

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

June 17, 2025

REGIONAL MEMORANDUM

No. 536, s. 2025

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED COURSE "ELEVATING SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS"

1. This is in reference to Memorandum DM-OUHRD-2025-1515 from Dr. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Ms. Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), informing the field about the above-captioned subject.

2. The activity schedule and details are as follows:

Activity	Date and Venue
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 1	June 30 to July 4, 2025 NEAP Baguio
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 2	August 25-29, 2025 NEAP Baguio

3. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:

- a. Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
- b. Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Certificate No. PHP QMS
24 93 0193



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- c. Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.
4. All Schools Division Offices (SDOs) are advised to endorse **school heads** to participate in the program, based on the following criteria and allocation:
- Currently occupying Principal IV** position with at least **Very Satisfactory** performance rating;
 - Currently holding Principal II position for at least five (5) years or Principal III position for at least three (3) years**, with the following considerations:
 - Has received **Outstanding performance rating for the past three (3) consecutive years**; and
 - Has demonstrated **high potential for Principal IV position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
 - Has no pending administrative cases; and
 - Of good moral character.

SDO Allocation:

SDO	Batch 1 (June 30 to July 4, 2025)	Batch 2 (August 25 to 29, 2025)
Caloocan	1	1
Las Pinas	1	1
Makati	1	1
Malabon	1	1
Mandaluyong	1	1
Manila	0	1
Marikina	1	1
Muntinlupa	1	1
Navotas	1	1



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Parañaque	1	1
Pasay	1	1
Pasig	1	1
Quezon City	1	1
San Juan	1	1
TaPat	1	1
Valenzuela	1	0

- The Senior Education Program Specialists (SEPS) or the Education Program Specialist II (EPS II)- HRD will be in charge of the **encoding of the official SDO endorsed participants** through this link: <https://tinyurl.com/SHDP-Advanced-Course> on or before **June 24, 2025**.
- The official SDO endorsed participants are enjoined to register through this link: tinyurl.com/SHDPCS4 to confirm their participation in the program. They are reminded to bring their own laptops, extension cord, and personal maintenance medicines.
- The participants' board and lodging will be charged against CO NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to SDO/school local funds, subject to the usual accounting and auditing rules and regulations.
- Please refer to the attached enclosures, for reference.
- For questions and clarifications regarding the activity, please coordinate with Ms. Ailene Duterte or Mr. Dustin Troy Joson, Senior Education Program Specialists, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
- Immediate dissemination and strict compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>



Certificate No. PRP QMS
24 93 0193




Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1515

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 SCHOOL HEADS DEVELOPMENT PROGRAM
ADVANCED COURSE “ELEVATING SCHOOL PERFORMANCE:
ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL
LEADERS”**

DATE : 11 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct the **School Heads Development Program (SHDP) Advanced Course “Elevating School Performance: Advanced Leadership and Management for School Leaders,”** with the following schedule and details:

Activity	Date	Venue
SHDP Advanced Course: “Elevating School Performance: Advanced Leadership and Management for School Leaders – Batch 1	30 June – 04 July 2025	NEAP Baguio
SHDP Advanced Course: “Elevating School Performance: Advanced Leadership and Management for School Leaders – Batch 2	25-29 August 2025	NEAP Baguio

2. Targeting current and aspiring Career Stage (CS) 4 school heads, this program has the following objectives:
 - a. Ensure that CS 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
 - b. Capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
 - c. Enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

3. **The Regional Offices (ROs) are requested to endorse fifteen (15) school heads** per batch to participate in the program, based on the following criteria:
 - a. **Currently occupying Principal IV position** with at least **Very Satisfactory** performance rating;
 - b. **Currently holding Principal II position for at least five (5) years** or **Principal III position for at least three (3) years**, with the following considerations:
 - Has received **Outstanding performance rating for the past three (3) consecutive years**; and
 - Has demonstrated **high potential for Principal IV position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
 - c. Has no pending administrative cases; and
 - d. Of good moral character.

