



Republic of the Philippines
Department of Education
CARAGA REGION



OCT 07 2025

REGIONAL MEMORANDUM

No. 1055, s. 2025

To: Schools Division Superintendents
All Others Concerned

UPDATED LIST OF BATCH 1 PARTICIPANTS FOR SCHOOL HEADS
DEVELOPMENT PROGRAM(SHDP) INTERMEDIATE COURSE
“ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE
GUIDE TO EFFECTIVE MANAGEMENT”

1. The National Educators Academy of the Philippines (NEAP) will conduct the School Heads Development Program (SHDP) Intermediate Course, titled - “Elevating School Leadership: An Intermediate Guide to Effective Management.” The said activity will be conducted on October 6-10, 2025, at NEAP, Baguio City.

2. The program’s specific objectives are as follows:

a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;

b. Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and

c. Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.

3. The list of participants and member of Program Management Team is as follows:

BATCH 1 (October 6-10, 2025)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1.	Maricel M. Mondia	P- III	Agusan del Norte	Mateo B Abao CES	Non-IU	Medium	Outstanding
2.	Annabel M. Tubasis	P- II	Agusan del Norte	Amontay Elementary School	Non-IU	Medium	Outstanding
3.	Shalie M. Palco	P- III	Agusan del Sur	San Francisco Pilot CES with SPED Program	Non-IU	Very Large	Outstanding
4.	Celso S. Dapat Jr.	P- III	Agusan del Sur	Sta. Maria NHS	Non-IU	Large	Outstanding
5.	Fe T. Maloloy-on	P- III	Bayugan City	Agusan del Sur Pilot Laboratory School	Non-IU	Medium	Outstanding
6.	Randy D.	P- III	Bislig	Bislig City	IU	Large	Outstanding

	Bocani		City	NHS			
7.	Rosemarie B. Bajan	P- III	Butuan City	rosemarie.bajan001@deped.gov.ph	Non- IU	Large	Outstanding
8.	Rex Hussein D. Lamoste	P- II	Cabadbaran City	Pirada Elementary School	Non-IU	Medium	Outstanding
9.	Arlan, Marven F.	P- II	Dinagat Islands	Albor National High School	IUs	Very Large	Very Satisfactory
10.	Kem E. Abuton	P- III	Siargao	Union Elementary School	Non-IU	Medium	Very Satisfactory
11.	Rudelyn R. Clemeña	P- II	Surigao City	Ipil National High School	IU	Medium	Outstanding
12.	Normalia S. Linsa	P- III	Surigao del Norte	Bad-as Elementary School	Non-IU	Small	Outstanding
13.	Ronald P. Jacinto	P- II	Surigao del Sur	San Miguel NCHS	IU	Medium	Very Satisfactory
14.	Dennis A. Herdiles	P- II	Surigao del Sur	Adlay Elem. School	Non	Medium	Very Satisfactory
15.	Isaias A. Lazado, Jr.	P- II	Tandag City	Buenavista Elementary School	Non-UIs	Medium	Very Satisfactory
Program Management Team (PMT)							
1.	Joy Ann J. Rodes	P-I	Agusan del Norte	Buenavista District	Non-IUs	Small	Outstanding

4. Participants are advised to register via this link: tinyurl.com/SHDPCS3REG and bring their own medical maintenance, laptops, chargers, extension cords, and other internet connectivity - sources.

5. Board and lodging expenses 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.

6. 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, if activities fall on weekends or holidays.

7. In compliance with Regional Order No. 16, s. 2019, otherwise known as the DepEd Caraga Equal Opportunity Principle (EOP) Policy, all 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.

8. Attached is DM-OUHROD-2025-1699 for your reference and guidance.

9. For questions or concerns, please coordinate with **Analou O. Hermocilla**, Education Program Supervisor, Human Resource Development Division at rneap_caraga@deped.gov.ph.

