



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
SGOD-2026- 024

TO : **NEOLITA S. SARABIA** **EPSvr**

FROM : **For the SDS:**

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

JOHN ARIEL A. LAGURA PhD
Asst. Schools Division Superintendent

SUBJECT : **UPDATED SCHEDULE ON THE CONDUCT OF TRAINING
OF COACHES AND MENTORS ON STEPPING INTO
SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR
THE NEW SCHOOL HEADS (BATCH 2 AND 3)**

DATE : January 22, 2026

1. With reference to the RM 0009 S. 2026 on the Updated Schedule on the Conduct of Training of Coaches and Mentors on Stepping into School Leadership: an Onboarding Program for the New School Heads (Batch 2 and 3), you are hereby advised to attend the said training for **Batch 3 scheduled on February 9-13, 2026** as a replacement for Dr. Aimee T. Amistoso who has another official activity to attend.
2. Please refer to the Regional Memoranda attached for reference.
3. For your guidance and compliance



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

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07 JUN 2026

Office of the Regional Director

REGIONAL MEMORANDUM

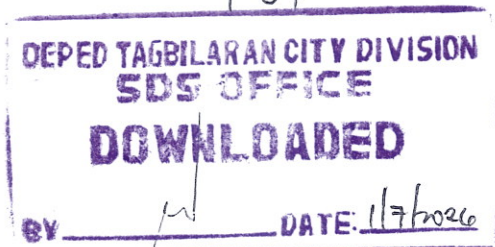
No. 0009, s. 2026

07 JUN 2026

UPDATED SCHEDULE ON THE CONDUCT OF TRAINING OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (BATCH 2 AND BATCH 3)

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

- Attached is an Advisory from Dir. Michael Joseph P. Cabauatan dated December 9, 2025, regarding the **Adjusted Schedule on the Conduct of Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2 and Batch 3)**, 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
 Director IV
 Regional Director

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DepEd Tayo Region VII



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

December 9, 2025

ADVISORY

*Training of Coaches and Mentors on Stepping into School Leadership:
An Onboarding Program for New School Heads*

1. This advisory is issued in reference to DM-OUHROD-2025-1654, titled **Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with the ongoing coordination on the venue and logistics for the Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads, the following adjustment is announced:

Activity	New Date of Implementation	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Meanwhile, the training **for Batch 3 will proceed as scheduled on February 9-13, 2026**, at the NEAP Training Facility, Teachers Camp, Baguio City.
4. Any rebooking expenses incurred due to this change of dates may be charged to the Regional Office (RO) or Schools Division Office (SDO) local and HRD funds, subject to the usual accounting and auditing rules and regulations.
5. Resource Persons and the Program Management Team (PMT) are kindly reminded that February 8 and February 15 are designated as Day 0 for their respective batches.
6. For any questions or concerns, please coordinate with Mr. Billy Rei M. Pagba, Senior Education Program Specialist of NEAP-PDD, via email at billyrei.pagba@deped.gov.ph or at neap.pdd@deped.gov.ph.

MICHAEL JOSEPH P. CABAUATAN
Director III, NEAP



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

Office of the Regional Director

02 JUL 2025

REGIONAL MEMORANDUM

No. **0669**, s. 2025

STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS

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

1. Attached is Memorandum DM-OUHROD-2025-1654, from Usec. Wilfredo E. Cabral and Asec. Carmela C. Oracion dated June 20, 2025, regarding the conduct of the **Stepping into School Leadership: An Onboarding Program for New School Heads**, which is self-explanatory.
2. SGOD Chiefs and HRDS Incumbents are required to submit the list of participants on or before **July 3, 2025** through the template provided which can be accessed through this link: <https://tinyurl.com/RO7PaxOnboardingForNewSH>.
3. For more details, refer to the enclosed communication.
4. 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.
5. For immediate dissemination and compliance of all concerned.

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

ST/TA/HRDD/MGL/mbk



Republika ng Pilipinas

Department of Education

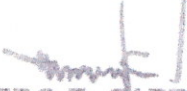
OFFICE OF THE UNDERSECRETARY


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	25 June 2025 Microsoft Teams Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn https://tinyurl.com/SHOPmeeting	National Technical Working Group (NTWG) Members	https://tinyurl.com/SHOPOnlineMeeting Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	https://tinyurl.com/SHIPPiLotTest Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	28 July – 01 August 2025 NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBAtch1 Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	25-29 August 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBAtch2 Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	24-28 November 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	https://tinyurl.com/SHIPBAtch3 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 / julie.ignao@deped.gov.ph or Viber 09975670093.
9. For dissemination and appropriate action.

Copy furnished:
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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS