



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON



06 February 2025

**Unnumbered Memorandum**

**SERIES OF ACTIVITIES RELATIVE TO THE DEVELOPMENT OF ENHANCED SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP) 3.0**

To: **Schools Division Superintendents**  
 (Antipolo City, Batangas Province, Cavite Province, Laguna, Lipa City, Quezon, Rizal, San Pablo City, San Pedro City, Santa Rosa City, Sto. Tomas City)

- In order to fully capacitate the aspiring and newly appointed school heads in the Region, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), will conduct a series of activities relative to the development of **Enhanced School Heads Development Program (E-SHDP) 3.0**, to wit:

Activity Title	Objectives	Dates	Venue
<i>Designing and Development of Training Resource Package for Enhanced School Heads Development Program 3.0</i>	a. review the needs assessment data; b. plan for the design and development of the professional development (PD) program; c. map out the PD design components of the PD program; and, d. develop the PD design and learning resource materials consistent with quality standard	March 10-14, 2025	Venue will be issued in a separate issuance.
<i>Vetting and Finalization of Training Resource Package for Enhanced School Heads</i>	a. evaluate the PD Design and LRP based on DM 44, s. 2023; b. provide comments and suggestions for the	March 17-18, 2025 (Vetting)	



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<i>Development Program 3.0</i>	refinement of the PD Design and LRP; and, c. finalize the PD Design and LRP by incorporating the suggestions provided by the evaluators.	March 19-21, 2025 (Finalization)	
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2. Attached is the list of writers and evaluators composed of select Assistant Schools Division Superintendents, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, and Principals. They must register through **tinyurl.com/4AEHSDP3** on or before **February 24, 2025**. They are also requested to bring their laptops, chargers, and extension cords.
3. Board and lodging expenses of Program Management Team members and participants shall be charged against the Regional HRD Funds, while travel and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. For further questions and clarifications, please email Jisela N. Ulpina, OIC-Chief, or Bryan A. Pobe, Education Program Supervisors, at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph)
5. Immediate dissemination of this Memorandum to all concerned is instructed.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director

06/ROH5/ROH1

**SERIES OF ACTIVITIES RELATIVE TO THE DEVELOPMENT OF ENHANCED  
SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP) 3.0**

**Program Management Team Members**

**Designing Stage: March 10-14, 2025**

**Vetting and Finalization Stage: March 17-21, 2025**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Position</b>	<b>Office</b>
1	Jisela N. Ulpina	Female	OIC-Chief	HRDD
2	Bryan A. Pobe	Male	Education Program Supervisor	HRDD
3	Mark Anthony R. Malonzo	Male	Senior Education Program Specialist	HRDD
4	Colleen Marhey Lacuesta	Female	Education Program Specialist II	HRDD
5	Joseph C. Damian	Male	ADAS III	HRDD
6	To be determined		Nurse II	Rizal
7	To be determined		Nurse II	Rizal

**SERIES OF ACTIVITIES RELATIVE TO THE DEVELOPMENT OF ENHANCED  
SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP) 3.0**

**List of Participants**

**Designing Stage: March 10-14, 2025**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Position</b>	<b>SDO</b>
1	Mervin C. Tortoza	Male	Principal IV	Antipolo City
2	Movita C. Cruzat	Female	Principal IV	Batangas Province
3	Erickson S. Gutierrez	Male	Principal IV	Batangas Province
4	Maryjane Gonzales	Female	Principal IV	Batangas Province
5	Magdaleno Lubigan	Male	Principal IV	Cavite Province
6	Evelyn P. Navia	Female	Principal IV	Laguna
7	Gregorio I. Racelis	Male	Principal IV	Quezon
8	Jessie Vasquez	Male	Principal IV	Quezon
9	Eleazar C. Magsino	Male	Public Schools District Supervisor	Batangas Province
10	Christian S. Balino	Male	Principal II	Laguna
11	Shiela B. Penano	Female	Public Schools District Supervisor	Rizal
12	Mark Anthony P. Idang	Male	Education Program Supervisor	Laguna

