
10:00 - 10:15 AM	Health Break
10:15 – 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	Session 10: Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 – 3:00 PM	Session 11: Leading with Fostering Accountability and Innovation in Learning
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11



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4:30- 4:45 PM	Reminders and End-of-Day Evaluation
July 3, 2025 - Day 4	
8:00 - 8:30 AM	Preliminaries
8:30 – 10:00 AM	Session 12: Systems Leadership for Safe, Inclusive, and Supportive Learning Environments and Discipline Frameworks
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 13: Leadership Excellence in High Standards of Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 14: Exemplary Leadership and Professional Development Initiatives
2:30 - 3:00 PM	Session 15: Unwavering Commitment to the Welfare of the School Community
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 15
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 4, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 – 10:00 AM	Session 16: Excelling in the Management of Diverse Relationships and School Organizations
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 17: Exemplified Practices in Managing Inclusivity in Schools
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 18: Fostering Best Practices in Community Engagement
2:30 - 3:00 PM	Posttest
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program



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Enclosure 4- **Meal Provision and Accommodation Details**

BATCH 1 | June 30 – July 4, 2025

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

Check-in: Day 0 - 12:00 nn

Check-out: Day 5 – 2:00 p.m.



Republika ng Pilipinas
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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1515

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
CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM
ADVANCED COURSE “ELEVATING SCHOOL PERFORMANCE:
ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL
LEADERS”

DATE : 11 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Advanced Course “Elevating School Performance: Advanced Leadership and Management for School Leaders,”** with the following schedule and details:

Activity	Date	Venue
SHDP Advanced Course: “Elevating School Performance: Advanced Leadership and Management for School Leaders – Batch 1	30 June – 04 July 2025	NEAP Baguio
SHDP Advanced Course: “Elevating School Performance: Advanced Leadership and Management for School Leaders – Batch 2	25-29 August 2025	NEAP Baguio

2. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:

- a. Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
- b. Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
- c. Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

3. **The Regional Offices (ROs) are requested to endorse fifteen (15) school heads** per batch to participate in the program, based on the following criteria:

- a. **Currently occupying Principal IV position** with at least **Very Satisfactory** performance rating;
- b. **Currently holding Principal II position for at least five (5) years** or **Principal III position for at least three (3) years**, with the following considerations:
 - Has received **Outstanding performance rating for the past three (3) consecutive years**; and
 - Has demonstrated **high potential for Principal IV position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
- c. Has no pending administrative cases; and
- d. Of good moral character.

4. Furthermore, the ROs must ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.

5. Enclosed are the following documents, for reference:

- a. **Enclosure 1** *List of Resource Persons and Program Management Team (PMT) Members*
- b. **Enclosure 2** *Regional Allocation of Participants and RO/SDO PMT Members per Batch*
- c. **Enclosure 3** *Indicative Program of Activities and Training Details*
- d. **Enclosure 4** *Template for the List of Endorsed Participants and PMT Members (tinyurl.com/SHDP-EndorsedList)*
- e. **Enclosure 5** *Meal Provision and Accommodation Details*

6. The *List of Endorsed School Heads and PMT Members* must be submitted to NEAP through the link tinyurl.com/SHDP-CS4-Submission on or before **27 June 2025**. The endorsed school heads and PMT members are enjoined to register through the link tinyurl.com/SHDPCS4 to confirm their participation in the program on or before the same date.

7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

8. 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 local funds subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please coordinate with **Ms. Ailene Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

Copy furnished:

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1- List of Resource Persons for Batches 1 and 2 and NEAP Program Management Team

No.	Name	Position	Station
Resource Persons			
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
3	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
4	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
7	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Marylou Argamosa	Principal I	SDO Ligao, Region V
11	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Elnor Luna	Principal I	SDO Aklan, Region VI



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14	Roshen Batan	Principal II	SDO Roxas City, Region VI
15	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
16	Roger Z. Rochar	OIC-ASDS	SDO Victorias City, Region VI
17	Samuel Malayo	ASDS	SDO Roxas City, Region VI
18	Lyna Basri	Principal IV	SDO Isabela City, Region IX
19	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX
20	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
21	Enerio Ebisa	CES	HRDD, Region X
22	Wendy Lynn Conejar	Principal	SDO Davao del Sur, Region XI
23	Jurgenne Dicdican	Principal III	SDO Agusan del Sur, CARAGA
24	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
25	Cristy Jabonillo	Principal IV	SDO Bais City, NIR
26	Renato Felipe Jr	PSDS	SDO Manila City, NCR
27	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
28	Filmore Caballero	CES	SDO Valenzuela City, NCR
29	Felicia Yeban	Faculty	Philippine Normal University



