



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
JULY 1, 2025

BY: MLS

TIME: 9:52AM

REGIONAL MEMORANDUM
No. **0643**, s. 2025

JULY 1, 2025

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF THE “STEPPING INTO SCHOOL LEADERSHIP:AN ONBOARDING
PROGRAM FOR NEW SCHOOL HEADS”

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Onboarding Program (SHOP)** for newly appointed school heads in line with the Philippine Professional Standards for School Heads (PPSSH).
2. The program’s specific objectives are as follows:
 - a. support new school heads in setting clear expectations and charting a well-defined pathway of professional growth towards acquiring and demonstrating Career Stage 2 competencies within the PPSSH framework;
 - b. immerse school heads in real-world processes, systems, and practices in school management, enabling them to contextualize their leadership roles and make informed leadership decisions; and
 - c. address gaps in professional accountability by encouraging school heads to engage in reflective practice, self-assessment and continuous improvement as part of their commitment to their professional development journey.
3. The program schedule and details are outlined in Table 1:

Table 1: Schedule and Details

Activity	Date and Venue	Target Participants	Registration Link
Online Orientation and Preparatory Meeting	25 June 2025 Microsoft Teams	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHOPOnlineMeeting Deadline: 23 June 2025
School Head OnBoarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads/Assistant Principals	https://tinyurl.com/SHIPPilotTest Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	28 July-01 August 2025 NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBatch1 Deadline: 23 July 2025
Training of Coaches and Mentors for	25-29 August 2025 Venue:TBD	School Heads/Public Schools District Supervisors/Assistant	https://tinyurl.com/SHIPBatch2 Deadline: 20 August 2025

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (085) 225-1151

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2025-06-10925



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SHOP Batch 2		Schools Division Superintendents	
Training of Coaches and Mentors for SHOP Batch 2	24-28 November 2025 Venue:TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBatch3 Deadline: 20 August 2025
Note: Exact venues of the SHOP Training of Coaches and Mentors Batches 2 and 3 and other additional details will be disseminated through a separate memorandum/advisory.			

4. The participants of the activity for School Head OnBoarding Program (SHOP) are listed in Table 2:

Table 2: Participants

No.	Name (Last, First, Middle Initial)	Designation	Schools Division Office
1.	Kristoffer Ian F. Basco	Principal I	Agusan del Norte
2.	Jerrybon L. Ternora	Principal I	Agusan del Sur
3.	Susan M. Canete	Head Teacher IV	Agusan del Sur
4.	Ariel B. Carmelotes	Asst. Principal-II	Bayugan City
5.	Mischelle L. Prado, PhD	Principal I	Bislig City
6.	Angie Joey Abbott	Principal 1	Butuan City
7.	Jeanneth C. Capilitan	Head Teacher 1	Butuan City
8.	Alice B. Maglinte, EdD	Assistant School Principal-II	Cabadbaran City
9.	Melchor D. Mantilla	Principal 1	Dinagat Islands
10.	Donald C. Dapar	Principal I	Siargao
11.	Elgemarky S. Abata	Principal I	Surigao City
12.	Cris Gerom C. Arguilles	Principal I	Surigao del Norte
13.	Antonio Hinayon	Principal I	Surigao del Sur
14.	Ronel B. Cordovez	Principal I	Tandag City
16.	Analou O. Hermocilla	EPS-HRDD	Regional Office
17.	Jocelyn M. Dinapo	PSDS	Agusan del Sur

5. The School Division Offices (SDOs) are requested to endorse School Heads/Public Schools District Supervisor/ Assistant Schools Division Superintendents as Coaches and Mentors for SHOP (Batches 1-3), based on the following criteria:

General:

- demonstrates excellent communication, facilitation, and mentoring skills;
- has strong commitment to support the professional development of new school heads;
- willing to undergo orientation and participate in all program activities, as needed; and,
- endorsed by the Schools Division Superintendent, or authorized representative.

