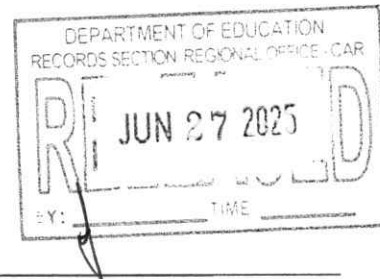




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



26 June 2025

REGIONAL MEMORANDUM

No. **448.2025**

**CALL FOR PARTICIPANTS FOR THE “STEPPING INTO SCHOOL LEADERSHIP:
AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS”**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. Relative to DM-OUHROD-2025-1654 re: Conduct of the “Stepping into School Leadership: An Onboarding Program for New School Heads”, this office calls for participants for the Onboarding Program for the New School Heads.

2. 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:

- 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;
- 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
- 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.

3. The program has the following schedule and details:

Activity	Date & Venue	Target Participants	SDO Allocation of Participants
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	Abra – 2 Apayao – 2 Baguio City – 2 Benguet – 3 Ifugao – 2 Kalinga – 2 Mt. Province – 3 Tabuk City - 2
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	Abra – 1 Apayao – 1 Baguio City – 1 Benguet – 2 Ifugao – 2 Kalinga – 1



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

			Mt. Province – 2 Tabuk City - 1
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	Abra – 1 Apayao – 1 Baguio City – 1 Benguet – 2 Ifugao – 2 Kalinga – 1 Mt. Province – 2 Tabuk City - 1
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	Abra – 2 Apayao – 2 Baguio City – 2 Benguet – 3 Ifugao – 2 Kalinga – 2 Mt. Province – 3 Tabuk City - 2

4. In this regard, **all Schools Division Offices (SDOs) are advised to nominate participants to SHOP activities** using the prescribed template and endorse the same to the Regional Office through the Human Resource Development Division with the e-mail address **carneapr@deped.gov.ph** on or **before 27 June 2025**.

5. Enclosed are the following documents, for reference:

- Enclosure 1** Terms of Reference of Participants
- Enclosure 2** Qualification Standards for Participants
- Enclosure 3** Training Matrix
- Enclosure 4** Template for the Endorsement of Participants and PMT Members

6. 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 SDO/school local funds, subject to the usual accounting and auditing rules and regulations.

7. 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.).

8. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, through email address at car.neapr@deped.gov.ph.

9. Immediate and widest dissemination of this Memorandum is directed.


 Digitally signed by ESTELA P.
 LEON-CARIÑO EdD, CESO III
 Date: 2025.06.27 11:25:21 +08'00'
ESTELA P. LEON-CARINO EdD, CESO III
 Regional Director, Director IV

//HRDDNEAPCAR/RCA/ESF/2025shonboarding



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

(Enclosure 1 to RM No. 448.20)

TERMS OF REFERENCE OF PARTICIPANTS

For School Head or Asst. Principal Participants:

1. Actively participate in the program as the learner and feedback provider;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the assigned coach or mentor; and
4. Submit the required outputs within the given schedule.

For Coaches and Mentors:

1. Actively participate in the training sessions as the learner and provide valuable feedback;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the co-mentors/ coaches during the training;
4. Serve as trainers of the program in their respective regions and divisions; and
5. Submit the required outputs within the given schedule.



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION

(Enclosure 2 to RM No. 448 . 2025)

QUALIFICATION STANDARDS FOR PARTICIPANTS

School Heads for Stepping into School Leadership: Onboarding for New School Heads (7-11 July 2025)

Newly Appointed School Heads or Asst. Principal

1. Officially appointed as a school head or Asst. Principal (plantilla position);
2. Preferably has NOT undergone any prior induction/onboarding program for SH or Asst. Principal, or any related programs offered by SDO, RO or CO.
3. Must be a NQESH 2023 passer;
4. Endorsed by the Regional Director or authorized representative. *(Please see Enclosure 6 for the template of the Endorsement Letter)*

Training of Coaches and Mentors for SHOP (Batches 1-3)

School Heads/PSDS/ASDS

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 6 for the template of the Endorsement Letter.)*

School Heads:

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. Recognized as an outstanding school head at the division, regional or national level;
4. With proven track record in school leadership, instructional supervision, and school-based mentoring; and
5. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

Public Schools District Supervisors (PSDS):

1. Currently serving as a PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Recognized as an outstanding PSDS 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



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

Assistant Schools Division Superintendent (ASDS):

1. Currently serving as a ASDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
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.

Qualification Standards for the RO/SDO Program Focal (will act as PMT member):

1. Designated as the regional or SDO program focal person for induction/onboarding programs. This may include specialists from NEAP-R, HRDD, HRDS, or other qualified personnel who can effectively perform the roles and responsibilities of classroom managers as outlined in the ToR in enclosure 1.2;
2. Preferably has experience in implementing or managing induction, mentoring, or PD programs for school heads; and,
3. Willing and available to participate in all SHOP-related activities (coordination, monitoring activities, etc.).