4. Furthermore, the ROs must ensure equitable distribution of slots across Schools Division Offices (SDOs), considering all school types and categories.

5. Enclosed are the following documents, for reference:
 - a. **Enclosure 1** *List of Resource Persons and Program Management Team (PMT) Members*
 - b. **Enclosure 2** *Regional Allocation of Participants and RO/SDO PMT Members per Batch*
 - c. **Enclosure 3** *Indicative Program of Activities and Training Details*
 - d. **Enclosure 4** *Template for the List of Endorsed Participants and PMT Members (tinyurl.com/SHDP-EndorsedList)*
 - e. **Enclosure 5** *Meal Provision and Accommodation Details*

6. The *List of Endorsed School Heads and PMT Members* must be submitted to NEAP through the link tinyurl.com/SHDP-CS4-Submission on or before **27 June 2025**. The endorsed school heads and PMT members are enjoined to register through the link tinyurl.com/SHDPCS4 to confirm their participation in the program on or before the same date.

7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Should you have questions and concerns, please coordinate with **Ms. Ailene Duterte** or **Mr. Dustin Troy Josen**, Senior Education Program Specialists, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



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

Enclosure 1- List of Resource Persons for Batches 1 and 2 and NEAP Program Management Team

No.	Name	Position	Station
Resource Persons			
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Ma. Criselda G. Ocang	ASDS	SDO Urdaneta City, Region I
3	Rosalie Cabarios	Principal III	SDO Tarlac City, Region III
4	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
5	Mauricio Angeles	PSDS	SDO Nueva Ecija, Region III
6	Roderick Tadeo	Principal IV	SDO Olongapo City, Region III
7	Melanie An Carandang	Principal II	SDO Lipa City, Region IV-A
8	Luz Osmena	CES	QAD, Region IV-A
9	Lorna Medrano	CES	SDO Lipa City, Region IV-A
10	Marylou Argamosa	Principal I	SDO Ligao, Region V
11	Irene Dayandante	PSDS	SDO Camarines Sur, Region V
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Elnor Luna	Principal I	SDO Aklan, Region VI



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

14	Roshen Batan	Principal II	SDO Roxas City, Region VI
15	Sarah Ganancial	Principal IV	SDO Guimaras, Region VI
16	Roger Z. Rochar	OIC-ASDS	SDO Victorias City, Region VI
17	Samuel Malayo	ASDS	SDO Roxas City, Region VI
18	Lyna Basri	Principal IV	SDO Isabela City, Region IX
19	Jeryl Casilao	Principal IV	SDO Pagadian City, Region IX
20	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
21	Enerio Ebisa	CES	HRDD, Region X
22	Wendy Lynn Conejar	Principal	SDO Davao del Sur, Region XI
23	Jurgenne Dicdican	Principal III	SDO Agusan del Sur, CARAGA
24	Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
25	Cristy Jabonillo	Principal IV	SDO Bais City, NIR
26	Renato Felipe Jr	PSDS	SDO Manila City, NCR
27	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
28	Filmore Caballero	CES	SDO Valenzuela City, NCR
29	Felicia Yeban	Faculty	Philippine Normal University



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

30	Gilbert Arrieta	Faculty	Philippine Normal University
NEAP Program Management Team			
31	Marife T. Morcilla	PDO V	NEAP- PDD
32	Alexander T. Simagala	PDO IV	
33	Ailene F. Duterte	SEPS	
34	Dustin Troy R. Josen	SEPS	
35	Hanifa T. Hadji Abas	EPS II	
36	Jufeel P. Pulvosa	PDO II	
37	Chelsea Sagun	TA II	
38	Bradley Aninon	TA II	



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

Enclosure 2- Number of Allocated Participants and RO/SDO PMT per Activity

Region	Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 1)		Elevating School Performance: Advanced Leadership and Management for School Leaders (Batch 2)	
	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4	PMT Member (RO/SDO Program Focal)	Principal IV/ Principal II-III highly potential to be P4
NCR	1	15		15
CAR	1	15		15
I	1	15		15
II	1	15		15
III	1	15		15
IV-A	1	15		15
IV-B		15	1	15
V		15	1	15
VI		15	1	15
NIR		15	1	15
VII		15	1	15
VIII		15	1	15
IX		15		15
X		15		15
XI		15		15
XII		15		15
CARAG A		15		15
TOTAL	6	255	6	255



