



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

Office of the Schools Division
Superintendent

September 15, 2025

DIVISION MEMORANDUM
NO: 650 s. 2025

**ADVISORY ON THE TRAINING OF COACHES AND MENTORS ON 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. 0920 s. 2025 titled "**Advisory on the Training of Coaches and Mentors on 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. For your information.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ftt



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

received SGOP: (SA)
9/15/25 @ 11:37 am

REGIONAL MEMORANDUM

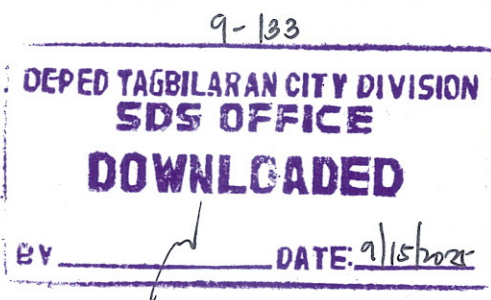
No. 0920, s. 2025

12 SEP 2025

ADVISORY ON THE TRAINING OF COACHES AND MENTORS ON 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 Dir. Michael Joseph P. Cabauatan dated September 11, 2025, regarding the conduct of the **Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management**, which is self-explanatory.
- For more details, enclosed is the 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 the information and compliance of all concerned.



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

STJ/FYA/HRDD/MGR/jmdv



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



DepEd Tayo Region VII



region7.deped.gov.ph





Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

September 11, 2025

ADVISORY

Conduct of the Training of Coaches and Mentors on 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"**".

Please be informed that the correct schedule of the above-mentioned activity is **September 22–26, 2025 at NEAP Baguio**, not September 22–25, 2025 as earlier indicated.

ACTIVITY	DATE & VENUE
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	22-26 September 2025 <i>Venue: NEAP Baguio</i>

The **Opening Program** will be held on **Monday, September 22, 2025, 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. Also, please refer to the attached **list of resource persons, indicative program of activities and meal provision**.

Further coordination regarding session assignments and materials will be facilitated by NEAP. For further information, please coordinate with **Ms. Ailene F. Duterte**, of NEAP through email at neap.pdd@deped.gov.ph or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

MICHAEL JOSEPH P. CABAUTAN

Director III

National Educators Academy of the Philippines



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1: List of Resource Persons

No.	Name	Position	Station
Resource Persons			
1	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
2	Nestor Heraña	ASDS	Region I
3	Adonis Ccperez	OIC-ASDS	SDO Nueva Ecija, Region III
4	Luz Osmena	CES	QAD, Region IV-A
5	Cristina Salazar	CES	SDO Antipolo, Region IV-A
6	Erma Valenzuela	CES	SDO San Pedro, Region IV-A
7	Edward Garcia	ASDS	Region IV-A
8	Lito Palomar	ASDS	Region IV-A
9	Ericson Gutierrez	PSDS	Region IV-A
10	Jaypee Lopo	ASDS	Region IV-A
11	Felix M. Famaran	ASDS	SDO Oriental Mindoro, Region IV-B
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Ramon D. Paras JR.	ASDS	SDO Aklan Region VI
14	Samuel J. Malayo	ASDS	SDO Roxas City, Region VI
15	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
16	Enerio Ebisa	CES	HRDD, Region X
17	Roberto D. Napere	ASDS	SDO Bukidnon, Region X
18	Shambaeh A. Usman	SDS	SDO Tangub City, Region X
19	Said Macabago	PSDS	REGION X
20	Shiela Balbon	PSDS	Region XII
21	Analou Hermocilla	EPS	CARAGA
22	Filmore Caballero	CES	SDO Valenzuela City, NCR
23	Josefino Pogoy	CES	SDO San Juan, NCR
24	Marco Meduranda	CES	SDO Navotas, NCR
25	Melvin Willy Roque	PSDS	NCR



Republika ng Pilipinas
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2: Indicative Program of Activities

Program Matrix

Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management
 September 22-26, 2025
 NEAP Training Facility, Teachers' Camp, Baguio City

Time	Day 1
1:00 - 3:00 PM	Registration and Opening Program
3:00 - 5:00 PM	Opening Program

Time	Day 2	Day 3	Day 4	Day 5
8:00 - 8:20 AM	Preliminaries			
8:20 - 10:00 AM	Session 1: Designing Impactful Learning: From Theory to Tailored Sessions	Session 5: From Facilitation to Empowerment: Unleashing Self-Determined Learning	Session 9: Empathetic Mentorship: Guiding School Leaders Through Authentic Challenges	Session 13: Implementing SHDP: Strategic Planning & Coordinated Execution
10:00 - 10:20 AM	Health Break			
10:20 - 12:00 PM	Session 2: Mastering the SHDP: Deconstructing, Synthesizing, and Contextualizing for Effective Coaching	Session 6: Coaching and Mentoring for Growth: Delivering Experiential Feedback to School Heads	Session 10: Strategic Oversight: Developing and Critiquing M&E for SHDP Effectiveness	Posttest Closing Program
12:00 - 1:00 PM	Lunch Break			
1:00 - 2:40 PM	Session 3: Designing Asynchronous	Session 7: Facilitating Excellence: A	Session 11: Optimizing Coaching &	Departure from Venue



Republika ng Pilipinas
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	Learning: Empowering Flexible Growth	Simulation- Based Approach to Coaching and Mentoring	Facilitation: Driving Development for School Heads
2:40 - 3:00 PM	Health Break		
3:00 - 4:40 PM	Session 4: Mastering Coaching and Mentoring: Process, Practice, and Professionalism	Session 8: Coaching and Mentoring for Growth: Mastering Feedback and Iterative Training Design	Session 12: Navigating Training Challenges: Co-Creating Solutions in a Collegial Environment

B. Orientation of Program Management Team

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	September 17, 2025	https://tinyurl.com/SHDPCS3TCM-PMT

C. Orientation of the Resource Persons

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	September 16, 2025	https://tinyurl.com/SHDPCS3TCMRP



Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3: *Meal Provision and Accommodation Details*

October 13-17, 2025

Provisions	Day 1 September 22, 2025	Day 2 September 23, 2025	Day 3 September 24, 2025	Day 4 September 25, 2025	Day 5 September 26, 2025
	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	
Room	✓	✓	✓	✓	

Check-in: Day 1 - 2:00 p.m.

Check-out: Day 5 - 12:00 nn.