INDICATIVE PROGRAM OF ACTIVITIES
Stepping Into School Leadership: Onboarding for New School Heads
 NEAP - Baguio City, 7-11 July 2025

Time	Day 0 (SUNDAY)	Day 1 (MONDAY)	Day 2 (TUESDAY)	Day 3 (WEDNESDAY)	Day 4 (THURSDAY)	Day 5 (FRIDAY)
8:00 - 8:20 a.m.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)				
8:20 - 10:00 a.m.		M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 2 (100 mins.)
10:00 - 10:20 a.m.		Health Break (20 mins.)				
10:20 - 12:00 p.m.		M1 - Session 2 (100 mins.)	M2 - Session 2 (100 mins.)	M3 - Session 2 (100 mins.)	M4 - Session 2 (100 mins.)	Post test and Other reminders
11:20 - 12:00 p.m.		Lunch Break (60 mins.)				
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	M1 - Session 3 (100 mins.)	M2 - Session 3 (100 mins.)	M3 - Session 3 (100 mins.)	M4 - Session 3 (100 mins.)	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)				Travel time from Venue to Residence
3:00 - 3:30 p.m.	Opening Program	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	





3:30 - 4:40 p.m.	Pre-test				
4:40 - 5:00 p.m.	Daily Evaluation and Reminders (20 mins.)				

Note: Strict adherence to the training schedule **must be observed**. All participants are advised to immediately communicate any concerns regarding this to the PMT.

INDICATIVE PROGRAM OF ACTIVITIES

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program)

Batch 1 (NEAP-Baguio City, July 28 - Aug. 1, 2025);

Batch 2 (Venue: TBD, Aug. 25 - 29, 2025);

Batch 3 (Venue: TBD, Nov. 24-28, 2025)

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
8:00 - 8:20 a.m.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)			
8:20 - 10:00 a.m.		Session 1: Design Matters: Crafting Meaningful Learning Journeys	Session 5: Facilitating with Purpose: Empowering Adult Learners through Heutagogy	Session 9: Conversations that Inspire: Coaching and Mentoring in Action	Session 13: Planning for Program Implementation



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
10:00 - 10:20 a.m.		Health Break (20 mins.)			
10:20 - 11:30 a.m		Session 2: Inside the Core: Exploring the Heart of the Program	Session 6: Feedback that Fuels Growth: Using Scenarios to Deepen Learning	Session 10: Measuring What Matters: Mentoring and Evaluating for Success	Presentation of Regional Plan for Program Implementation
11:30 - 12:00 p.m.					Posttest and Other Reminders
12:00 - 1:00 p.m.		Lunch Break (60 mins.)			
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	Session 3: Learning Beyond the Session: Maximizing Asynchronous Engagement	Session 7: Practice with Purpose: Simulating Effective Training Delivery	Session 11: Sharpening the Edge: Refining Your Training and Coaching Craft	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)			
3:00 - 4:40 p.m.	Opening Program & Pretest	Session 4: Guiding Growth: Unlocking the Power of Coaching and	Session 8: Polishing the Practice: Simulation and Reflection	Session 12: Real Talk, Real Solutions: Tackling Challenges Together	Travel time from Venue to Residence

Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



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Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
		Mentoring			
4:40 - 5:00 p.m.	End-of-Day Evaluation and Daily Reminders (20 mins.)				
5:00 - 5:30 p.m.	PMT Debriefing				



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION

(Enclosure 4 to RM No. 448, 2025)

SUBJECT: ENDORSEMENT OF PARTICIPANTS ON THE SCHOOL HEAD ONBOARDING PROGRAM (SHOP)

The Schools Division Office of [Insert SDO] respectfully endorses the following individuals to participate in the series of activities relative to the implementation of the School Head Onboarding Program (SHOP) who met the required Qualification Standards (QS):

List of Endorsed Participants (add rows per table as may be necessary):

Stepping Into School Leadership: Onboarding for New School Heads

NEAP Baguio Facility (7-11 July 2025)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
2.				
3.				

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1)

NEAP Baguio Facility (28 July – 1 August 2025)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
2.				

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2)

25 - 29 August 2025 (Venue-TBA)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
2.				

Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3)

24 - 28 November 2025 (Venue-TBA)

Name	Designation	Division	DepEd Email	Role (PMT member or Participant)
1.				
2.				
3.				



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity. Their experience and competence in school leadership and instructional supervision make them suitable for this initiative.

We look forward to the Regional Office's confirmation and further instructions.

Thank you for your continued support.

Respectfully yours,

SDS