10. For immediate dissemination and appropriate action.


MARIA INES C. ASUNCION

Director IV
Regional Director 

Encl.: None

References: DM-OUHROD-(2025-1699) and Regional Order (No. 16, s. 2019)

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

PROGRAM TRAINING WORKSHOPS

HRDD/aoh
10/01/2025



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1699

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 SCHOOL HEADS DEVELOPMENT PROGRAM
INTERMEDIATE COURSE “ELEVATING SCHOOL LEADERSHIP: AN
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT”

DATE : 25 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Intermediate Course “Elevating School Leadership: An Intermediate Guide to Effective Management,”** with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads on “Elevating School Leadership: An Intermediate Guide to Effective Management” – Batch 1	07-11 July 2025 Venue: TBD	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHDPCS3REG Deadline: 02 July 2025
Training of School Heads on “Elevating School Leadership: An Intermediate Guide to Effective Management” – Batch 2	01-05 September 2025 Venue: NEAP Baguio	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHDPCS3REG Deadline: 15 August 2025
Training of Coaches and Mentors on “Elevating School Leadership: An Intermediate Guide to Effective Management”	22-25 September 2025 Venue: TBD	Public Schools District Supervisors (PSDS)/Assistant Schools Division Superintendents (ASDS)/ Education Program Supervisors (EPS)	https://tinyurl.com/SHDPCS3NTOTREG Deadline: 12 September 2025

2. Targeting current and aspiring Career Stage (CS) 3 school heads, this program has the following objectives:
 - a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
 - b. Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
 - c. Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.
3. In this regard, **the Regional Offices (ROs) are requested to endorse fifteen (15) qualified school heads** per batch to participate in the program, based on the following criteria:
 - a. **Currently occupying Principal III position** with at least **Very Satisfactory** performance rating;
 - b. **Currently holding Principal I position for at least five (5) years or Principal II position for at least three (3) years**, with the following consideration: Has demonstrated **high potential for Principal III 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. **Each RO is also requested to identify and endorse fifteen (15) PSDSs, ASDs, and/or EPSs to participate in the Training of Coaches and Mentors.**
5. The ROs are reminded to ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.
6. Furthermore, **each RO is requested to endorse one (1) HRDD personnel, either from the RO or any selected SDO, to serve as a member of the Program Management Team (PMT)** that will support the program implementation.
7. Enclosed are the following documents, for reference:
 - a. **Enclosure 1** *Template for the List of Endorsed School Head Participants and RO/SDO PMT Members (tinyurl.com/EndorsedListCS3)*
 - b. **Enclosure 2** *List of Resource Persons and NEAP PMT Members*
 - c. **Enclosure 3** *Regional Allocation of Participants and RO/SDO PMT Members per Batch and Qualification Standards*
 - d. **Enclosure 4** *Indicative Program of Activities and Training Details*
 - e. **Enclosure 5** *Meal Provision and Accommodation Guide*
8. The *List of Endorsed School Heads and RO/SDO PMT Members* must be submitted to NEAP through the link **tinyurl.com/SHDP-CS3-Submission on or before 01 July 2025.**
9. In preparation for the said activities, **Online Orientation Meetings** will be conducted with RO/SDO PMT Members and Resource Persons, with the following details:

Date & Time	Target Participants	Microsoft Teams Meeting Link
1 July 2025 10:00 a.m.	Resource Persons	https://tinyurl.com/Orientati onCS3RP
3 July 2025 2:00 p.m.	RO/SDO PMT Members	https://tinyurl.com/Orientati onCS3PMT

10. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
11. 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.*"
12. 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.
13. 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.
14. For immediate dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF ENDORSED PARTICIPANTS AND PMT MEMBERS

[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 3** titled **Elevating School Leadership: An Intermediate Guide to Effective Management**

BATCH 1 (July 7 - 11, 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							
13							
14							



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15							
Program Management Team Member – Batch 1							
No.	Name (Last, First, Middle Initial)	Position				Office	
1							
BATCH 2 (September 1-5, 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							
13							
14							
15							
Program Management Team Member – Batch 2							
No.	Name (Last, First, Middle Initial)	Position				Office	
1							

Training of Coaches and Mentors (September 22-25, 2025)				
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Number of Schools Supervise
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



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Program Management Team Member			
No.	Name (Last, First, Middle Initial)	Position	Office
1			

