



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

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Office of the Schools Division  
Superintendent

August 7, 2025

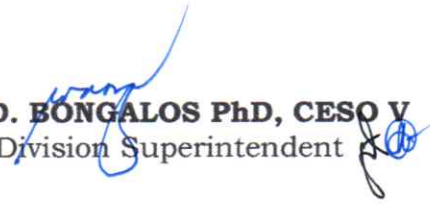
**DIVISION MEMORANDUM**

NO: 520 s. 2025

**LIST OF PARTICIPANTS FOR THE STEPPING INTO SCHOOL LEADERSHIP: AN  
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS**

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

1. This Office hereby disseminates RM. NO. 0775 s. 2025 titled “ **List of Participants for the Stepping Into School Leadership: an Onboarding Program for New School Heads,**” 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  
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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **0775**, s. 2025

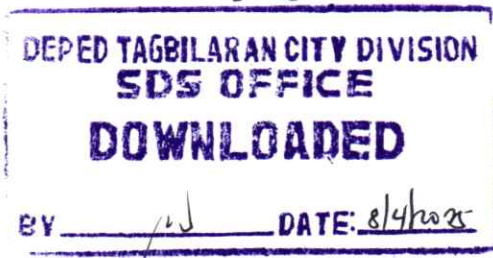
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**LIST OF PARTICIPANTS FOR THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS**

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

1. Pursuant to DM-OUHROD-2025-1654, from Usec. Wilfredo E. Cabral and Asec Carmela C. Oracion dated June 20, 2025, this Office, through the Human Resource Development Division (HRDD) disseminates the enclosed **List of Participants for the Stepping into School Leadership: An Onboarding Program for New School Heads**.
2. For details, attached is the Communication.
3. For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.
4. For the information and compliance of all concerned.

8-25



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

SETIYA HPO004M001.indd



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



DepEd Tayo Region VII



region7.deped.gov.ph





Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 6

**TEMPLATE FOR THE ENDORSEMENT OF  
PARTICIPANTS AND PMT MEMBERS**

July 24, 2025

FROM: **SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director

TO: **CARMELA C. ORACION**  
Assistant Secretary  
National Educators Academy of the Philippines

THRU: **JENNIFER E. LOPEZ**  
Director IV, NEAP

SUBJECT: **ENDORSEMENT OF PARTICIPANTS ON THE SCHOOL HEAD ONBOARDING PROGRAM (SHOP)**

The Regional Office of Region VII – Central Visayas respectfully endorses the following individuals to participate in the series of activities relative to the implementation of the School Head Onboarding Program (SHOP) who met the required Qualification Standards (QS):

List of Endorsed Participants

<b>Stepping Into School Leadership: Onboarding for New School Heads</b>					
NEAP Baguio Facility (7-11 July 2025)					
No.	Name	Designation	Division	DepEd Email	Role
1	MARK ANTHONY B. STA. RITA	PRINCIPAL I	BOGO CITY	markanthony.starita@deped.gov.ph	PARTICIPANT
2	JEMBOY A. VALLOSO	PRINCIPAL I	BOHOL	jemboy.valloso@deped.gov.ph	PARTICIPANT
3	MA. LINA ONDOY	ASSISTANT PRINCIPAL	CARCAR CITY	malina.ondoy@deped.gov.ph	PARTICIPANT
4	FLORDELIZA BELLITA	PRINCIPAL I	CEBU CITY	flordeliza.bellita001@deped.gov.ph	PARTICIPANT
5	MARLOWE REVOLTEADO	PRINCIPAL I	CEBU PROVINCE	marlowe.revolteado@deped.gov.ph	PARTICIPANT
6	RACEL W. TURA	PRINCIPAL I	CEBU PROVINCE	racel.tura01@deped.gov.ph	PARTICIPANT
7	VILLO, CATERINA D.	ASSISTANT PRINCIPAL II	CITY OF NAGA	caterina.villo@deped.gov.ph	PARTICIPANT
8	MARIJANE R. VASQUEZ	PRINCIPAL I	DANAOS CITY	marijane.vasqueza@deped.gov.ph	PARTICIPANT