**Vetting Stage: March 17-18, 2025**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Position</b>	<b>SDO</b>
1	Edward DJ Garcia	Male	ASDS	Sto. Tomas City
2	Ronald Ramilo	Male	ASDS	Lipa City
3	Gregorio Mueco	Male	ASDS	Batangas Province
4	Jaypee E. Lopo	Male	OIC-ASDS	Laguna
5	Erma S. Valenzuela	Female	Chief Education Supervisor	San Pedro City
6	Cristina C. Salazar	Female	Chief Education Supervisor	Antipolo City
7	Henry P. Contemplacion	Male	Education Program Supervisor	San Pablo City
8	Marigen N. Leosala	Female	Education Program Supervisor	Santa Rosa City
9	Nenita Adame	Female	Public Schools District Supervisor	Batangas Province

**Finalization Stage: March 19-21, 2025**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Position</b>	<b>SDO</b>
1	Mervin C. Tortoza	Male	Principal IV	Antipolo City
2	Movita C. Cruzat	Female	Principal IV	Batangas Province
3	Erickson S. Gutierrez	Male	Principal IV	Batangas Province
4	Maryjane Gonzales	Female	Principal IV	Batangas Province
5	Magdaleno Lubigan	Male	Principal IV	Cavite Province
6	Evelyn P. Navia	Female	Principal IV	Laguna
7	Gregorio I. Racelis	Male	Principal IV	Quezon
8	Jessie Vasquez	Male	Principal IV	Quezon
9	Eleazar C. Magsino	Male	Public Schools District Supervisor	Batangas Province
10	Christian S. Balino	Male	Principal II	Laguna
11	Shiela B. Penano	Female	Public Schools District Supervisor	Rizal
12	Mark Anthony P. Idang	Male	Education Program Supervisor	Laguna

**SERIES OF ACTIVITIES RELATIVE TO THE DEVELOPMENT OF ENHANCED  
SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP) 3.0**

**Activity Matrix**

**Designing Stage: March 10-14, 2025**

**Day 1**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 9:00 a.m.	Registration	PMT
9:01 a.m. – 10:00 a.m.	Opening Program	PMT
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m. – 11:30 a.m.	Presentation of the Needs Assessment Data and Draft PD Design	Jisela N. Ulpina Bryan A. Pobe
11:31 a.m. – 12:00 n.n.	Open Forum	PMT and Writers
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	
1:16 p.m. – 3:00 p.m.	Review of the PD Design and LRM Quality Standards based on DM 44, s. 2023	Bryan A. Pobe Mark Anthony R. Malonzo
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – 3:30 p.m.	Assignment of Sessions	PMT
3:31 p.m. – 3:45 p.m.	Presentation of Templates and Agreements	Bryan A. Pobe
3:46 p.m. – 4:00 p.m.	Reminders End-of-the-Day Evaluation	PMT

**Day 2**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 8:15 a.m.	Management of Learning (MOL)	PMT
8:16 a.m. – 10:00 a.m.	Refinement of the PD Design	PMT
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Presentation, Critiquing, and Feedbacking of the PD Design Components	Jisela N. Ulpina Bryan A. Pobe Mark Anthony R. Malonzo
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 3:00 p.m.	Development of the Session Guide, Slide Deck, and Worksheets	Writers
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – 4:45 p.m.	Continuation of Development of the Session Guide, Slide Deck, and Worksheets	Writers
4:46 p.m. – 5:00 p.m.	Progress Check End-of-the-Day Evaluation	PMT

**Day 3**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 8:15 a.m.	Management of Learning (MOL)	PMT
8:16 a.m. – 10:00 a.m.	Continuation of Development of the Session Guide, Slide Deck, and Worksheets	Writers
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Continuation of Development of the Session Guide, Slide Deck, and Worksheets	Writers
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 3:00 p.m.	Individual Evaluation (Part 1)	Writers
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – 4:45 p.m.	Individual Evaluation (Part 2)	Writers
4:46 p.m. – 5:00 p.m.	Progress Check End-of the-Day Evaluation	PMT

