

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



HRDD-RM-2025-581

30 July 2025

Regional Memorandum

No. 581 s. 2025


**IDENTIFICATION OF PARTICIPANTS IN THE SCHOOL HEADS
DEVELOPMENT PROGRAM INTERMEDIATE COURSE
“ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE
GUIDE TO EFFECTIVE MANAGEMENT”**

To: **Schools Division Superintendents**

1. Relative to the Advisory dated July 29, 2025 from DepEd Central Office, Office of the Undersecretary for Learning Systems, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), requests Schools Division Offices (SDOs) to identify participants in the School Heads Development Program Intermediate Course titled **“Elevating School Leadership: An Intermediate Guide to Effective Management”**, with specific details as follows:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads – Batch 1	October 6-10, 2025 Venue: NEAP Baguio	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHDPCS3REG
Training of School Heads – Batch 2	September 1-5, 2025 Venue: NEAP Baguio		tinyurl.com/SHDPCS3REG Deadline: August 15, 2025
Training of Coaches and Mentors	September 22-25, 2025 Venue: NEAP Baguio	Public Schools District Supervisors/Education Program Supervisors/Assistant Schools Division Superintendents	tinyurl.com/SHDPCS3NTOTREG Deadline: September 12, 2025

2. Target participants are current and aspiring Career Stage 3 schools, with the following specific qualifications:
 - 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, endorsements from supervisors;
 - c. Has no pending administrative cases; and
 - d. Of good moral character.
3. Select SDOs are also requested to identify and endorse fifteen (15) ASDSs, PSDSs, and/or EPSs to participate in the *Training of Coaches and Mentors*.
4. Each SDO, through the Human Resource Development Section, is requested to identify the participants based on the said qualifications and encode their details through **tinyurl.com/4ACS3SHDP** on or before **August 4, 2025**.
5. Due to the rescheduling of Batch 1, Batch 2 will be conducted first. Opening Program for Batch 2 will be held on Sunday, August 31, 2025, at 3:00 p.m. at NEAP Baguio. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.
6. Board and lodging expenses shall be charged against the NEAP Human Resource Development Fund while travel and other incidental expenses shall be charged against HRD Fund/local funds, subject to the usual accounting and auditing rules and regulations.
7. 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.
8. Immediate compliance with this Memorandum is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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Attachment A: Breakdown of Participants per Batch

SCHOOL HEADS DEVELOPMENT PROGRAM INTERMEDIATE COURSE “ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT”				
SDO	Batch 1 October 6-10, 2025 (Venue: NEAP Baguio)	Batch 2 Sept. 1-5, 2025 (Venue: NEAP Baguio)	Training of Coaches and Mentors Sept. 22-25, 2025 (Venue-NEAP Baguio)	Total
Antipolo City	1		1	2
Bacoor City	1			1
Batangas Province	2			2
Batangas City	1		1	2
Biñan City	1		1	2
Cabuyao City	1		1	2
Calaca City	1			1
Calamba City	1		1	2
Cavite Province	2			2
Cavite City	1			1
Dasmariñas City	1		1	2
General Trias City		1	1	2
Imus City		1		1
Laguna	2			2
Lipa City		1	1	2
Lucena City		1	1	2
Quezon		3		3
Rizal		2		2
San Pablo City		1	1	2
San Pedro City		1	1	2
Sta Rosa City		1	1	2
Sto. Tomas City		1	1	2
Tanauan City		1	1	2
Tayabas City		1	1	2
TOTAL	15	15	15	45