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**TEMPLATE FOR THE ENDORSEMENT OF  
 PARTICIPANTS AND PMT MEMBERS**

9	GRACE PARANTAR O.	PRINCIPAL I	LAPU-LAPU CITY	grace.parantara@deped.gov.ph	PARTICIPANT
10	CATHERINE Y. TOÑACAO	PRINCIPAL I	MANDAUE CITY	catherine.ypilo@deped.gov.ph	PARTICIPANT
11	JOSELITO C. GALENDO	PRINCIPAL I	TAGBILARAN CITY	joselito.galendo@deped.gov.ph	PARTICIPANT
12	BERNARD EVANGELICOM JAMON	PRINCIPAL I	TALISAY CITY	bernardevangelicom.jamon@deped.gov.ph	PARTICIPANT
13	JOY A. LUBINO	PRINCIPAL I	TOLEDO CITY	joy.lubino@deped.gov.ph	PARTICIPANT

**Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1)**

NEAP Baguio Facility (28 July – 1 August 2025)

No.	Name	Designation	Division	DepEd Email	Role
1	CLEMENTE INTONG JR.	PSDS	BOHOL	<a href="mailto:clementejr.intong@deped.gov.ph">clementejr.intong@deped.gov.ph</a>	PARTICIPANT
2	OLIVER CAMPUGAN	EPSVR-MATH	CARCAR CITY	<a href="mailto:oliver.campugan@deped.gov.ph">oliver.campugan@deped.gov.ph</a>	PARTICIPANT
3	RIZALINDA CAIRO	PSDS	CEBU CITY	<a href="mailto:rizalinda.cairo001@deped.gov.ph">rizalinda.cairo001@deped.gov.ph</a>	PARTICIPANT
4	FATIMA S. SOLIS	PSDS	CEBU PROVINCE	<a href="mailto:fatima.solis01@deped.gov.ph">fatima.solis01@deped.gov.ph</a>	PARTICIPANT
5	ALTUBAR JR., RUBEN P.	EPSVR-FILIPINO	CITY OF NAGA	<a href="mailto:ruben.altubar@deped.gov.ph">ruben.altubar@deped.gov.ph</a>	PARTICIPANT
6	BOBBIE L. LAVADOR	PSDS	DANA O CITY	<a href="mailto:bobbie.lavador@deped.gov.ph">bobbie.lavador@deped.gov.ph</a>	PARTICIPANT
7	MARIA MITZE B. ZAGALES	PSDS	LAPU-LAPU CITY	<a href="mailto:mariamitze.zagales@deped.gov.ph">mariamitze.zagales@deped.gov.ph</a>	PARTICIPANT
8	MARIA NESSA TIO-ESPINA	PRINCIPAL I	MANDAUE CITY	<a href="mailto:marianessa.tioespina@deped.gov.ph">marianessa.tioespina@deped.gov.ph</a>	PARTICIPANT
9	JUANITA C. LAFUENTE	EPSVR KINDERGARTEN	TAGBILARAN CITY	<a href="mailto:juanita.lafuente001@deped.gov.ph">juanita.lafuente001@deped.gov.ph</a>	PARTICIPANT
10	JEFFREY L. SEBLERO	PSDS	TALISAY CITY	<a href="mailto:jeffrey.seblero@deped.gov.ph">jeffrey.seblero@deped.gov.ph</a>	PARTICIPANT
11	DONABEL LARIOS A	PSDS	TOLEDO CITY	<a href="mailto:donabel.lariosa@deped.gov.ph">donabel.lariosa@deped.gov.ph</a>	PARTICIPANT



Republic of the Philippines  
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 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 6

**TEMPLATE FOR THE ENDORSEMENT OF  
 PARTICIPANTS AND PMT MEMBERS**

**Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP)  
 (Batch 2)**

25-29 August 2025 (Venue-TBA)

