

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

19 August 2025

Regional Memorandum
No. 621 s. 2025

PARTICIPATION IN THE TRAINING OF COACHES AND MENTORS FOR STEPPING INTO SCHOOL LEADERSHIP: ONBOARDING FOR NEW SCHOOL HEADS (SHOP)




To: **Schools Division Superintendents**

- Relative to the enclosed Advisory dated July 31, 2025 from DepEd Central Office, Office of the Undersecretary for Learning Systems and Regional Memorandum No. 529, s. 2025, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), issues the *Lists of Participants and Resource Persons* in the **Training of Coaches and Mentors on Stepping Into School Leadership: Onboarding for New School Heads (SHOP)**, with details as follows:

Batch No.	Dates	Venue
1	August 25-29, 2025	NEAP Baguio
2	To be disseminated in a separate issuance	
3		

- Attached are the *Lists of Participants and Resource Persons*. Identified participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.), and any necessary medication/s.
- Identified school heads are reminded to implement necessary arrangements to ensure that participation in the program of concerned personnel will not hamper school operations.
- Opening program will start at 3:00 p.m. on August 25, 2025. First meal is PM snack of Day 1, and last meal is lunch of Day 5.

5. Furthermore, identified resource persons are advised to check-in on August 24, 2025. First meal to be served is PM snacks on August 24.
6. Board and lodging expenses will be charged against NEAP Human Resource Development (HRD) Fund, while transportation, per diem, and other incidental expenses will be charged to SDO/school/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 

06/ROH5/ROH1



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

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

List of Resource Persons

No.	Name	Sex	Position	SDO
1	Jaypee E. Lopo	Male	Assistant Schools Division Superintendent	Laguna
2	Edward DJ Garcia	Male	Assistant Schools Division Superintendent	Sto. Tomas City
3	Lito A. Palomar	Male	Assistant Schools Division Superintendent	Cavite City
4	Magdaleno R. Lubigan	Male	Principal IV	Cavite Province

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

List of Participants

Batch 1: August 25-29, 2025 / NEAP Baguio

Batch No.	Name	Designation	SDO
1	Virgilio O. Paat Jr.	PSDS	Antipolo City
1	Benita R. Borromeo	Principal IV	Bacoar City
1	Nancy D. Lubis	PSDS	Batangas Province
1	Jocelyn M. Manset	Principal IV	Batangas Province
1	Elma V. Manalo	Principal IV/OIC-EPS	Calaca City
1	Angelina B. Peradilla	Principal IV	Batangas City
1	Pilar I. De Castro	PSDS	Biñan City
1	Romeo G. Billones	Principal II	Cabuyao City
1	Vienna M. Bondoc	Principal II	Calamba City
1	Basilisa R. Digma	Principal IV	Cavite Province
1	Prescilla B. Villalon	Principal IV	Cavite Province
1	Rejet T. Pico	Principal I	Cavite City
1	Ilyn P. Javelosa	Principal III	Dasmariñas City
1	Eva Marie S. Cambe	PSDS	Laguna
1	Ginalyn B. Freo	PSDS	Laguna

Batch 2: Schedule and venue will be disseminated in a separate issuance.

Batch No.	Name	Designation	SDO
2	Rogin O. Contemprato	OIC, ASDS	General Trias City
2	Marilou F. Candelaria	EPS	Imus City
2	Wendy M. Babao	Principal III	Lipa City
2	Rowena J. Adormeo	Principal II	Lucena City
2	Cecilia V. Rocafort	Principal III	Quezon
2	Lorenza Hazel T. Ruiz	Principal IV	Quezon
2	Nimpha L. Reyes	PSDS	Quezon
2	Shiela B. Peñano	PSDS	Rizal
2	Melanie J. Mesa	Principal IV	Rizal
2	Kristel Iris E. Igot	Principal III	San Pablo City
2	Maria Belynda L. Lallabban	EPS	San Pedro City
2	Alson Rae F. Luna	PSDS	Sta Rosa City
2	Rowena G. Batuhan	PSDS	Sto. Tomas City
2	Zenaida G. Rivera	PSDS	Tanauan City
2	Dennis O. Labita	Principal III	Tayabas City