For School Heads:

- currently serving as a school head (Principal II,III, or IV);
- has at least 10 years of experience as a full-fledge school head;
- recognized as an outstanding school head at the division, regional or national level;
- with proven track record in school leadership, instructional supervision and school-based mentoring; and
- willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

For Public Schools District Supervisors (PSDS):

- currently serving as a PSDS;
- must have previously served as a full-fledged school head position, with at least 3 years of experience in that role;
- recognized as an outstanding PSDS with substantial contribution to instructional leadership and school management;
- with proven exceptional track record in mentoring or coaching experience at the school or district level; and,
- willing to participate in the training of coaches and mentors and be part of the NEAP faculty as trainer.

For Assistant Schools Division Superintendent:

- currently serving as ASDS;
- must have previously served as full-fledged school head position, with at least 3 years of experience in that role.
- has a strong background in capacity-building programs, mentoring, and instructional leadership.
- served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and,
- willing to participate in the training of coaches and mentors and be part of the NEAP Faculty as a trainer.

6. The allotted slots per SDO for Batches 1,2 and 3 are as follows:

Table 3: Allotted Slots

No.	Division	Number of Slot		
		Batch 1	Batch 2	Batch 3
1.	Agusan del Norte	1	1	1
2.	Agusan del Sur	1	1	2
3.	Bayugan City	1	1	1
4.	Bislig	1	1	1
5.	Butuan City	1	1	1
6.	Cabadbaran City	1	0	1
7.	Dinagat Islands	1	1	1
8.	Siargao	1	1	1
9.	Surigao City	1	1	1
10.	Surigao del Norte	1	1	1

11.	Surigao del Sur	1	1	2
12.	Tandag City	0	1	1
TOTAL		11	11	14

7. The participants are reminded to bring their own medical maintenance, 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 RO/SDO/school 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 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 DM-OUHROD-2025-1654 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-(2025-1654) 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 UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 1654

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

SUBJECT : **CONDUCT OF THE “STEPPING INTO SCHOOL LEADERSHIP:
AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS”**

DATE : 20 June 2025

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), will conduct the **School Head Onboarding Program** which aims to enhance the competencies of newly appointed school heads in line with the Philippine Professional Standards for School Heads (PPSSH). The program's specific objectives are as follows:
 - a. Support new school heads in setting clear expectations and charting a well-defined pathway of professional growth towards acquiring and demonstrating Career Stage 2 competencies within the PPSSH framework;
 - b. Immerse school heads in real-world processes, systems, and practices in school management, enabling them to contextualize their leadership roles and make informed leadership decisions; and
 - c. Address gaps in professional accountability by encouraging school heads to engage in reflective practice, self-assessment, and continuous improvement as part of their commitment to their professional development journey.

2. The program has the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Online Orientation and Preparatory Meeting	25 June 2025 Microsoft Teams Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn https://tinyurl.com/SHOPmeeting	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHOPOnlineMeeting Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	https://tinyurl.com/SHIPPiLotTest Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	28 July – 01 August 2025 NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBattach1 Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	25-29 August 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBattach2 Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	24-28 November 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBattach3 Deadline: 18 November 2025
<i>Note: Exact venues of the SHOP Training of Coaches and Mentors Batches 2 and 3 and other additional details will be disseminated through a separate memorandum/advisory.</i>			

3. In this regard, **all Regional Offices (ROs) are advised to nominate participants to the SHOP activities and identify one (1) representative who will serve as a member of the Program Management Team (PMT)**, using the prescribed template and endorse the same to the NEAP Central Office through the link <https://tinyurl.com/SHOP-Endorsement> on or before **30 June 2025**.