No.	Name	Designation	Division	DepEd Email	Role
1	MIRA Q. CASIANO	PRINCIPAL III	BOGO CITY	<a href="mailto:mira.casiano@deped.gov.ph">mira.casiano@deped.gov.ph</a>	PARTICIPANT
2	LOPE S. HUBAC	EPSVR-SGOD	BOHOL	<a href="mailto:lope.hubac001@deped.gov.ph">lope.hubac001@deped.gov.ph</a>	PARTICIPANT
3	LANI G. LEYSON	PSDS	CARCAR CITY	<a href="mailto:lani.leyson@deped.gov.ph">lani.leyson@deped.gov.ph</a>	PARTICIPANT
4	FEBELYN BENDULO	PSDS	CEBU CITY	<a href="mailto:febelyn.bendulo001@deped.gov.ph">febelyn.bendulo001@deped.gov.ph</a>	PARTICIPANT
5	RAQUEL SOLIS	PSDS	CEBU PROVINCE	<a href="mailto:raquel.solis01@deped.gov.ph">raquel.solis01@deped.gov.ph</a>	PARTICIPANT
6	BIRONDO, JASMINE V.	EPSVR - SGOD	CITY OF NAGA	<a href="mailto:jasminevillareal.birondo@deped.gov.ph">jasminevillareal.birondo@deped.gov.ph</a>	PARTICIPANT
7	MARK H. SIERRAS	EPSVR - SGOD	DANA O CITY	<a href="mailto:mark.sierras001@deped.gov.ph">mark.sierras001@deped.gov.ph</a>	PARTICIPANT
8	EARL ADRIAN C. CEJAS	EPSVR	LAPU-LAPU CITY	<a href="mailto:earladriancejas@deped.gov.ph">earladriancejas@deped.gov.ph</a>	PARTICIPANT
9	ANGELINA A. MARINGURAN	PRINCIPAL I	MANDAUE CITY	<a href="mailto:angelina.maringuran@deped.gov.ph">angelina.maringuran@deped.gov.ph</a>	PARTICIPANT
10	MARIA ANTONETTE P. DUGANG	EPSVR - SGOD	TAGBILARAN CITY	<a href="mailto:maantonette.dugang@deped.gov.ph">maantonette.dugang@deped.gov.ph</a>	PARTICIPANT
11	CHRISTINE A. PAQUIBOT	ASDS	TALISAY CITY	<a href="mailto:christine.paquibot001@deped.gov.ph">christine.paquibot001@deped.gov.ph</a>	PARTICIPANT
12	DEBORAH F. MANABAT	PRINCIPAL I	TOLEDO CITY	<a href="mailto:deborah.manabat@deped.gov.ph">deborah.manabat@deped.gov.ph</a>	PARTICIPANT

**Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP)  
 (Batch 3)**

24-28 November 2025 (Venue-TBA)

No.	Name	Designation	Division	DepEd Email	Role
1	JUPITER I. MABOLOC	EPSVR	BOHOL	<a href="mailto:jupiter.maboloc@deped.gov.ph">jupiter.maboloc@deped.gov.ph</a>	PARTICIPANT
2	ALLIX S. FLORETA	EPSVR-AP	CARCAR CITY	<a href="mailto:allix.floreta@deped.gov.ph">allix.floreta@deped.gov.ph</a>	PARTICIPANT
3	GEROME O. MISA	EPSVR-MATH	CEBU CITY	<a href="mailto:gerome.misa@deped.gov.ph">gerome.misa@deped.gov.ph</a>	PARTICIPANT
4	CANDIDA PURGATORIO	PSDS	CEBU PROVINCE	<a href="mailto:candida.purgatorio002@deped.gov.ph">candida.purgatorio002@deped.gov.ph</a>	PARTICIPANT
5	ARLENE BUOT	PSDS	CEBU PROVINCE	<a href="mailto:arlene.buot@deped.gov.ph">arlene.buot@deped.gov.ph</a>	PARTICIPANT



Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 6

**TEMPLATE FOR THE ENDORSEMENT OF  
PARTICIPANTS AND PMT MEMBERS**

6	ACEDILLO, JENNIFER M.	EPSVR - AP	CITY OF NAGA	<a href="mailto:jennifer.acedillo@deped.gov.ph">jennifer.acedillo@deped.gov.ph</a>	PARTICIPANT
7	MARIBETH E. NOYA	EPSVR - AP	DANA O CITY	<a href="mailto:maribeth.noya@deped.gov.ph">maribeth.noya@deped.gov.ph</a>	PARTICIPANT
8	NORMAN O. ONGCO	EPSVR	LAPU-LAPU CITY	<a href="mailto:norman.ongco@deped.oov.ph">norman.ongco@deped.oov.ph</a>	PARTICIPANT
9	ARMI CHRISTINE D. BORINAGA	PRINCIPAL	MANDAUE CITY	<a href="mailto:armichristine.borinaga@deped.gov.ph">armichristine.borinaga@deped.gov.ph</a>	PARTICIPANT
10	AIMEE T. AMISTOSO	EPSVR- ENGLISH	TAGBILARAN CITY	<a href="mailto:aimee.amistoso@deped.gov.ph">aimee.amistoso@deped.gov.ph</a>	PARTICIPANT
11	GUILLERMO VILLAVELEZ	PRINCIPAL I	TALISAY CITY	<a href="mailto:guillermo.villaveleza@deped.gov.ph">guillermo.villaveleza@deped.gov.ph</a>	PARTICIPANT
12	LORNA MAHILUM	PSDS	TOLEDO CITY	<a href="mailto:lorna.mahilum@deped.gov.ph">lorna.mahilum@deped.gov.ph</a>	PARTICIPANT

