

HRDD-RM-2025-492

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

2 July 2025




Regional Memorandum
No. 492 s. 2025

**LISTS OF PARTICIPANTS, RESOURCE PERSONS, AND
PROGRAM MANAGEMENT TEAM MEMBERS IN THE
STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING
PROGRAM FOR NEW SCHOOL HEADS**

To: **Schools Division Superintendents**

1. Relative to DM-OUHROD-2025-1654 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), releases the lists of participants, resource persons, and program management team (PMT) members in the ***Stepping into School Leadership: An Onboarding Program for New School Heads*** on **July 6-11, 2025** (inclusive of travel time), at **NEAP Baguio, Baguio City**.
2. Attached are the said lists. Participants, resource persons, and PMT members are requested to register through <https://tinyurl.com/SHIPPilotTest> on or before **July 2, 2025**. They are also reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
3. Opening Program is scheduled on July 6, 2025, at 3:00 p.m., which will be followed immediately by the pre-test. Room check-in begins at 2:00 p.m. on the same day, while check-out is at 12:00 noon on July 11, 2025. The first meal to be served is the afternoon snack on July 6, and the last meal is lunch on July 11.
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 SDO/school 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



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Department of Education
REGION IV-A CALABARZON

Attachment: List of Participants, Resource Persons, and Program Management Team Members

**STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR
NEW SCHOOL HEADS**

Resource Persons

No.	Name	Sex	Position	Office/SDO
1	Eleazar C. Magsino	M	Public Schools District Supervisor	Batangas Province
2	Magdaleno R. Lubigan	M	Principal IV	Cavite Province

Program Management Team Member

No.	Name	Sex	Position	Office/SDO
1	Jester Nicodemus	M	Senior Education Program Specialist	Cavite City

Participants

No.	Division	Name	Sex	Designation
1	Antipolo City	Jeneth D. Sobrevega	F	Assistant Principal II
2	Bacoor City	Edwin U. Ugali	M	Assistant Principal II
3	Batangas City	Dennis D. Arcega	M	Principal I
4	Batangas Province	Mathew Alliene D. Mendoza	M	Assistant Principal II
5	Batangas Province	Charlyn Grace P. Casabuena	F	Principal I
6	Biñan City	Eleonofebiatriz A. Marasigan	F	Assistant Principal II
7	Cabuyao City	Jacqueline D. Santos	F	Principal I
8	Calamba City	Rico A. Herrero	M	Assistant Principal II
9	Cavite City	Ma. Carmela L. Salonga	F	Principal I
10	Cavite Province	Irene Roma Sarmiento	F	Assistant Principal II

No.	Division	Name	Sex	Designation
11	Dasmariñas City	Leoniza M. Lanipa	F	Principal I
12	General Trias City	Ruben S. Montoya	M	Assistant Principal II
13	Imus City	Florie-Ann S. Villanueva	F	Principal I
14	Laguna	Darryl Kaye G. Cadampog	M	Principal I
15	Laguna	Juliet M. Capuz	F	Principal I
16	Lipa City	Aileen U. Mendoza	F	Principal I
17	Lucena City	Junet Andrea M. Lavarro	F	Assistant Principal II
18	Quezon	Rodel D. Briones	M	Principal I
19	Quezon	Maricon Villamiel Estrellado	F	Principal I
20	Rizal	Johnie V. Olorvida	M	Principal I
21	San Pablo City	Annie Marie B. Pili	F	Principal I
22	San Pedro City	Jilly F. Forteza	F	Principal I
23	Sta. Rosa City	Laarni Tolentino	F	Assistant Principal II
24	Sto. Tomas City	Mylene M. Natividad	F	Principal I
25	Tanauan City	Jonathan J. Javier	M	Principal I
26	Tayabas City	Democrito C. Cabile	M	Principal I



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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
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/SHIPBatch1 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/SHIPBatch2 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/SHIPBatch3 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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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.)				
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.)	Travel time from Venue to Residence



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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 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. Suganob	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	✓	✓	✓	✓