



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



09 December 2025

Regional Memorandum
No. 914 s. 2025

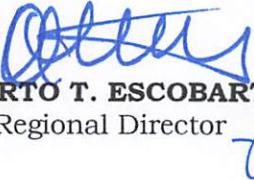
**NEW SCHEDULE OF THE TRAINING OF COACHES AND
MENTORS ON STEPPING INTO SCHOOL LEADERSHIP:
AN ONBOARDING PROGRAM FOR NEW SCHOOL
HEADS – BATCHES 2 & 3**

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.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH5/ROH1



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph





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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

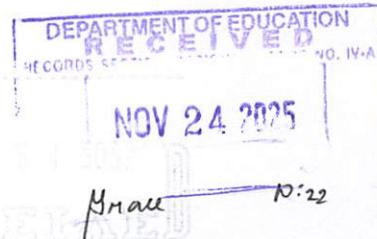
3. Please be reminded that **January 11** and **February 8** are designated as Day 0 for the Resource Persons and the Program Management Team (PMT).
4. A separate advisory will be released should there be any further changes or adjustments to the details of the said program.
5. The following attachments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

MICHAEL JOSEPH P. CABAUATAN
Director III, NEAP



ANSWER

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**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	Bacoor 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
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

1. 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		
3	<i>To be disseminated in a separate issuance</i>	

2. 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.
3. Identified school heads are reminded to implement necessary arrangements to ensure that participation in the program of concerned personnel will not hamper school operations.
4. 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.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph



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



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Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM AND RESOURCE SPEAKERS/NATIONAL TECHNICAL WORKING GROUP MEMBERS

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	Alexander Simagala		Project Development Officer V	-assists in providing overall guidance to the program management team (PMT) and relays management directions for the program
3	Billy Rei Pagba		Senior Education Program Specialist	leads in the implementation of the program -discusses parameters and standards in the implementation of the program -leads in the daily debriefing of the PMT
4	Julie Lyka Ignao		Project Development Officer II	-serves as host/facilitator during the plenary sessions; and -facilitates the participants' compliance of registration and attendance
5	Mathew Bofete		Project Development Officer II	-communicates with participants and partners for announcements; - assist in documenting the activity
6	Aizyl Ann Natanauan		Technical Assistant II	-serves as documenter for the activity; and -prepares supplies, certificates, registration and attendance sheets



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7	Jallal Malaguia		Technical Assistant II	-makes slide decks and other templates -serves as technical support and photo documenter for the activity
8	Welfare Officer	CAR	Nurse	-ensures medical needs of participants are appropriately addressed
9	Welfare Officer			

B. Resource Speakers (National Technical Working Group Members)

	Name	Region	Position/ Designation	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2)	Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3)
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	✓	✓
2	Narcie Ricky A. Apilado	I	Principal I	✓	✓
3	Frameil 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	Public Schools District Supervisor	✓	✓
8	Magdaleno R. Lubigan	IV-A	Principal IV	✓	✓
9	Ma. Ciaralyn P. Valencia	IV-B	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	CARAGA	Public Schools District Supervisor	✓	✓
27	Analou O. Hermocilla	CARAGA	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	✓	✓



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

ACCOMMODATION AND MEAL PROVISION

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

Batch 2 and Batch 3

A. Accommodation

Training Venue	NEAP Training Facility/Baguio Teachers Camp
Accommodation	Baguio Teachers Camp
Check-In Dates/Time	Participants Batch 2: January 12, 2026 (Monday)/2:00 p.m. Batch 3: February 9, 2026 (Monday)/2:00 p.m. Resource Persons and Program Management Team January 11, 2026 and February 8, 2026/2:00 p.m.
Check-Out Dates/Time	Participants, Resource Persons, and Program Management Team Batch 2: January 16, 2025 (Friday)/12:00 noon Batch 3: February 13, 2025 (Friday)/12:00 noon

B. Meal Provision

Participants

	Monday	Tuesday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

Program Management Team & Resource Persons

	Sunday	Monday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	



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Department of Education

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 <i>Microsoft Teams</i> Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn https://tinyurl.com/SHOPOPmeeting	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

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.

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**