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity. Their experience and competence in school leadership and instructional supervision make them suitable for this initiative.

We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

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23 July 2025

### **ADVISORY**

*Training of Coaches and Mentors for SHOP (Batch 1)  
NEAP Baguio, Teachers Camp  
28 July - 1 August 2025*

1. This refers to **DM-OUHROD-2025** with the subject **STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS** dated 20 June 2025.
2. Due to the onslaught of inclement weather conditions and to ensure the safety of participants, the **Training of Coaches and Mentors for the School Head Onboarding Program (Batch 1)** is hereby **moved** to **August 25-29, 2025**.
3. Other additional details, including the meal schedule, matrix of activities, and online meeting with Resource Persons, will be issued through a separate advisory.
4. Further, the conduct of the **Training of Coaches and Mentors for the School Head Onboarding Program (Batches 2 & 3)** are **postponed until further notice**.
5. 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](mailto:julie.ignao@deped.gov.ph) / [neap.pdda@deped.gov.ph](mailto:neap.pdda@deped.gov.ph) or Viber 09975670093.

*Carmela C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge

Office of the Undersecretary for Learning Systems




Republika ng Pilipinas  
**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**  
*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	<b>25 June 2025</b> Microsoft Teams Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn <a href="https://tinyurl.com/SHOPmeeting">https://tinyurl.com/SHOPmeeting</a>	National Technical Working Group (NTWG) Members	<a href="https://tinyurl.com/SHOPOnlineMeeting">https://tinyurl.com/SHOPOnlineMeeting</a> Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	<b>07-11 July 2025</b> NEAP Baguio	Newly appointed School Heads / Assistant Principals	<a href="https://tinyurl.com/SHOPPiLotTest">https://tinyurl.com/SHOPPiLotTest</a> Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	<b>28 July – 01 August 2025</b> NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHOPBAtch1">https://tinyurl.com/SHOPBAtch1</a> Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	<b>25-29 August 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHOPBAtch2">https://tinyurl.com/SHOPBAtch2</a> Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	<b>24-28 November 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHOPBAtch3">https://tinyurl.com/SHOPBAtch3</a> 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](mailto:neap.pdd@deped.gov.ph) / [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) or Viber 09975670093.
9. For dissemination and appropriate action.

*Copy furnished:*

**OFFICE OF THE SECRETARY  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**



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

Enclosure 1

**LIST OF PROGRAM MANAGEMENT TEAM AND FIELD PARTICIPANTS**

**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	John Carlo Astilla		Senior Education Program Specialist	- leads in the implementation of the program; - discusses parameters and standards in the implementation of the program; and - leads in the daily debriefing of the PMT
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in the implementation of the program - co-leads in the daily debriefing of the PMT
4	Ma. Carmila Antonio		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and,



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				- serves as technical support and photo documenter for the activity
8	Welfare Officer	SDO Baguio City	Nurse	- ensures medical needs of participants are appropriately addressed
9	Welfare Officer			

### B. Resource Speakers (National Technical Working Group Members)

	Name	Region	Position/Designation	Stepping Into School Leadership : Onboarding for New School Heads 7-11 July 2025 (NEAP-Baguio)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1) 28 July – 1 August 2025 (NEAP-Baguio)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) 25 - 29 August 2025 (Venue-TBD)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) 24 - 28 November 2025 (Venue-TBD)
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	✓	✓	✓	✓
2	Narcie Ricky A. Apilado	I	Principal I	✓	✓	✓	✓
3	Framel 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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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Eleazar C. Magsino	IV-A Calabarzon	Public Schools District Supervisor	✓		✓	✓
8	Magdaleno R. Lubigan	IV-A Calabarzon	Principal IV	✓	✓	✓	✓
9	Ma. Ciaralyn P. Valencia	IV-B Mimaropa	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	CARA GA	Public Schools District Supervisor	✓	✓	✓	✓
27	Analou O. Hermocilla	CARA GA	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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Enclosure 2