4. Enclosed are the following documents, for reference:

- a. **Enclosure 1** List of Participants (PMT and Resource Speakers/NTWG Members/SHOP TRP Writers)
- b. **Enclosure 2** Regional Allocation of Participants and RO/SDO PMT Members per Activity
- c. **Enclosure 3** Terms of Reference of Participants
- d. **Enclosure 4** Qualification Standards for Participants
- e. **Enclosure 5** Indicative Program of Activities
- f. **Enclosure 6** Template for the Endorsement of Participants and PMT Members
- g. **Enclosure 7** Accommodation and Meal Provision Guide

5. The participants' board and lodging will be charged against NEAP Human Resource Development Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school local funds, subject to the usual accounting and auditing rules and regulations.

6. The participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
7. The participants are entitled to *Compensatory Time-Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "*Non-Monetary Remuneration for Overtime Services Rendered.*"
8. Should you have further questions or concerns, please coordinate with **Ms. Julie Lyka Ignao**, Project Development Officer II, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph / julie.ignao@deped.gov.ph or Viber 09975670093.
9. For dissemination and appropriate action.

Copy furnished:

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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM AND FIELD PARTICIPANTS

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	John Carlo Astilla		Senior Education Program Specialist	- leads in the implementation of the program; - discusses parameters and standards in the implementation of the program; and - leads in the daily debriefing of the PMT
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in the implementation of the program - co-leads in the daily debriefing of the PMT
4	Ma. Carmila Antonio		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and,



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				- serves as technical support and photo documenter for the activity
8	Welfare Officer	SDO Baguio City	Nurse	- ensures medical needs of participants are appropriately addressed
9	Welfare Officer			

B. Resource Speakers (National Technical Working Group Members)

	Name	Region	Position/Designation	Stepping Into School Leadership : Onboarding for New School Heads 7-11 July 2025 (NEAP-Baguio)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1) 28 July – 1 August 2025 (NEAP-Baguio)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) 25 - 29 August 2025 (Venue-TBD)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) 24 - 28 November 2025 (Venue-TBD)
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 Calabarzon	Public Schools District Supervisor	✓		✓	✓
8	Magdaleno R. Lubigan	IV-A Calabarzon	Principal IV	✓	✓	✓	✓
9	Ma. Ciaralyn P. Valencia	IV-B Mimaropa	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. Sukanob	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	CARA GA	Public Schools District Supervisor	✓	✓	✓	✓
27	Analou O. Hermocilla	CARA GA	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

**REGIONAL ALLOCATION OF PARTICIPANTS AND
RO/SDO PMT MEMBERS PER ACTIVITY**

Reg.	Stepping Into School Leadership: Onboarding for New School Heads 7-11 July 2025 (NEAP-Baguio)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1) 28 July – 1 Aug. 2025 (NEAP-Baguio)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) 25 - 29 Aug. 2025 (Venue-TBD)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) 24 - 28 Nov. 2025 (Venue-TBD)	
	PMT Member (RO/SDO Program Focal)	Newly Appointed School Heads/Asst. Principal	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PSDS, ASDS)	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PSDS, ASDS)	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PSDS, ASDS)
NCR	1	10		13		13	1	10
CAR	1	18		11		11	1	18
I	1	16		12		12	1	16
II	1	11		11		11	1	11
III	1	24		14		14	1	24
IV-A	1	26		15		15	1	26
IV-B	1	9		11		11	1	9
V	1	15		12		12	1	15
VI	1	10		11		11	1	10
NIR	1	25		15		15	1	25
VII		13	2	11		11		13
VIII		15	2	12		12		15
IX		10	2	11		11		10
X		16	2	12		12		16
XI		13		11	3	11		13
XII		10		11	3	11		10
CARAGA		14		11	2	11		14
TOTAL	10	255	8	204	8	204	10	255

Note: RO allocations (coaches & mentors) were based on the number of SDOs, with additional pax given to those overseeing more SDOs. ROs may decide which SDOs receive this additional pax, provided that all relevant parameters are taken into account.



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Enclosure 3

TERMS OF REFERENCE

For PMT (NEAP - CO)

1. Oversee the overall implementation of the training.
2. Orient and supervise the PMT to ensure smooth process flow to achieve desired outputs based on the standards.
3. Spearhead the debriefings with PMT and NTWG members.
4. Handle program-related concerns and communicate important updates to the participants.

