



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

August 7, 2025

DIVISION MEMORANDUM

NO: 515 s. 2025

ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSES

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates RM. NO. 0770 s. 2025 titled “ **Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses,**” the contents of which are self-explanatory.
2. Please see attached Memorandum for more details.
3. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0770**, s. 2025

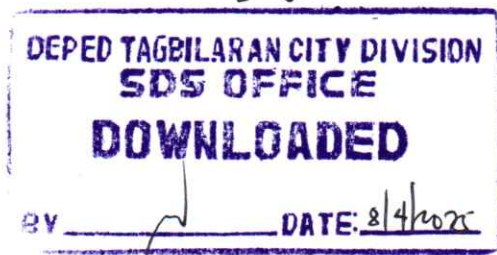
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ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSES

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

- Attached is an Advisory from Asec Carmela C. Oracion dated July 28, 2025, regarding the conduct of **Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses**, which is self-explanatory.
- For more details, refer to the enclosed communication.
- For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.
- For immediate dissemination and compliance of all concerned.

8-20



[Signature]
SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Director IV
 Regional Director

SEE FYA TRDD MIGI.mbr



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DepEd Tayo Region VII

region7.dep



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

July 28, 2025

ADVISORY

Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses

This refers to Memorandum DM-OUHROD-2025-1515 with the subject *Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders"* and DM-OUHROD-2025-1699, *Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*.

Following the completion of the 5-day face-to-face training, all SHDP Course participants, regardless of batch, are required to complete a one-month asynchronous learning engagement that is total of **40 hours**, forming part of the Practice Phase under the Engage-Practice-Consolidate (EPC) Program Model.

The **asynchronous activities** shall be accessed via the DepEd Learning Management System. Participants will receive their post-test results via email within two weeks after training, together with instructions and tiered assignments based on their scores.

Participants are encouraged to choose their coach or mentor from within their respective Schools Division Offices (SDOs). The coach/mentor must be a Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent.

Assigned coaches/mentors shall validate the participants' asynchronous outputs using the prescribed rubric and certify the completion of requirements before uploading to the LMS.

Participants who complete the asynchronous phase within the prescribed one-month period and receive endorsement from their coach/mentor will be issued a Certificate of Participation for Asynchronous Activities while mentor/ coach shall receive a Certificate of Recognition for their contribution to the school head's learning process.

Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**, which constitutes the **Consolidate Phase** of the program. This phase involves a six-month workplace-based implementation of school leadership initiatives aligned with the PPSSH. Participants must set monthly milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.

The WAP will be monitored and evaluated based on actual implementation results.



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Certificate of Completion will be issued upon the successful completion of the participant's work application plan, as certified by the Schools Division Superintendent. A separate **Certificate of Recognition** will be issued to both participant and coach/mentor upon submission of the results of the impact evaluation.

All tools and reference materials needed for asynchronous tasks and the WAP are included in the LMS. NEAP will also conduct a separate training session for coaches and mentors to support their roles in this phase.

For further questions or clarifications, please contact **Ms. Ailene F. Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists of NEAP, through neap.pdd@deped.gov.ph or landline at (02) 8715-9919.

For immediate dissemination and appropriate action.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

Officer-in-Charge

Undersecretary for Learning Systems