### REGIONAL ALLOCATION OF PARTICIPANTS AND RO/SDO PMT MEMBERS PER ACTIVITY

Reg.	Stepping Into School Leadership: Onboarding for New School Heads  7-11 July 2025 (NEAP-Baguio)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP)  (Batch 1)  28 July – 1 Aug. 2025 (NEAP-Baguio)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP)  (Batch 2)  25 - 29 Aug. 2025 (Venue-TBD)		Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP)  (Batch 3)  24 - 28 Nov. 2025 (Venue-TBD)	
	PMT Member (RO/SDO Program Focal)	Newly Appointed School Heads/Asst. Principal	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PSDS, ASDS)	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PSDS, ASDS)	PMT Member (RO/SDO Program Focal)	Coaches and Mentors (SH, PSDS, ASDS)
NCR	1	10		13		13	1	10
CAR	1	18		11		11	1	18
I	1	16		12		12	1	16
II	1	11		11		11	1	11
III	1	24		14		14	1	24
IV-A	1	26		15		15	1	26
IV-B	1	9		11		11	1	9
V	1	15		12		12	1	15
VI	1	10		11		11	1	10
NIR	1	25		15		15	1	25
VII		13	2	11		11		13
VIII		15	2	12		12		15
IX		10	2	11		11		10
X		16	2	12		12		16
XI		13		11	3	11		13
XII		10		11	3	11		10
CARAGA		14		11	2	11		14
<b>TOTAL</b>	<b>10</b>	<b>255</b>	<b>8</b>	<b>204</b>	<b>8</b>	<b>204</b>	<b>10</b>	<b>255</b>

Note: RO allocations (coaches & mentors) were based on the number of SDOs, with additional pax given to those overseeing more SDOs. ROs may decide which SDOs receive this additional pax, provided that all relevant parameters are taken into account.



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Enclosure 3

**TERMS OF REFERENCE**

**For PMT (NEAP - CO)**

1. Oversee the overall implementation of the training.
2. Orient and supervise the PMT to ensure smooth process flow to achieve desired outputs based on the standards.
3. Spearhead the debriefings with PMT and NTWG members.
4. Handle program-related concerns and communicate important updates to the participants.

**For PMT member (RO or SDO program focal):**

1. Provide support in organizing and facilitating the training as Classroom Managers;
2. Assist and/or supervise in the conduct of the program in their assigned session room(s);
3. Ensure smooth flow of the training adhering to the set guidelines and procedures within the assigned session room(s);
4. Document the proceedings of the learning sessions including photo documentation.
5. Provide input and share key observations and challenges during the training;
6. Review and study the structure, content, delivery strategies, and assessment tools in the training;
7. Plan for the conduct of capacity building sessions based on the training and contextual needs of the region/division.

**For Resource Speakers (National Technical Working Group Members):**

1. Review and revise the SHOP Learning Resource Package (Session Guide, Slide Deck and Workbook) and Training Resource Package for the Training of Coaches and Mentors (Batches 1-3)
2. Participate in the preparatory meetings and debriefings set by the NEAP-CO PMT.
3. Facilitate the session in the assigned breakout sessions and prepare necessary materials.

**For School Head or Asst. Principal Participants:**

1. Actively participate in the program as the learner and feedback provider;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the assigned coach or mentor; and
4. Submit the required outputs within the given schedule.

**For Coaches and Mentors:**

1. Actively participate in the training sessions as the learner and provide valuable feedback;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the co-mentors/ coaches during the training;
4. Serve as trainers of the program in their respective regions and divisions; and
5. Submit the required outputs within the given schedule.