For PMT member (RO or SDO program focal):

1. Provide support in organizing and facilitating the training as Classroom Managers;
2. Assist and/or supervise in the conduct of the program in their assigned session room(s);
3. Ensure smooth flow of the training adhering to the set guidelines and procedures within the assigned session room(s);
4. Document the proceedings of the learning sessions including photo documentation.
5. Provide input and share key observations and challenges during the training;
6. Review and study the structure, content, delivery strategies, and assessment tools in the training;
7. Plan for the conduct of capacity building sessions based on the training and contextual needs of the region/division.

For Resource Speakers (National Technical Working Group Members):

1. Review and revise the SHOP Learning Resource Package (Session Guide, Slide Deck and Workbook) and Training Resource Package for the Training of Coaches and Mentors (Batches 1-3)
2. Participate in the preparatory meetings and debriefings set by the NEAP-CO PMT.
3. Facilitate the session in the assigned breakout sessions and prepare necessary materials.

For School Head or Asst. Principal Participants:

1. Actively participate in the program as the learner and feedback provider;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the assigned coach or mentor; and
4. Submit the required outputs within the given schedule.

For Coaches and Mentors:

1. Actively participate in the training sessions as the learner and provide valuable feedback;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the co-mentors/ coaches during the training;
4. Serve as trainers of the program in their respective regions and divisions; and
5. Submit the required outputs within the given schedule.



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Enclosure 5

INDICATIVE PROGRAM OF ACTIVITIES

Stepping Into School Leadership: Onboarding for New School Heads
NEAP - Baguio City, 7-11 July 2025

Time	Day 0 (SUNDAY)	Day 1 (MONDAY)	Day 2 (TUESDAY)	Day 3 (WEDNESDAY)	Day 4 (THURSDAY)	Day 5 (FRIDAY)
8:00 - 8:20 a.m.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)				
8:20 - 10:00 a.m.		M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 2 (100 mins.)
10:00 - 10:20 a.m.		Health Break (20 mins.)				
10:20 - 12:00 p.m.		M1 - Session 2 (100 mins.)	M2 - Session 2 (100 mins.)	M3 - Session 2 (100 mins.)	M4 - Session 2 (100 mins.)	Post test and Other reminders
11:20 - 12:00 p.m.		Lunch Break (60 mins.)				
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	M1 - Session 3 (100 mins.)	M2 - Session 3 (100 mins.)	M3 - Session 3 (100 mins.)	M4 - Session 3 (100 mins.)	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)				Travel time from Venue to Residence
3:00 - 3:30 p.m.	Opening Program	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	



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3:30 - 4:40 p.m.	Pre-test					
4:40 - 5:00 p.m.	Daily Evaluation and Reminders (20 mins.)					

Note: Strict adherence to the training schedule **must be observed**. All participants are advised to immediately communicate any concerns regarding this to the PMT.

INDICATIVE PROGRAM OF ACTIVITIES

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program)

Batch 1 (NEAP-Baguio City, July 28 - Aug. 1, 2025);

Batch 2 (Venue; TBD, Aug. 25 - 29, 2025);

Batch 3 (Venue: TBD, Nov. 24-28, 2025)

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
8:00 - 8:20 a.m.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)			
8:20 - 10:00 a.m.		Session 1: Design Matters: Crafting Meaningful Learning Journeys	Session 5: Facilitating with Purpose: Empowering Adult Learners through Heutagogy	Session 9: Conversations that Inspire: Coaching and Mentoring in Action	Session 13: Planning for Program Implementation



