



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

Office of the Schools Division
Superintendent

August 26, 2025

DIVISION MEMORANDUM

NO: 567 s. 2025

**ADVISORY ON THE CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK
APPLICATION PLAN 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. 0833 s. 2025 titled “ **Advisory on the Conduct of Asynchronous Activities and Work Application Plan 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 and Advisory 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 - CEBU

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Office of the Regional Director

REGIONAL MEMORANDUM

No. 0833, s. 2025

ADVISORY ON THE CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN FOR THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS

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

- Attached is an Advisory from Asec Carmela C. Oracion dated August 12, 2025, regarding the conduct of **Asynchronous Activities and Work Application Plan for the Stepping into School Leadership: An Onboarding Program for New School Heads**, 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.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

12 August 2025

ADVISORY

Conduct of Asynchronous Activities and Work Application Plan for the Stepping Into School Leadership: An Onboarding Program for New School Heads

1. This refers to Memorandum **DM-OUHROD-2025-1654** titled Conduct of the Stepping Into School Leadership: An Onboarding Program for New School Heads.
2. Following the completion of the 5-day face-to-face training, the participants shall transition into the Practice Phase of the Engage-Practice-Consolidate (EPC) Program Model. In this phase, participants are required to **complete a one-month or a total of 40-hour asynchronous learning engagement**.
3. The asynchronous activities will be made available via the DepED Learning Management System (LMS). Participants must log in via <https://trainings.deped.gov.ph>. For further assistance and information on how to log in, access the tutorial video and other frequently asked questions using this link: bit.ly/SHOPLMS.
4. The School Head Onboarding Program's (SHOP) asynchronous activities consist of learning tasks with differentiated activities. The participants' post-test results during the in-person training play a vital role in identifying the differentiated tasks that they have to accomplish. Participants will receive their post-test results and important reminders through their registered emails on **August 15, 2025**. They are expected to complete the asynchronous activities on or before **September 30, 2025**.
5. Participants, in coordination with their Schools Division Offices (SDOs), shall choose their coach or mentor from within their respective Schools Division Offices (SDOs). The coach/mentor must meet the following criteria:
 - Has an experience being a school head for at least 3 years
 - Must currently hold any of these positions: Principal II - IV, Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent
6. Assigned coaches/mentors shall guide the mentee through the conduct coaching and mentoring session, check and validate the participants' asynchronous outputs using the prescribed rubric. Outputs signed and checked by the mentor shall be uploaded by the mentee in the LMS.
7. For NEAP and Regional Offices (RO) to track the participants' progress in the program, SDO counterparts and the participants of the program are expected to accomplish a database containing the identified coaches and mentors. The database may be accessed through bit.ly/SHOPDatabasePilot.

8. Upon completing the asynchronous activities, participants will be issued a Certificate of Participation given by the Central Office through the LMS.
9. Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**. This phase involves a workplace-based implementation of school leadership initiatives aligned with the Professional Standards for School Heads (PPSSH). The prescribed completion of the WAP is until 31 March 2026. Participants must set milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.
10. After the completion of its implementation, participants are expected to submit a completion report through the LMS until 30 April 2026.
11. NEAP-Central Office shall issue the **Certificate of Completion** to the participants, and a **Certificate of Recognition** to the coach/mentor through the LMS. The shared database shall be updated by NEAP CO to reflect the completion status of participants by 15 May 2026.
12. RO and SDO may initiate a culminating ceremony for the recognition of program completers and coaches/mentors. The culminating ceremony may include the presentation of best WAP implementation/findings, best practices and challenges encountered during the program.
13. For further questions and clarification, you may email **Mr. Billy Rei Pagba**, Senior Education Program Specialist of NEAP-PDD, through neap.pdd@deped.gov.ph or call at (02) 8715-9919.

Carmela Oracion

CARMELA C. ORACION

Assistant Secretary

Officer-in-Charge

Office of the Undersecretary for Learning Systems