



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



December 19, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
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**FINAL SCHEDULE OF TRAINING OF COACHES AND  
MENTORS ON STEPPING INTO SCHOOL LEADERSHIP:  
AN ONBOARDING PROGRAM FOR  
NEW SCHOOL HEADS**

Relative to Regional Memorandum No. 914, s. 2025 and the Advisory from National Educators Academy of the Philippines dated December 9, 2025 regarding the conduct of the *Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads*, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP), informs the concerned participants that the **schedule for Batch 2 has been changed from January 12-16, 2026 to February 16-20, 2026**. Meanwhile, the **training for Batch 3 will proceed as scheduled on February 9-13, 2026**.

The final list of participants is attached to this Advisory.

06/ROH5/ROH1

**Training of Coaches and Mentors on Stepping into School Leadership: Onboarding  
for New School Heads (SHOP)**

**February 16-20, 2026 / NEAP Training Facility, Baguio Teachers Camp, Baguio City**

**BATCH 2**

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

**Training of Coaches and Mentors on Stepping into School Leadership: Onboarding  
for New School Heads (SHOP)**

**February 9-13, 2026 / NEAP Training Facility, Baguio Teachers Camp, Baguio City**

**BATCH 3**

<b>Batch No.</b>	<b>Name</b>	<b>Designation</b>	<b>SDO</b>
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	Pricipal 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



Republika ng Pilipinas  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

December 9, 2025

**ADVISORY**

*Training of Coaches and Mentors on Stepping into School Leadership:  
An Onboarding Program for New School Heads*

1. This advisory is issued in reference to DM-OUHROD-2025-1654, titled **Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with the ongoing coordination on the venue and logistics for the Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads, the following adjustment is announced:

Activity	New Date of Implementation	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads <b>(Batch 2)</b>	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Meanwhile, the training for **Batch 3** will proceed as scheduled on **February 9-13, 2026**, at the NEAP Training Facility, Teachers Camp, Baguio City.
4. Any rebooking expenses incurred due to this change of dates may be charged to the Regional Office (RO) or Schools Division Office (SDO) local and HRD funds, subject to the usual accounting and auditing rules and regulations.
5. Resource Persons and the Program Management Team (PMT) are kindly reminded that February 8 and February 15 are designated as Day 0 for their respective batches.
6. For any questions or concerns, please coordinate with Mr. Billy Rei M. Pagba, Senior Education Program Specialist of NEAP-PDD, via email at [billyrei.pagba@deped.gov.ph](mailto:billyrei.pagba@deped.gov.ph) or at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).

  
**MICHAEL JOSEPH P. CABAUATAN**  
Director III, NEAP



09 December 2025

Regional Memorandum  
No. 914 s. 2025

**NEW SCHEDULE OF THE TRAINING OF COACHES AND  
MENTORS ON STEPPING INTO SCHOOL LEADERSHIP:  
AN ONBOARDING PROGRAM FOR NEW SCHOOL  
HEADS – BATCHES 2 & 3**

To: Schools Division Superintendents

1. Relative to Regional Memorandum No. 621, s. 2025 and the Advisory from the National Educators Academy of the Philippines dated November 20, 2025, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAPR), informs the identified participants in the *Training of Coaches and Mentors on Stepping into School Leadership – Batches 2 and 3* regarding the new schedule, as follows:

Activity	Batch No.	Dates	Venue
<i>Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads</i>	2	January 12-16, 2026	NEAP Training Facility, Teachers Camp, Baguio City
	3	February 9-13, 2026	

2. January 11 and February 8, 2026 are designated as Day 0 for Resource Persons and members of the Program Management Team.
3. Other provisions in RM 621, s. 2025 are still in effect.
4. For queries, kindly contact Mr. Billy Rei M. Pagba, Senior Education Program Specialist of NEAP-PDD, through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

06/ROH5/ROH1





Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES



Records-ICO01-2025-814

November 20, 2025

**ADVISORY**

*Training of Coaches and Mentors on Stepping into School Leadership:  
An Onboarding Program for New School Heads*

1. This advisory has reference to **DM-OUHROD-2025-1654** with the subject **Conduct of the Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with recent adjustments to the training schedules, please be informed that the training delivery for the **Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads** will now be held on the following dates and venues:

Activity	Dates	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	January 12-16, 2026	NEAP Training Facility, Teachers Camp, Baguio City
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 3)	February 9-13, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Please be reminded that **January 11** and **February 8** are designated as **Day 0** for the Resource Persons and the Program Management Team (PMT).
4. A separate advisory will be released should there be any further changes or adjustments to the details of the said program.
5. The following attachments are enclosed with this advisory for reference and guidance:

**Enclosure 1** : List of Program Management Team and Resource Speakers/National Technical Working Group Members

**Enclosure 2** : Accommodation and Meal Provision

6. For any questions or concerns, you may coordinate with **Mr. Billy Rei M. Pagba**, Senior Education Program Specialist of NEAP-PDD, through email at [billyrei.pagba@deped.gov.ph](mailto:billyrei.pagba@deped.gov.ph) or [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).

  
MICHAEL JOSEPH P. CABAUATAN  
Director III, NEAP

