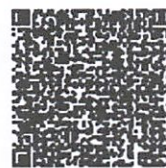




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



HRDD-RM-2025-529

14 July 2025

**Regional Memorandum**  
No. 529 s. 2025

**IDENTIFICATION OF PARTICIPANTS IN THE TRAINING  
OF COACHES AND MENTORS ON STEPPING INTO  
SCHOOL LEADERSHIP: ONBOARDING  
FOR NEW SCHOOL HEADS (SHOP)**

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), requests the Schools Division Offices (SDOs) to identify participants in the ***Training of Coaches and Mentors on Stepping into School Leadership: Onboarding for New School Heads (SHOP)***, with specific details as follows:

Program Title	Batch No.	Date/Schedule	Venue
Training of Coaches and Mentors on Stepping into School Leadership: Onboarding for New School Heads (SHOP)	1	July 28 – August 1 2025	NEAP Baguio
	2	August 25–29, 2025	To be determined
	3	November 24–28, 2025	

2. Participants are Assistant Schools Division Superintendents, Public Schools District Supervisors, and/or School Heads. See *Attachment A: Qualification Standards*.
3. Upon the approval of the Schools Division Superintendent, the Human Resource Development Section (HRDS) is requested to encode the details of the qualified participants based on the allotted number per batch through <https://tinyurl.com/4ACoachesSHOP> on or before **July 21, 2025**. See *Attachment B: Number of Participants per Batch*.

4. List of qualified participants will be disseminated through a separate issuance.
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](mailto:hrd.calabarzon@deped.gov.ph).
6. Immediate compliance with this Memorandum is instructed.

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

 Regional Director 

06/ROH5/ROH1





Republic of the Philippines  
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Attachment A: *Qualification Standards*

**Training of Coaches and Mentors for SHOP (Batches 1-3)**

**School Heads/PSDS/ASDS**

**General:**

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative

**School Heads:**

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. Recognized as an outstanding school head at the division, regional or national level;
4. With proven track record in school leadership, instructional supervision, and school-based mentoring; and,
5. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

**Public Schools District Supervisors (PSDS):**

1. Currently serving as a PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Recognized as an outstanding PSDS with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and,
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**Assistant Schools Division Superintendent (ASDS):**

1. Currently serving as an ASDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and,
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

Attachment B: Number of Participants per Batch

**Training of Coaches and Mentors for SHOP (Batches 1-3)**

<b>SDO</b>	<b>Batch 1 28 July – 1 Aug. 2025 (NEAP- Baguio)</b>	<b>Batch 2 25 - 29 Aug. 2025 (Venue-TBD)</b>	<b>Batch 3 24 - 28 Nov. 2025 (Venue-TBD)</b>	<b>Total</b>
Antipolo City	1		1	<b>2</b>
Bacoor City	1		1	<b>2</b>
Batangas Province	3		2	<b>5</b>
Batangas City	1		1	<b>2</b>
Biñan City	1		1	<b>2</b>
Cabuyao City	1		1	<b>2</b>
Calamba City	1		1	<b>2</b>
Cavite Province	2		1	<b>3</b>
Cavite City	1		1	<b>2</b>
Dasmariñas City	1		1	<b>2</b>
General Trias City		1	1	<b>2</b>
Imus City		1	1	<b>2</b>
Laguna	2		2	<b>4</b>
Lipa City		1	1	<b>2</b>
Lucena City		1	1	<b>2</b>
Quezon		3	2	<b>5</b>
Rizal		2	1	<b>3</b>
San Pablo City		1	1	<b>2</b>
San Pedro City		1	1	<b>2</b>
Sta Rosa City		1	1	<b>2</b>
Sto. Tomas City		1	1	<b>2</b>
Tanauan City		1	1	<b>2</b>
Tayabas City		1	1	<b>2</b>
<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>26</b>	<b>56</b>

Note: Submission of qualified participants is through <https://tinyurl.com/4ACoachesSHOP> or the QR code below on or before July 21, 2025.

