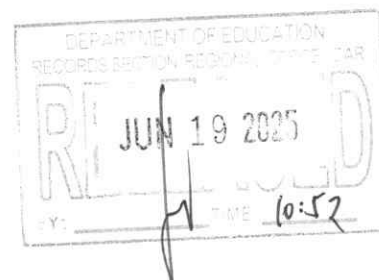




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



17 JUNE 2025

**REGIONAL MEMORANDUM**  
 No. 418-2025

**SUBMISSION OF PARTICIPANTS TO THE CONDUCT OF SCHOOL HEADS  
 DEVELOPMENT PROGRAM ADVANCE COURSE**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

1. With reference to DM-OUHROD-2025 re Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership Management for School Leaders", the Schools Division Office through the SGOD Chief and HRDS SEPS shall provide a list of school head participants to the Batch 1 and Batch 2 to be conducted at **NEAP Baguio, Teachers Camp** as indicated below.

<b>SDO</b>	<b>Batch 1 June 30 – July 4, 2025</b>	<b>Batch 2 August 25-29, 2025</b>
Abra	1 Elementary Principal 1 Secondary Principal	1 Elementary Principal 1 Secondary Principal
Apayao	1 Elementary Principal 1 Secondary Principal	1 Elementary Principal 1 Secondary Principal
Baguio City	1 Elementary Principal	1 Secondary Principal
Benguet	2 Elementary Principal 1 Secondary Principal	1 Elementary Principal 2 Secondary Principal
Ifugao	1 Elementary Principal 1 Secondary Principal	1 Elementary Principal 1 Secondary Principal
Kalinga	1 Elementary Principal	1 Secondary Principal
Mt. Province	1 Elementary Principal 1 Secondary Principal	1 Elementary Principal 1 Secondary Principal
Tabuk City	1 Elementary Principal 1 Secondary Principal	1 Elementary Principal 1 Secondary Principal
Regional Office	1 HRDD Education Program Supervisor	
<b>Total</b>	<b>16</b>	<b>15</b>

2. The training targets current and aspiring Career Stage (CS) 4 school heads with objectives as follows:

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



**Address:** DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601  
**Telephone No:** (074) 422 – 1318  
**Email Address:** car@deped.gov.ph  
**DepEd Tayo Cordillera** <https://depedcar.ph>



- 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 HRDS SEPS should ensure that the endorsed school heads per batch to participate in the program shall meet the following criteria:
- Currently occupying Principal IV position** with at least **Very Satisfactory performance rating**;
  - Currently holding Principal III for at least three (3) years or Principal II position for at least five (5) 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 case;
  - Of good moral character; and
  - Not retiring this SY 2025-2026.
4. The list of endorsed school heads must be submitted to NEAP through the email address **[car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph) or [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph) on or before June 19, 2025 using the template (Enclosure 1)**. The endorsed school heads are enjoined to register through the link **[tinyurl.com/SHDPCS4](https://tinyurl.com/SHDPCS4) to confirm their participation in the program on or before June 27, 2025**.
5. The indicative program of activities and training details are indicated in Enclosure 3 of the DM-OUHROD-2025 as attached to this memo.
6. 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.).
7. 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.
8. For questions and concerns, please coordinate with Rosita C. Agnasi, OIC HRDD/NEAPR through [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph) or via 09071734621.
9. Immediate dissemination and strict compliance of this memorandum is directed.

  
**ESTELA P. LEON-CARIÑO, EdD, CESO III**  
Director IV / Regional Director

Enclosure 1: Endorsement Template

**[DATE]**

**ESTELA P. LEON-CARIÑO EdD, CESO III**

Director IV/Regional Director

DepEd CAR, Regional Office

Wangal, La Trinidad, Benguet

**Attention: ROSITA C. AGNASI**

OIC, HRDD/NEAPR

**Dear RD Cariño:**

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

<b>BATCH 1 (June 30 – July 4, 2025)</b>							
<b>No.</b>	<b>Name (Last, First, Middle Initial)</b>	<b>Position</b>	<b>Schools Division Office</b>	<b>School Name</b>	<b>School Category</b>	<b>School Size</b>	<b>Average Performance Rating (3 Years)</b>
<b>1</b>							
<b>2</b>							

<b>BATCH 2 (August 25-29, 2025)</b>							
<b>No.</b>	<b>Name (Last, First, Middle Initial)</b>	<b>Position</b>	<b>Schools Division Office</b>	<b>School Name</b>	<b>School Category</b>	<b>School Size</b>	<b>Average Performance Rating (3 Years)</b>
<b>1</b>							
<b>2</b>							

For your consideration.

Sincerely yours,

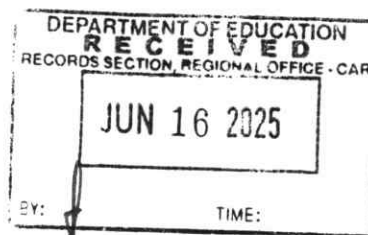
<Name and Signature>

**Schools Division Superintendent**



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. CADRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

*Carmela C. Oracion*  
**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](http://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](http://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](http://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 Joson**, Senior Education Program Specialists, NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto: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**



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**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
<b>Resource Persons</b>			
1	Christian Giron	Principal I	SDO Ilocos Sur, Region I
2	Ma. Criselda G. Ochang	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





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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





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



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**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
<b>TOTAL</b>	<b>6</b>	<b>255</b>	<b>6</b>	<b>255</b>



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**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		Registration
8:00 - 8:30 AM		Opening Program
8:30 - 9:00 AM		Pre-Test
9:00 - 12:30 PM	Arrival of Participants at the Venue	<b>Session 1:</b> Strategic School Leadership: Weaving Meaning and Purpose
		<b>Session 2:</b> 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	<b>Session 3:</b> Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
		<b>Session 4:</b> 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	<b>Session 5:</b> Transforming Data into Impact: Leading Excellence in	<b>Session 9:</b> Leading Innovative Curriculum and Career Pathways:	<b>Session 12:</b> Systems Leadership for Safe, Inclusive, and Supportive Learning	<b>Session 16:</b> Excelling the Management of Diverse Relationships



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	School Records Management	Strategizing Contextualization and Opportunities for Learners	Environments and Discipline Frameworks	and School Organizations	
	<b>Session 6:</b> Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation	<b>Session 10:</b> Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship	<b>Session 13:</b> Leadership Excellence in High Standards of Practice	<b>Session 17:</b> Exemplified Practices in Managing Inclusivity in Schools	
12:00 – 1:00 PM	Lunch Break				
1:00 – 4:00 PM	<b>Session 7:</b> Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence	Continuation of Session 10	<b>Session 14:</b> Exemplary Leadership and Professional Development Initiatives	<b>Session 18:</b> Fostering Best Practices in Community Engagement	
	<b>Session 8:</b> Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges	<b>Session 11:</b> Leading with Fostering Accountability and Innovation in Learning	<b>Session 15:</b> 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



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**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)



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*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							



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





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

For your consideration.

Sincerely yours,

<Name and Signature>  
Regional Director



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**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.