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

Enclosure 3- Indicative Program of Activities and Training Details

A. Program Matrix

Elevating School Performance: Advanced Leadership and Management Course
 for Career Stage 4 School Heads

BATCH 1 | June 30 – July 4, 2025

BATCH 2 | August 25 – 29, 2025

Venue: To be announced through an Advisory

Time	Day 0	Day 1
7:30 - 8:00 AM	Arrival of Participants at the Venue	Registration
8:00 – 8:30 AM		Opening Program
8:30 – 9:00 AM		Pre-Test
9:00 – 12:30 PM		Session 1: Strategic School Leadership: Weaving Meaning and Purpose
		Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:30 – 1:30 PM		Lunch Break
1:30 – 4:30 PM		Registration
	Session 4: From Echo to Equity: Institutionalizing Learner Voice in Strategic Leadership	
4:30 – 5:00 PM		Reminders and End-of-Day Evaluation

Time	Day 2	Day 3	Day 4	Day 5
8:00 – 8:30 AM	Preliminaries			
8:30 – 12:00 PM	Session 5: Transforming Data into Impact: Leading Excellence in	Session 9: Leading Innovative Curriculum and Career Pathways:	Session 12: Systems Leadership for Safe, Inclusive, and Supportive Learning	Session 16: Excelling the Management of Diverse Relationships



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

	School Records Management	Strategizing Contextualization and Opportunities for Learners	Environments and Discipline Frameworks	and School Organizations
	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation	Session 10: Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship	Session 13: Leadership Excellence in High Standards of Practice	Session 17: Exemplified Practices in Managing Inclusivity in Schools
12:00 – 1:00 PM	Lunch Break			
1:00 – 4:00 PM	Session 7: Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence	Continuation of Session 10	Session 14: Exemplary Leadership and Professional Development Initiatives	Session 18: Fostering Best Practices in Community Engagement
	Session 8: Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges	Session 11: Leading with Fostering Accountability and Innovation in Learning	Session 15: Unwavering Commitment to the Welfare of the School Community	2:30 PM Post-Assessment End-of-Day Evaluation Closing Program
4:00 – 5:00 PM	Reminders and End-of-Day Evaluation PMT Debriefing			3:00 PM Departure from Venue



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

B. Orientation of Program Management Team

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	June 27, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel)

C. Orientation of the Resource Persons

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	June 19, 2025	Online (MS Teams link will be sent directly to the registered DepEd email of the endorsed personnel)



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

Enclosure 4- Template for the List of Endorsed Participants and PMT Member

[DATE]

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)

Attention:

JENNIFER E. LOPEZ

Director IV
 National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified school heads to attend the **School Heads Development Program (SHDP) for Career Stage 4** titled: **Elevating School Performance: Advanced Leadership and Management for School Leaders**

BATCH 1 (June 30-July 4, 2025)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
2							
3							
4							
5							
6							
7							



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

8							
9							
10							
11							
12							
13							
14							
15							
Program Management Team Member							
Batch 1							
No.	Name (Last, First, Middle Initial)	Position					Office
1							
BATCH 2 (August 25-29 2025)							
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							



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

13							
14							
15							
Program Management Team Member – Batch 2							
No.	Name (Last, First, Middle Initial)			Position		Office	
1							

For your consideration.

Sincerely yours,

<Name and Signature>
Regional Director



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

Enclosure 5- Meal Provision and Accommodation Details

BATCH 1 | June 30 – July 4, 2025
BATCH 2 | August 25 – 29, 2025

Provisions	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	
Room	✓	✓	✓	✓	✓	

Check-in: Day 0 - 2:00 p.m.

Check-out: Day 5 – 2:00 p.m.