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30	Gilbert Arrieta	Faculty	Philippine Normal University
NEAP Program Management Team			
31	Marife T. Morcilla	PDO V	NEAP- PDD
32	Alexander T. Simagala	PDO IV	
33	Ailene F. Duterte	SEPS	
34	Dustin Troy R. Joson	SEPS	
35	Hanifa T. Hadji Abas	EPS II	
36	Jufael P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley Aninon	TA II	



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Enclosure 2- Number of Allocated Participants and RO/SDO PMT per Activity

Region	Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 1)		Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 2)	
	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4
NCR	1	15		15
CAR	1	15		15
I	1	15		15
II	1	15		15
III	1	15		15
IV-A	1	15		15
IV-B		15	1	15
V		15	1	15
VI		15	1	15
NIR		15	1	15
VII		15	1	15
VIII		15	1	15
IX		15		15
X		15		15
XI		15		15
XII		15		15
CARAG A		15		15
TOTAL	6	255	6	255



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Enclosure 3- Indicative Program of Activities and Training Details

A. Program Matrix

Elevating School Performance: Advanced Leadership and Management Course
for Career Stage 4 School Heads

BATCH 1 | June 30 – July 4, 2025

BATCH 2 | August 25 – 29, 2025

Venue: To be announced through an Advisory

Time	Day 0	Day 1
7:30 – 8:00 AM		Registration
8:00 – 8:30 AM		Opening Program
8:30 – 9:00 AM		Pre-Test
9:00 – 12:30 PM	Arrival of Participants at the Venue	Session 1: Strategic School Leadership: Weaving Meaning and Purpose
		Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:30 – 1:30 PM		Lunch Break
1:30 – 4:30 PM	Registration	Session 3: Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
		Session 4: From Echo to Equity: Institutionalizing Learner Voice in Strategic Leadership
4:30 – 5:00 PM		Reminders and End-of-Day Evaluation

Time	Day 2	Day 3	Day 4	Day 5
8:00 – 8:30 AM	Preliminaries			
8:30 – 12:00 PM	Session 5: Transforming Data into Impact: Leading Excellence in	Session 9: Leading Innovative Curriculum and Career Pathways:	Session 12: Systems Leadership for Safe, Inclusive, and Supportive Learning	Session 16: Excelling the Management of Diverse Relationships



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	School Records Management	Strategizing Contextualization and Opportunities for Learners	Environments and Discipline Frameworks	and School Organizations
	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation	Session 10: Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship	Session 13: Leadership Excellence in High Standards of Practice	Session 17: Exemplified Practices in Managing Inclusivity in Schools
12:00 – 1:00 PM	Lunch Break			
1:00 – 4:00 PM	Session 7: Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence	Continuation of Session 10	Session 14: Exemplary Leadership and Professional Development Initiatives	Session 18: Fostering Best Practices in Community Engagement
	Session 8: Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges	Session 11: Leading with Fostering Accountability and Innovation in Learning	Session 15: Unwavering Commitment to the Welfare of the School Community	2:30 PM Post-Assessment End-of-Day Evaluation Closing Program
4:00 – 5:00 PM	Reminders and End-of-Day Evaluation PMT Debriefing			3:00 PM Departure from Venue



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B. Orientation of Program Management Team

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	June 27, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel)

C. Orientation of the Resource Persons

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	June 19, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel)



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Enclosure 4- Template for the List of Endorsed Participants and PMT Member

[DATE]

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)

Attention:

JENNIFER E. LOPEZ

Director IV
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified school heads to attend the **School Heads Development Program (SHDP) for Career Stage 4** titled: **Elevating School Performance: Advanced Leadership and Management for School Leaders**

BATCH 1 (June 30-July 4, 2025)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
2							
3							
4							
5							
6							
7							



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8							
9							
10							
11							
12							
13							
14							
15							
Program Management Team Member							
Batch 1							
No.	Name (Last, First, Middle Initial)	Position		Office			
1							
BATCH 2 (August 25-29 2025)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							



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13							
14							
15							
Program Management Team Member – Batch 2							
No.	Name (Last, First, Middle Initial)	Position		Office			
1							

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director



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Enclosure 5- Meal Provision and Accommodation Details

BATCH 1 | June 30 – July 4, 2025
BATCH 2 | August 25 – 29, 2025

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

Check-in: Day 0 - 2:00 p.m.

Check-out: Day 5 – 2:00 p.m.