



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

Office of the Schools Division
Superintendent

October 3, 2025


DIVISION MEMORANDUM

NO: 710 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 957 s. 2025 Re: **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 

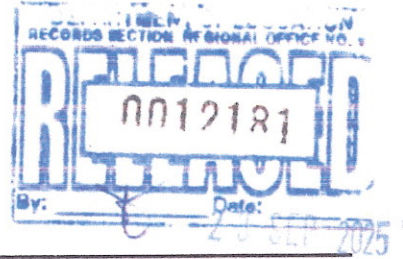
WDB/JAAL/SGOD/MCC/fct



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



Office of the Regional Director

received SDOP: *[Signature]*
 9/23/25 @ 3:00 pm

REGIONAL MEMORANDUM

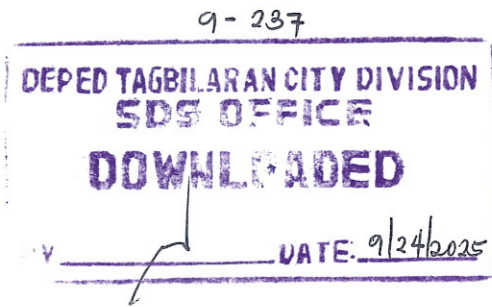
No. **0967**, s. 2025

23 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

SL/RYA/HRDD/MGS/1006



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

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2025-079

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs / NEAP-R Focal Persons
All Others Concerned

FROM : *Carmela Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Undersecretary of Learning Systems

SUBJECT : **CONDUCT OF THE TRAINING OF COACHES AND MENTORS FOR SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSE FOR CAREER STAGE FOUR TITLED: ELEVATING SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS**

DATE : September 12, 2025

1. One of the key initiatives of the National Educators Academy of the Philippines (NEAP) is the implementation of the School Head Development Program (SHDP), which provides structured professional development opportunities for school leaders across career stages. As part of this initiative, NEAP will conduct the **Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders**. Anchored on the Philippine Professional Standards for School Heads (PPSSH), this program is designed to strengthen the capacity of coaches and mentors in supporting school heads at Career Stage 4, ensuring the effective development of advanced leadership and management competencies. The training will be held on October 13-17, 2025 at the NEAP Training Facility, Teachers Camp, Baguio City.
2. This training seeks to achieve the following objectives:
 - a. Strengthen capacity in providing coaching and mentoring to school heads to model and sustain the highest standards of practice aligned with PPSSH Career Stage 4 competencies;
 - b. Immerse coaches and mentors in advanced strategies, tools, and approaches for guiding school heads in reflective practice, professional growth, and transformational leadership; and
 - c. Address gaps in professional collaboration and accountability by fostering a culture of continuous improvement, shared responsibility, and lasting impact in the coaching and mentoring process.

3. In view of this, the following is the activity related to the implementation of the training:

Activity	Date	Target Participants	Venue	Registration Link and Deadline of Participant's Registration
Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders	13- 17 October 2025	Assistant Schools Division Superintendent (ASDS), Chief Education Supervisor (CES) or Public School District Supervisor (PSDS) and Education Program Supervisor (EPS) with outstanding experience as principal	NEAP Training Facility, Teachers Camp, Baguio City	https://tinyurl.com/SHDPCS4NTOTREG (Deadline: October 2, 2025)

4. Relative to this, Regional Offices (ROs) are requested to nominate field participants who will attend the aforementioned activities and to identify one (1) representative to serve as a member of the Program Management Team. The **Allocated Number of Participants, Terms of Reference, and Qualification Standards** are outlined in **Enclosures 2 and 3**. For the nomination process, kindly use Enclosure 5: Endorsement Letter, and upload the duly signed and approved letter on or before October 3, 2025, through the following link: <https://tinyurl.com/EndorsementFormSHDPCS4NTOT>.
5. In preparation for the smooth conduct of the activities listed in the table above, members of the National Technical Working Group (NTWG) are enjoined to confirm their availability for an online meeting scheduled on **October 1, 2025**. The meeting aims to provide directions and procedures for the upcoming activities and to discuss the initial preparation requirements for the training. A separate advisory will be released regarding the list of Resource Persons
6. The participants' and resource person's board and lodging expenses shall be charged to the NEAP Human Resource Development (HRD) Funds, while transportation, per diem, and other incidental expenses shall be charged to the local funds of the Central Office (CO), Regional Offices (ROs), or Schools Division Offices (SDOs), subject to the usual accounting and auditing rules and regulations. Additional details and administrative arrangements will be issued through a separate advisory.