Batch 3: *Schedule and venue will be disseminated in a separate issuance.*

Batch No.	Name	Designation	SDO
3	Liza L. Banayo	Principal II	Antipolo City
3	Ma. Teresa G. Semino	Principal IV	Bacoor City
3	Avelino B. Mortel	PSDS	Batangas Province
3	Movita O. Cruzat	Principal IV	Batangas Province
3	Darlene A. Eje	Principal IV	Batangas City
3	Oliver P. Caliwag	Principal III	Biñan City
3	Randy D. Punzalan, CESO VI	ASDS	Cabuyao City
3	Lorna T. Alcover	Principal III	Calamba City
3	BERNADETTE S. SUMAGUI	Principal IV	Cavite Province
3	MARITA A. ANSON	Principal IV	Cavite City
3	Jhonie Jeff I. Marquez	PSDS	Dasmariñas City
3	Jocelyn L. Fortuno	PSDS	General Trias City
3	Joseph R. Carreon	EPS	Imus City
3	Soledad S. Villanueva	PSDS	Laguna
3	Anna Liza T. Cruz	Principal III	Laguna
3	Randy F. Falculan	Principal III	Lipa City
3	Rodolfo A. Sena, Jr.	Principal III	Lucena City
3	Jaime Martinez Jr.	Principal II	Quezon
3	Waldymar E. Pasacsac	PSDS	Quezon
3	Lyndel R. David	Principal IV	Rizal
3	Albert T. Saul	PSDS	San Pablo City
3	Regina N. Ramirez	PSDS	San Pedro City
3	Jona L. Castrillo	Principal IV	Sta Rosa City
3	Maria Leila P. Catapang	Principal IV	Sto. Tomas City
3	Femie Velasco	PSDS	Tanauan City
3	Herbert D. Perez	ASDS	Tayabas City



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

31 July 2025

ADVISORY

*Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Training Facility, Teachers' Camp, Baguio City
25 - 29 August 2025*

1. This refers to **DM-OUHROD-2025-1654** with the subject **STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS** dated 20 June 2025.
2. In line with the released advisory on July 23, 2025, the Training of Coaches and Mentors for SHOP Batch 1 will be conducted on 25-29 August 2025 at the NEAP Training Facility, Teachers' Camp, Baguio City.
3. The participants are advised to check in on **25 August 2025 at 2:00 p.m.** and check out on **29 August 2025 at 12:00 p.m.**
4. Further, the identified **Resource Speakers**, as well as the **CO and RO Program Management Team** are advised to check in on **24 August 2025 at 2:00 p.m.** and check out on **29 August 2025 at 12:00 p.m.** The first meal for the Resource Speakers and PMT members will be afternoon snacks on 24 August 2025, while the last meal will be lunch on 29 August 2025.
5. The **Opening Program** is slated at **3:00 PM** on **25 August 2025**.
6. The identified **Resource Speakers** are invited to attend an *online meeting* via MS Teams on **7 August 2025 at 2:00 p.m.** The meeting details are as follows:
 - Click: bit.ly/SHOPprepmeetingTCM
 - Meeting ID: **438 039 373 700 5**
 - Passcode: **k9V4iR3w**
7. Likewise, the endorsed **Regional Program Management Team (PMT)** are invited to attend an *online orientation* on **13 August 2025 at 10:00 AM**. Please see the details below:
 - Click: tinyurl.com/TCMB1-MeetingNEAPxROPMT
 - Meeting ID: **496 509 927 459 2**
 - Passcode: **yG2ng9Dm**
8. Enclosed are the participant's meal schedule (Enclosure 1), List of Resource Speakers (Enclosure 2), and list of Program Management Team (Enclosure 3).