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director



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Enclosure 2

LIST OF RESOURCE PERSONS FOR BATCHES 1 AND 2 AND NEAP PMT

No.	Name of the Resource Person	Position	Station
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Carina Untalasco	Principal IV	SDO Pangasinan I, Region I
3	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
4	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
5	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
6	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
7	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
8	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
9	Luz Osmena	CES	QAD, Region IV-A
10	Lorna Medrano	CES	SDO Lipa City, Region IV-A
11	Aubrey Beredo	Principal III	SDO Oriental Mindoro, Region IV-B
12	Marylou Argamosa	Principal I	SDO Ligao, Region V
13	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
14	Joy Cabrera	ASDS	SDO Masbate City, Region V
15	Elnor Luna	Principal I	SDO Aklan, Region VI
16	Analyn Perez	Principal I	SDO Aklan, Region VI
17	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
18	Roger Rochar	OIC-ASDS	SDO Victorias City, Region VI
19	Samuel Malayo	ASDS	SDO Roxas City, Region VI
20	Lyna Basri	Principal IV	SDO Isabela City, Region IX
21	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX
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	Cristy Jabonillo	Principal IV	SDO Bais City, NIR
27	Renato Felipe Jr	PSDS	SDO Manila City, NCR
28	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
29	Filmore Caballero	CES	SDO Valenzuela City, NCR
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. Josen	SEPS	
35	Hanifa T. Hadji Abas	EPS II	
36	Jufael P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley B. Aniñon	TA II	



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Enclosure 3

NUMBER OF ALLOCATED PARTICIPANTS PER ACTIVITY

Region	Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)		Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 2)		Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	
	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	Principal III/ Principal I-II highly potential to be P3	PMT Member (RO/SDO Program Focal)	ASDS/ PSDS/ Education Program Supervisor with experience as a Principal
NCR	1	15		15	1	15
CAR		15		15	1	15
I		15	1	15		15
II		15	1	15		15
III		15	1	15		15
IV-A		15	1	15		15
IV-B		15	1	15		15
V		15	1	15		15
VI		15		15	1	15
NIR	1	15		15		15



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VII		15		15	1	15
VIII		15		15	1	15
IX		15		15	1	15
X	1	15		15		15
XI	1	15		15		15
XII	1	15		15		15
CARAGA	1	15		15		15
TOTAL	6	255	6	255	6	255



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Enclosure 4

INDICATIVE PROGRAM OF ACTIVITIES

“Elevating School Leadership: An Intermediate Guide to Effective Management”

BATCH 1 | July 7-11, 2025
BATCH 2 | September 1-5, 2025
Venue: TBD

Time	Activity
July 6, 2025 - Day 0	
8:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:00 PM	Dinner
July 7, 2025 - Day 1	
7:30 - 8:30 AM	Opening Program
8:30 - 10:00 AM	Session 1: School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 2: Leading School Planning Processes and Program Implementation: Basis for Monitoring and Evaluation
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	Session 3: Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Session 4: Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 8, 2025 - Day 2	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 5: Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 6: Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 7: Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	Session 8: Staff Leadership for Sustainable Organizational Growth
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8



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4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 9, 2025 - Day 3	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 9: Contextualizing Learning for Career Success: Strengthening Standards and Opportunities
10:00 - 10:15 AM	Health Break
10:15 - 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	Session 10: From Standards to Impact: Advancing Teaching Pedagogies Through Meaningful Feedback
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 - 3:00 PM	Session 11: From Data to Action: Using Assessment to Improve Learner Outcomes
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11
4:30- 4:45 PM	Reminders and End-of-Day Evaluation
July 10, 2025 - Day 4	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 12: Fostering Inclusivity and Positive Discipline: Creating a Safe Learning Environment
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 13: Building Excellence through Leveraging Professional Reflection, Professional Networks and Performance Management for Continuous Growth and Development
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 14: Nurturing Professional Growth and Leadership Development in Individuals and Teams
2:30 - 3:00 PM	Session 15: Cultivating Educational Excellence through Enhancing Personnel's Well-being and Rewards and Incentives Mechanisms
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



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July 11, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 16: Managing the School's Diverse and Dynamic Relationship
10:00 - 10:15 AM	Health Break ⁷
10:15 - 12:00 PM	Session 17: Inclusion in Action: Mechanisms and Processes to Inclusive Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 18: Communication and Engagement to School Community Toward Improved Collaboration
2:30 - 3:00 PM	Posttest
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program