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Enclosure 4

**QUALIFICATION STANDARDS OF PARTICIPANTS**

**School Heads for Stepping into School Leadership: Onboarding for New School Heads (7-11 July 2025)**

**Newly Appointed School Heads or Asst. Principal**

1. Officially appointed as a school head or Asst. Principal (plantilla position);
2. Preferably has NOT undergone any prior induction/onboarding program for SH or Asst. Principal, or any related programs offered by SDO, RO or CO.
3. Must be a NQESH 2023 passer;
4. Endorsed by the Regional Director or authorized representative. *(Please see Enclosure 6 for the template of the Endorsement Letter)*

**Training of Coaches and Mentors for SHOP (Batches 1-3)**

**School Heads/PSDS/ASDS**

**General:**

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative. *(Please see Enclosure 6 for the template of the Endorsement Letter.)*

**School Heads:**

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. Recognized as an outstanding school head at the division, regional or national level;
4. With proven track record in school leadership, instructional supervision, and school-based mentoring; and
5. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

**Public Schools District Supervisors (PSDS):**

1. Currently serving as a PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Recognized as an outstanding PSDS with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and



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5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

### **Assistant Schools Division Superintendent (ASDS):**

1. Currently serving as a ASDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

### **Qualification Standards for the RO/SDO Program Focal (will act as PMT member):**

1. Designated as the regional or SDO program focal person for induction/onboarding programs. This may include specialists from NEAP-R, HRDD, HRDS, or other qualified personnel who can effectively perform the roles and responsibilities of classroom managers as outlined in the ToR in enclosure 1.2;
2. Preferably has experience in implementing or managing induction, mentoring, or PD programs for school heads; and,
3. Willing and available to participate in all SHOP-related activities (coordination, monitoring activities, etc.).



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Enclosure 5

**INDICATIVE PROGRAM OF ACTIVITIES**  
*Stepping Into School Leadership: Onboarding for New School Heads*  
 NEAP - Baguio City, 7-11 July 2025

Time	Day 0 (SUNDAY)	Day 1 (MONDAY)	Day 2 (TUESDAY)	Day 3 (WEDNESDAY)	Day 4 (THURSDAY)	Day 5 (FRIDAY)
8:00 - 8:20 a.m.	<b>Travel time from Residence to Venue</b>	<b>Management of Learning / Preliminaries (20 mins.)</b>				
8:20 - 10:00 a.m.		M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 2 (100 mins.)
10:00 - 10:20 a.m.		<b>Health Break (20 mins.)</b>				
10:20 - 12:00 p.m.		M1 - Session 2 (100 mins.)	M2 - Session 2 (100 mins.)	M3 - Session 2 (100 mins.)	M4 - Session 2 (100 mins.)	<b>post test and Other reminders</b>
11:20 - 12:00 p.m.		<b>Lunch Break (60 mins.)</b>				
1:00 - 2:40 p.m.	<b>Arrival, Registration, &amp; Check-in</b>	M1 - Session 3 (100 mins.)	M2 - Session 3 (100 mins.)	M3 - Session 3 (100 mins.)	M4 - Session 3 (100 mins.)	<b>Closing Program</b>
2:40 - 3:00 p.m.		<b>Health Break (20 mins.)</b>				
3:00 - 3:30 p.m.	<b>Opening Program</b>	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	<b>Travel time from Venue to Residence</b>



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3:30 - 4:40 p.m.	Pre-test				
4:40 - 5:00 p.m.	Daily Evaluation and Reminders (20 mins.)				

**Note:** Strict adherence to the training schedule **must be observed**. All participants are advised to immediately communicate any concerns regarding this to the PMT.

**INDICATIVE PROGRAM OF ACTIVITIES**

*Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program)*  
Batch 1 (NEAP-Baguio City, July 28 - Aug. 1, 2025);  
Batch 2 (Venue; TBD, Aug. 25 - 29, 2025);  
Batch 3 (Venue: TBD, Nov. 24-28, 2025)

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
8:00 - 8:20 a.m.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)			
8:20 - 10:00 a.m.		Session 1: Design Matters: Crafting Meaningful Learning Journeys	Session 5: Facilitating with Purpose: Empowering Adult Learners through Heutagogy	Session 9: Conversations that Inspire: Coaching and Mentoring in Action	Session 13: Planning for Program Implementation