9. The list of endorsed participants per region may be viewed via this link: bit.ly/SHOPtcm1endorsedpax. Only the endorsed participants for Batch 1 (originally scheduled on July 28-August 1) should attend the said activity.
10. Should you have further clarifications, please do not hesitate to contact **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09942482491.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

Officer-in-Charge

Office of the Undersecretary for Learning System 

[NEAP-PDD/Antonio]



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Enclosure 1

MEAL SCHEDULE FOR PARTICIPANTS
Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
25 August - 29 August 2025

Meals	25 August 2025 Monday	26 August 2025 Tuesday	27 August 2025 Wednesday	28 August 2025 Thursday	29 August 2025 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	



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Enclosure 2

List of Resource Persons
Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
25 August - 29 August 2025

No.	Name	Position	Region
1	Nestor P. Heraña	Assistant Schools Division Superintendent	Region I
2	Framel C. Deperalta	Principal IV	Region II
3	Marie Flo M. Aysip	Principal II	Region III
4	Jaypee E. Lopo	Assistant Schools Division Superintendent	Region IV-A
5	Edward DJ Garcia	Assistant Schools Division Superintendent	Region IV-A
6	Lito A. Palomar	Assistant Schools Division Superintendent	Region IV-A
7	Magdaleno R. Lubigan	Principal IV	Region IV-A
8	Cristobal A. Sayago	Principal III	Region V
9	Joe-Bren Consuelo	Education Program Supervisor	Region V
10	Elwood L. Prias	Public Schools District Supervisor	Region V
11	Julieta M. Abellana	Principal II	Region VII



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12	Hera Paz B. Yamson	Principal IV	Region VIII
13	Mary Ann S. Allera	Assistant Schools Division Superintendent	Region X
14	Said M. Macabago	Public Schools District Supervisor	Region X
15	Shambaeh A. Usman	Schools Division Superintendent	Region X
16	Wilma B. Obatay	Principal I	Region X
17	Emilyn B. Borja	Principal II	Region XII
18	Marigold G. Querimit	Public Schools District Supervisor	Region XII
19	Melvin Willy Roque	Public Schools District Supervisor	National Capital Region
20	Hilda C. Valencia	Public Schools District Supervisor	National Capital Region
21	Mary Ann Margaret L. Morden	Public Schools District Supervisor	National Capital Region
22	Rodelio I. Perez Jr.	Principal	National Capital Region
23	Nenita P. Sabino	Principal II	CAR
24	Jocelyn L. Menil	Public Schools District Supervisor	CARAGA
25	Analou O. Hermocilla	Education Program Supervisor	CARAGA



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Enclosure 3

Program Management Team
Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
25 August - 29 August 2025

No.	Name	Position	Office/Region
1	Marife T. Morcilla	Project Development Officer V	NEAP-PDD
2	Eric Sarmiento	Administrative Officer V	NEAP-PDD
3	Billy Rei T. Pagba	Senior Education Program Specialist	NEAP-PDD
4	Julie Lyka M. Ignao	Project Development Officer II	NEAP-PDD
5	Mathew M. Bofete	Project Development Officer II	NEAP-PDD
6	Aizyl Ann Natanauan	Technical Assistant II	NEAP-PDD
7	Ann Christine Sison	Technical Assistant II	NEAP-PDD
8	Jallal Malaguia	Technical Assistant II	NEAP-PDD
9	Jojet Gabriel	Technical Assistant I	NEAP-PDD
10	Kyle V. Macalalad	Administrative Assistant II	NEAP-PDD
11	Endorsed PMT Member		Region 7
12	Endorsed PMT Member		Region 7
13	Endorsed PMT Member		Region 8
14	Endorsed PMT Member		Region 8



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15	James Manait	Senior Education Program Specialist	Region 9
16	Ellen Mae F. Villasis	Education Program Specialist II	Region 9
17	Endorsed PMT Member		Region 10
18	Endorsed PMT Member		Region 10