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
10:00 - 10:20 a.m.		Health Break (20 mins.)			
10:20 - 11:30 a.m		Session 2: Inside the Core: Exploring the Heart of the Program	Session 6: Feedback that Fuels Growth: Using Scenarios to Deepen Learning	Session 10: Measuring What Matters: Mentoring and Evaluating for Success	Presentation of Regional Plan for Program Implementation
11:30 - 12:00 p.m.					Posttest and Other Reminders
12:00 - 1:00 p.m.		Lunch Break (60 mins.)			
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	Session 3: Learning Beyond the Session: Maximizing Asynchronous Engagement	Session 7: Practice with Purpose: Simulating Effective Training Delivery	Session 11: Sharpening the Edge: Refining Your Training and Coaching Craft	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)			
3:00 - 4:40 p.m.	Opening Program & Pretest	Session 4: Guiding Growth: Unlocking the Power of Coaching and	Session 8: Polishing the Practice: Simulation and Reflection	Session 12: Real Talk, Real Solutions: Tackling Challenges Together	Travel time from Venue to Residence



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
		Mentoring			
4:40 - 5:00 p.m.	End-of-Day Evaluation and Daily Reminders (20 mins.)				
5:00 - 5:30 p.m.	PMT Debriefing				



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Enclosure 6

**TEMPLATE FOR THE ENDORSEMENT OF
PARTICIPANTS AND PMT MEMBERS**

Date: [Insert Date]

FROM: [Regional Director's Name]
Position

TO: **CARMELA C. ORACION**
Assistant Secretary
National Educators Academy of the Philippines

THRU: **JENNIFER E. LOPEZ**
Director IV, NEAP

SUBJECT: **ENDORSEMENT OF PARTICIPANTS ON THE SCHOOL HEAD
ONBOARDING PROGRAM (SHOP)**

The Regional Office of [Insert Region] respectfully endorses the following individuals to participate in the series of activities relative to the implementation of the School Head Onboarding Program (SHOP) who met the required Qualification Standards (QS):

List of Endorsed Participants (add rows per table as may be necessary):

Stepping Into School Leadership: Onboarding for New School Heads NEAP Baguio Facility (7-11 July 2025)				
Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
<Add rows as needed>				

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1) NEAP Baguio Facility (28 July – 1 August 2025)				
Name	Designation	Division	DepEd Email	Role (PMT member or Participant)



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1.				
<Add rows as needed>				

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2)

25 - 29 August 2025 (Venue-TBA)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
<Add rows as needed>				

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3)

24 - 28 November 2025 (Venue-TBA)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
2.				

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity. Their experience and competence in school leadership and instructional supervision make them suitable for this initiative.

We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support.



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Enclosure 7

ACCOMMODATION AND MEAL PROVISION

**A. Stepping Into School Leadership: Onboarding for New School Heads
(July 7-11, 2025)**

Training Venue: NEAP-Baguo City Accommodation: Baguo Teachers Camp (BTC)	
Check-In Date/ Time: July 6, 2025; Sunday; 2:00 PM	Check-In Date/ Time: July 11, 2025; Friday; 12:00 NN
First Meal: PM Snack	Last Meal: Lunch

MEAL	July 6 (Sunday)	July 7 - 10 (Monday - Thursday)	July 11 (Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

**B. Training of Coaches on Stepping Into School Leadership: Onboarding for New
School Heads (School Head Onboarding Program) Batch 1
(July 28 - Aug. 1, 2025)**

Training Venue: NEAP-Baguo City Accommodation: Baguo Teachers Camp (BTC)	
Check-In Date/ Time: July 28, 2025; Monday; 2:00 PM	Check-In Date/ Time: Aug. 1, 2025; Friday; 12:00 NN
First Meal: PM Snack	Last Meal: Lunch

MEAL	July 6	July 7 - 10	July 11
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	(Monday)	(Tuesday - Thursday)	(Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

Note: Strict adherence to the training schedule **must be observed**. All participants are advised to immediately communicate any concerns regarding this to the PMT.

C. Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) Batch 2 (Aug. 25-29, 2025) and Batch 3 (Nov. 24-28, 2025)

For these trainings, the final details of the accommodation and meal provision will be provided in a separate memorandum or advisory.