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7. Participants are entitled to non-monetary compensation, such as Compensatory Time-Off, only if they do not receive per diem. Travel time, however, shall not be included in the computation of Compensatory Overtime Credit.
8. **All participants are reminded that the Opening Program will be on October 13, 2025, at 3:00 PM. This day will also serve as the check-in/accommodation day.** Participants are further reminded to bring their own maintenance medications, laptops, extension cords, and alternative sources of internet connectivity to ensure smooth participation in the sessions. **Strict adherence to the schedule of activities is expected from all participants.**
9. For further questions or concerns, you may coordinate with Ms. Ailene F. Duterte, of NEAP-PDD, through email at neap.pdd@deped.gov.ph.
10. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1: List of Program Management Team

Enclosure 2: Qualification Standards of Participants

Enclosure 3: Number of Allocated Participants and RO/SDO PMT per Activity

Enclosure 4: Indicative Program of Activities

Enclosure 5: Endorsement Letter

Enclosure 6: Meal Provision and Accommodation Details

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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Enclosure 1 - Program Management Team

No.	Name	Position	Station
NEAP Program Management Team			
1	Marife T. Morcilla	PDO V	NEAP- PDD
2	Alexander T. Simagala	PDO IV	
3	Ailene F. Duterte	SEPS	
4	Dustin Troy R. Josen	SEPS	
5	Hanifa T. Hadji Abas	EPS II	
6	Jufeel P. Pulvosa	PDO II	
7	Chelsea R. Sagun	TA II	
8	Bradley B. Aniñon	TA II	



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Enclosure 2 - Qualification Standards of Participants

Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders

ASDS/CES/PSDS/EPS

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 3 for the template of the Endorsement Letter).

Assistant Schools Division Superintendent (ASDS):

1. Currently serving as an ASDS;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
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.

Chief Education Supervisor (CES):

1. Currently serving as a CES;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
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.

Public Schools District Supervisors (PSDS)/ Education Program Supervisor:

1. Currently serving as a PSDS/EPS;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
3. Recognized as an outstanding school head 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
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.



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Enclosure 3 - Number of Allocated Participants and RO/SDO PMT per Activity

Region	Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders	
	PMT Member (RO/SDO Program Focal)	Assistant Schools Division Superintendent (ASDS), Chief Education Supervisor (CES) or Public School District Supervisor (PSDS) and Education Program Supervisor (EPS) with outstanding experience as principal
NCR	1	15
CAR	1	15
I	1	15
II		15
III	1	15
IV-A		15
IV-B		15
V	1	15
VI		15
NIR		15
VII		15
VIII	1	15
IX		15
X		15
XI		15
XII		15
CARAGA		15
TOTAL	6	255



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Enclosure 4 - Indicative Program of Activities

Program Matrix

Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders

October 13-17, 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, and 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 Effectiveness	Posttest Closing Program
12:00 - 1:00 PM	Lunch Break			
1:00 - 2:40 PM	Session 3: Designing Asynchronous Learning: Empowering Flexible Growth	Session 7: Facilitating Excellence: A Simulation-Based Approach to Coaching and Mentoring	Session 11: Optimizing Coaching & Facilitation: Driving Development for School Heads	Departure from Venue



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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	October 1, 2025	https://tinyurl.com/OrientationPMTSHDPCS4NTOT

C. Orientation of the Resource Persons

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person		Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel)



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Enclosure 5 - **Endorsement Letter**

List of Endorsed Participants and PMT Member

[DATE]

CARMELA C. ORACION

Assistant Secretary
Officer-in-Charge
Undersecretary for Learning Systems Strand

Attention:

MICHAEL JOSEPH P. CABAUTAN

Director III
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified Public School District Supervisors, Assistant School Division Superintendents, and Education Program Supervisors to attend the **School Heads Development Program (SHDP) for Career Stage 4** titled: **Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders.**

OCTOBER 13-17, 2025					
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Email Address	Number of Schools Supervised
1					
2					
3					
4					
5					



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6				
7				
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10				
11				
12				
13				
14				
15				
Program Management Team Member				
No.	Name (Last, First, Middle Initial)	Office	Position	Email Address
1				

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director



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Enclosure 6 - Meal Provision and Accommodation Details

October 13-17, 2025

Provisions	Day 1	Day 2	Day 3	Day 4	Day 5
	October 13, 2025	October 14, 2025	October 15, 2025	October 16, 2025	October 17, 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 - 1:00 p.m.