



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: 516 s. 2025

**ADJUSTED SCHEDULE ON THE CONDUCT OF SCHOOL HEADS DEVELOPMENT  
PROGRAM INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN  
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

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

1. This Office hereby disseminates RM. NO. 0771 s. 2025 titled "**Adjusted Schedule on the Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management,"**" 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

WDB/JAAL/SGOD/MCC/fct



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph



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



Office of the Regional Director

**REGIONAL MEMORANDUM**

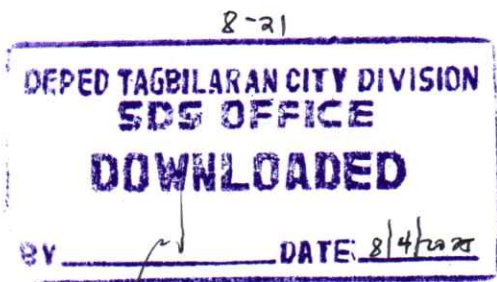
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**ADJUSTED SCHEDULE ON THE CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

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

- Attached is an Advisory from Asec Carmela C. Oracion dated July 29, 2025, regarding the adjusted schedule on the **Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"**, 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.



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

SECTEX 10000 More posts



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



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

July 29, 2025

**ADVISORY**

*Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*

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

Due to adjustments in venue availability, please be informed of the schedule of the activities:

ACTIVITY	DATE & VENUE
Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 2)	1-5 September 2025 Venue: NEAP Baguio
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	22-25 September 2025 Venue: NEAP Baguio
Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)	6-10 October 2025 Venue: NEAP Baguio

As a result, **Batch 2 will be conducted ahead of Batch 1**. All Regional Offices are kindly requested to disseminate this information to their endorsed school head participants and PMT members accordingly.

The **Opening Program** for Batch 2 will now 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.

In line with this, the **travel expenses of Resource Persons** and PMT members from the regions will be charged to the **HRD/HRTD Funds** or other **Local Funds** of the Regional Offices (ROs), School Division Offices (SDOs), or schools subject to the usual accounting and auditing rules and regulations.

Please refer to the **attached updated list of Resource Persons for Batch 2**. Further coordination regarding session assignments and materials will be facilitated by NEAP.

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For further information, please coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

*Carmela C. Oracion*

**CARMELA C. ORACION**

Assistant Secretary

Officer-in-Charge

Undersecretary for Learning System



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)



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

*Enclosure 1- List of Resource Persons for Batch 2*

No.	Name	Position	Station
<b>Resource Persons</b>			
1	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
2	Carina Untalasco	Principal	SDO Pangasinan I, Region I
3	Christian Giron	Principal	SDO Ilocos Sur, Region I
4	Dolly C. Aguilar	Principal	SDO Isabela, Region II
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Rosalie Cabarios	Principal	SDO Tarlac City, Region III
7	Roderick Tadeo	Principal	SDO Olongapo City, Region III
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Evelyn P. Navia	Principal	SDO Laguna Region IV-A
11	Melanie An Carandang	Principal	SDO Lipa City, Region IV-A
12	Ericson Gutierrez	PSDS	Region IV-A
13	Mary Jane Gonzales	PSDS	Region IV-A
14	Aubrey Beredo	Principal	SDO Oriental Mindoro, Region V
15	Joy Cabrera	ASDS	SDO Masbate City, Region V
16	Marylou Argamosa	Principal	SDO Ligao, Region V
17	Elnor Luna	Principal	SDO Aklan, Region VI
18	Analyn C. Perez	EPS	SDO Aklan, Region VI
19	Roshen Batan	Principal	SDO Roxas City, Region VI
20	Cristy Jabonillo	Principal	SDO Bais City, NIR
21	Diana Flor D. Eco	Principal	SDO Northern Samar, Region VIII



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No.	Name	Position	Station
<b>Resource Persons</b>			
22	Aura O. Aguilar	Principal	SDO Southern Leyte, Region VIII
23	Jose Rey Adriatico	Principal	SDO Dipolog, Region IX
24	Enerio Ebisa	CES	HRDD, Region X
25	Jurgenne Dicdican	Principal	SDO Agusan del Sur, CARAGA
26	Rexan Bolotaolo	Principal	SDO Agusan del Norte, CARAGA
27	Renato Felipe Jr	PSDS	SDO Manila City, NCR
28	Lilibeth Gozo	Principal	SDO Valenzuela City, NCR
29	Filmore Caballero	CES	SDO Valenzuela City, NCR
30	Gilbert Arrieta	Faculty	Philippine Normal University