**Day 4**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 8:15 a.m.	Management of Learning (MOL)	PMT
8:16 a.m. – 10:00 a.m.	Refinement of Draft Session Guide, Slide Deck, and Worksheets	Writers
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Presentation and Feedbacking on Draft Session Guide, Slide Deck, and Worksheets	Writers
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 3:00 p.m.	Continuation of Presentation and Feedbacking on Draft Session Guide, Slide Deck, and Worksheets	Writers
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – 4:45 p.m.	Continuation of Presentation and Feedbacking on Draft Session Guide, Slide Deck, and Worksheets	Writers
4:46 p.m. – 5:00 p.m.	Progress Check End-of the-Day Evaluation	PMT

**Day 5**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 8:15 a.m.	Management of Learning (MOL)	PMT
8:16 a.m. – 10:00 a.m.	Refinement of Draft Session Guide, Slide Deck, and Worksheets	Writers
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Preparation of Pretest and Post Test Questions and NEAP Curriculum Vitae	Writers
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 1:30 p.m.	Next Steps	PMT
1:31 p.m. – onwards	Closing Program	PMT



**SERIES OF ACTIVITIES RELATIVE TO THE DEVELOPMENT OF ENHANCED  
SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP) 3.0**

**Activity Matrix**

**Vetting Stage: March 17-18, 2025**

**Day 1**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 9:00 a.m.	Registration	PMT
9:01 a.m. – 10:00 a.m.	Opening Program	PMT
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m. – 11:30 a.m.	Presentation of the Needs Assessment Data, Draft PD Design, and LRMs	Jisela N. Ulpina Bryan A. Pobe
11:31 a.m. – 12:00 n.n.	Open Forum	PMT and Evaluators
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 3:00 p.m.	Individual Review of the PD Design and LRM Quality Standards based on DM 44, s. 2023	Evaluators
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – 3:45 p.m.	Continuation of Individual Review of the PD Design and LRM Quality Standards based on DM 44, s. 2023	Evaluators
3:46 p.m. – 4:00 p.m.	Reminders End-of-the-Day Evaluation	PMT

**Day 2**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 8:15 a.m.	Management of Learning (MOL)	PMT
8:16 a.m. – 10:00 a.m.	Presentation of QA Findings	Evaluators
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Continuation of Presentation of QA Findings	Evaluators
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 2:00 p.m.	Open Forum	Evaluators
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – onwards	Closing Program	PMT

**Vetting Stage: March 19-21, 2025**

**Day 3**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 9:00 a.m.	Registration	PMT
9:01 a.m. – 10:00 a.m.	Opening Program	PMT
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Presentation of QA Findings and the Synthesis	Bryan A. Pobe
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	
1:16 p.m. – 3:00 p.m.	Refinement of the PD Design and LRMs based on QA Findings	Writers
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – 3:45 p.m.	Continuation of Refinement of the PD Design and LRMs based on QA Findings	Writers
3:46 p.m. – 4:00 p.m.	Progress Check End-of-the-Day Evaluation	PMT

**Day 4**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 8:15 a.m.	Management of Learning (MOL)	PMT
8:16 a.m. – 10:00 a.m.	Continuation of Refinement of the PD Design and LRMs based on QA Findings	Writers
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Continuation of Refinement of the PD Design and LRMs based on QA Findings	Writers
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 3:00 p.m.	Presentation of the Refined PD Design and LRMs	Writers
3:01 p.m. – 3:15 p.m.	Uninterrupted Break	
3:16 p.m. – 4:45 p.m.	Continuation of Presentation of the Refined PD Design and LRMs	Writers
4:46 p.m. – 5:00 p.m.	Progress Check End-of-the-Day Evaluation	PMT

**Day 5**

<b>Time</b>	<b>Activity/Session</b>	<b>In-charge</b>
8:00 a.m. – 8:15 a.m.	Management of Learning (MOL)	PMT
8:16 a.m. – 10:00 a.m.	Continuation of Presentation of the Refined PD Design and LRMs	Writers
10:01 a.m. – 10:15 a.m.	Uninterrupted Break	
10:16 a.m.- 12:00 n.n.	Finalization of Pretest and Post-Test Questions and NEAP Curriculum Vitae	Writers
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m.	Energizer	PMT
1:16 p.m. – 1:30 p.m.	Next Steps	Writers
1:31 p.m. – onwards	Closing Program	PMT