



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

25 June 2025

Regional Memorandum

No. 471 s. 2025

**PARTICIPANTS AND PROGRAM TEAM MANAGEMENT
MEMBERS IN THE SCHOOL HEADS DEVELOPMENT
PROGRAM ADVANCED COURSE "ELEVATING SCHOOL
PERFORMANCE: ADVANCED LEADERSHIP AND
MANAGEMENT FOR SCHOOL LEADERS"**

To: **Schools Division Superintendents**

1. Relative to DM-OUHROD-2025-1515, Advisory dated June 20, 2025, and Regional Memorandum No. 441 s. 2025 regarding the conduct of *School Heads Development Program (SHDP) Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leader"*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), releases the lists of participants and program management team (PMT) members in the abovementioned program scheduled on **June 29-July 4, 2025 (Batch 1)** and **August 24-29, 2025 (Batch 2)**, inclusive of travel time, at **NEAP Baguio, Baguio City**.
2. Attached are the lists of participants and PMT members. They are requested to register through **tinyurl.com/SHDPCS4** on or before **July 27, 2025**. They are also reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
3. Opening Program will be held on June 29, 2025 (Batch 1) and August 24, 2025 (Batch 2) at 3:00 p.m. All participants are advised to arrive at the venue by 12:00 noon on these dates.
4. Board and lodging expenses will be charged against the NEAP Human Resource Development (HRD) Fund, while transportation, per diem, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. For questions or queries, please contact Jisela N. Ulpina, OIC-Chief or Bryan A. Pobe, Education Program Supervisor, through email hrd.calabarzon@deped.gov.ph.

6. Immediate dissemination of this Memorandum to all concerned is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

06/ROH5/ROH1



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

Attachment: List of Participants and Program Management Team Members

**SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED COURSE “ELEVATING
SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND MANAGEMENT FOR
SCHOOL LEADERS”**

Resource Persons

No.	Name	Sex	Position	Office/SDO
1	Luz E. Osmeña	F	Chief Education Supervisor	Regional Office – Quality Assurance Division
2	Evelyn P. Navia	F	Principal IV	Laguna – Dayap National High School
3	Lorna Medrano	F	Chief Education Supervisor	Lipa City – Curriculum Implementation Division

Program Management Team
Batch 1 (June 29-July 4, 2025)

No.	Name	Sex	Position	Office/SDO
1	Ronalyn Salazar	F	Senior Education Program Specialist	Cavite Province – SGOD HRDS

Participants
Batch 1 (June 29-July 4, 2025)

No.	Last Name, First Name, Middle Initial	Position	SDO	School Category	School Size
1	Rumbaoa, Martin L.	Principal III	Antipolo City	Elementary	Very Large
2	Dayao, Cherrylyn H.	Principal IV	Bacoor City	Elementary	Mega
3	Pasigpasigan, Rianita S.	Principal IV	Batangas Province	Elementary	Medium
4	Evangelista, Arnel C.	Principal IV	Batangas Province	Secondary	Very Large
5	Nakpil, Irene B.	Principal IV	Batangas Province	Elementary	Large
6	Villalobos, Czarina Portia M.	Principal IV	Batangas City	Secondary	Large
7	Lacuarin, Nenette M.	Principal III	Biñan City	Elementary	Mega
8	Mecija, Dezerie B.	Principal III	Cabuyao City	Elementary	Very Large
9	Carmona, Virgilio D.	Principal IV	Calamba City	Elementary	Large

No.	Last Name, First Name, Middle Initial	Position	SDO	School Category	School Size
10	Loyola, Belinda C.	Principal IV	Cavite Province	Secondary	Mega
11	Diquit, Emelita G.	Principal III	Cavite Province	Elementary	Large
12	Marquez, Cherry Leen C.	Principal II	Cavite City	Secondary	Large
13	Pacatang, Rochelle	Principal IV	Dasmariñas City	Elementary	Very Large
14	Creus, Mark Airon P.	Principal IV	General Trias City	Secondary	Large
15	Chiquillo, Wilma J.	Principal IV	Imus City	Elementary	Large

Participants
Batch 2 (August 24-29, 2025)

No.	Last Name, First Name, Middle Initial	Position	SDO	School Category	School Size
1	Sotomayor, Maribeth H.	Principal IV	Laguna	Elementary	Large
2	Perez, Kristine P.	Principal III	Laguna	Secondary	Very Large
3	Calibara, Liza O.	Principal IV	Lipa City	Integrated School	Very Large
4	Villaester, Carlos V.	Principal II	Lucena City	Elementary	Very Large
5	Racelis, Gregorio I.	Principal IV	Quezon	Secondary	Large
6	Rivera, Rhienald	Principal II	Quezon	Elementary	Large
7	Rodrigo, Margarita	Principal II	Quezon	Elementary	Large
8	Ancheta, Dennis Niño A.	Principal IV	Rizal	Secondary	Very Large
9	Averion, Rebecca F.	Principal IV	Rizal	Secondary	Very Large
10	Pacia, Denward R.	Principal IV	San Pablo City	Secondary	Very Large
11	Malimata, Enrique R.	Principal IV	San Pedro City	Secondary	Mega
12	Carpina, Cheryl C.	Principal II	Sta Rosa City	Elementary	Very Large
13	Malolos, Emelda H.	Principal IV	Sto. Tomas City	Elementary	Mega
14	Malabanan, Maricel A.	Principal IV	Tanauan City	Elementary	Very Large
15	Go, Joy B.	Principal IV	Tayabas City	Secondary	Large



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



Records-ICO01-2025-249

DEPARTMENT OF EDUCATION
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RECORDS SECTION REGIONAL OFFICE NO. IV-A
JUN 21 2025
BY: MARY GRACE TIME: 3:21

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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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	<div>2:30 PM</div> <div>Post-Assessment</div> <div>End-of-Day Evaluation</div> <div>Closing Program</div>
4:00 – 5:00 PM	Reminders and End-of-Day Evaluation PMT Debriefing			<div>3:00 PM</div> <div>Departure from Venue</div>



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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.



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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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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.