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
10:00 - 10:20 a.m.		<b>Health Break (20 mins.)</b>			
10:20 - 11:30 a.m.		<b>Session 2:</b> Inside the Core: Exploring the Heart of the Program	<b>Session 6:</b> Feedback that Fuels Growth: Using Scenarios to Deepen Learning	<b>Session 10:</b> Measuring What Matters: Mentoring and Evaluating for Success	Presentation of Regional Plan for Program Implementation
11:30 - 12:00 p.m.					<b>Posttest and Other Reminders</b>
12:00 - 1:00 p.m.		<b>Lunch Break (60 mins.)</b>			
1:00 - 2:40 p.m.	<b>Arrival, Registration, &amp; Check-in</b>	<b>Session 3:</b> Learning Beyond the Session: Maximizing Asynchronous Engagement	<b>Session 7:</b> Practice with Purpose: Simulating Effective Training Delivery	<b>Session 11:</b> Sharpening the Edge: Refining Your Training and Coaching Craft	<b>Closing Program</b>
2:40 - 3:00 p.m.		<b>Health Break (20 mins.)</b>			
3:00 - 4:40 p.m.	<b>Opening Program &amp; Pretest</b>	<b>Session 4:</b> Guiding Growth: Unlocking the Power of Coaching and	<b>Session 8:</b> Polishing the Practice: Simulation and Reflection	<b>Session 12:</b> Real Talk, Real Solutions: Tackling Challenges Together	<b>Travel time from Venue to Residence</b>



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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
		Mentoring			
4:40 - 5:00 p.m.	End-of-Day Evaluation and Daily Reminders (20 mins.)				
5:00 - 5:30 p.m.	PMT Debriefing				



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Enclosure 6

**TEMPLATE FOR THE ENDORSEMENT OF PARTICIPANTS AND PMT MEMBERS**

Date: [Insert Date]

FROM: [Regional Director's Name]  
 Position

TO: **CARMELA C. ORACION**  
 Assistant Secretary  
 National Educators Academy of the Philippines

THRU: **JENNIFER E. LOPEZ**  
 Director IV, NEAP

SUBJECT: **ENDORSEMENT OF PARTICIPANTS ON THE SCHOOL HEAD ONBOARDING PROGRAM (SHOP)**

The Regional Office of [Insert Region] respectfully endorses the following individuals to participate in the series of activities relative to the implementation of the School Head Onboarding Program (SHOP) who met the required Qualification Standards (QS):

List of Endorsed Participants (add rows per table as may be necessary):

<b>Stepping Into School Leadership: Onboarding for New School Heads</b> NEAP Baguio Facility (7-11 July 2025)				
Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
<Add rows as needed>				

<b>Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1)</b> NEAP Baguio Facility (28 July – 1 August 2025)				
Name	Designation	Division	DepEd Email	Role (PMT member or Participant)



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1.				
<Add rows as needed>				

**Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2)**  
25 - 29 August 2025 (Venue-TBA)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
<Add rows as needed>				

**Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3)**  
24 - 28 November 2025 (Venue-TBA)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
2.				

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity. Their experience and competence in school leadership and instructional supervision make them suitable for this initiative.

We look forward to the Central Office's confirmation and further instructions.

Thank you for your continued support.



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Enclosure 7

**ACCOMMODATION AND MEAL PROVISION**

**A. Stepping Into School Leadership: Onboarding for New School Heads  
 (July 7-11, 2025)**

Training Venue: <b>NEAP-Baguió City</b> Accommodation: <b>Baguió Teachers Camp (BTC)</b>	
Check-In Date/ Time: <b>July 6, 2025; Sunday; 2:00 PM</b>	Check-In Date/ Time: <b>July 11, 2025; Friday; 12:00 NN</b>
First Meal: <b>PM Snack</b>	Last Meal: <b>Lunch</b>

MEAL	July 6 (Sunday)	July 7 - 10 (Monday - Thursday)	July 11 (Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

**B. Training of Coaches on Stepping Into School Leadership: Onboarding for New  
 School Heads (School Head Onboarding Program) Batch 1  
 (July 28 - Aug. 1, 2025)**

Training Venue: <b>NEAP-Baguió City</b> Accommodation: <b>Baguió Teachers Camp (BTC)</b>	
Check-In Date/ Time: <b>July 28, 2025; Monday; 2:00 PM</b>	Check-In Date/ Time: <b>Aug. 1, 2025; Friday; 12:00 NN</b>
First Meal: <b>PM Snack</b>	Last Meal: <b>Lunch</b>

MEAL	July 6	July 7 - 10	July 11



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

**Note:** Strict adherence to the training schedule **must be observed**. All participants are advised to immediately communicate any concerns regarding this to the PMT.

**C. Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) Batch 2 (Aug. 25-29, 2025) and Batch 3 (Nov. 24-28, 2025)**

For these trainings, the final details of the accommodation and meal provision will be provided in a separate memorandum or advisory.