



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



01 JULY 2025

**REGIONAL MEMORANDUM**

No. **463-2025**

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

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Others Concerned

1. With reference to DM-OUHROD-2025-1699 re Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management", the Schools Division Office through the CID and SGOD Chiefs and HRDS SEPS shall provide a list of school head and leaders to the trainings indicated below.

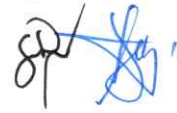
Activity	Date & Venue	Target Participants
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management – Batch 1"	July 7-11, 2025 Venue: TBD	Principal III / Principal I-II with high potential to be Principal III
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management – Batch 2"	September 1-5, 2025 Venue: NEAP Baguio	Principal III / Principal I-II with high potential to be Principal III
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	September 22- 25, 2025 Venue: TBD	Public Schools District Supervisors (PSDS)

SDO	Batch 1	Batch 2	Coaches/Mentors
Abra	2	2	2
Apayao	2	2	2
Baguio City	1	1	2
Benguet	3	3	3
Ifugao	2	2	2
Kalinga	2	1	1
Mt. Province	2	2	2
Tabuk City	1	2	1
RO PMT	1	1	1
<b>Total</b>	<b>16</b>	<b>16</b>	<b>16</b>

2. The training targets current and aspiring Career Stage (CS) 3 school heads with objectives as follows:

- a. Develop advanced skills in CS3 school heads in performing their functions as instructional leaders and administrative managers;
  - b. Capacitate CS3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
  - c. Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.
3. The HRDS SEPS should ensure that the endorsed school heads per batch to participate in the program shall meet the following criteria:
  - a. **Currently occupying Principal III position** with at least **Very Satisfactory performance rating**;
  - b. **Currently holding Principal II for at least three (3) years or Principal I position for at least five (5) years with the following considerations:**
    - Has demonstrated **high potential for Principal III position**, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
  - c. Has no pending administrative case;
  - d. Of good moral character; and
  - e. 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 or car.hrdd@deped.gov.ph on or before July 2, 2025 using the template (Enclosure 1)**. The official participants shall be released in a separate memo with the reminders on registration and final venue.
5. The indicative program of activities and training details are indicated in Enclosure 4 and the meal provision and accommodation guide in Enclosure 5 of the DM-OUHROD-2025-1699 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 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 Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management":

BATCH 1 (July 7-11, 2025)							
No.	Name (Last, First, Middle Initial)	Position	Gender	School Name	School Category	School Size	Average Performance Rating (3 Years)
1							
2							

BATCH 2 (September 1-5, 2025)							
No.	Name (Last, First, Middle Initial)	Position	Gender	School Name	School Category	School Size	Average Performance Rating (3 Years)
1							
2							

COACHES AND MENTORS (September 22-25, 2025)						
No.	Name (Last, First, Middle Initial)	Position	Gender	District Office	Average Performance Rating (3 Years)	
1						
2						

For your consideration.

Sincerely yours,

<Name and Signature>

**Schools Division Superintendent**



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Enclosure 4

**INDICATIVE PROGRAM OF ACTIVITIES**

**“Elevating School Leadership: An Intermediate Guide to Effective Management”**

**BATCH 1** | July 7-11, 2025  
**BATCH 2** | September 1-5, 2025  
Venue: TBD

Time	Activity
<b>July 6, 2025 - Day 0</b>	
8:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:00 PM	Dinner
<b>July 7, 2025 - Day 1</b>	
7:30 - 8:30 AM	<b>Opening Program</b>
8:30 - 10:00 AM	<b>Session 1:</b> School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 2:</b> Leading School Planning Processes and Program Implementation: Basis for Monitoring and Evaluation
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	<b>Session 3:</b> Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	<b>Session 4:</b> Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
<b>July 8, 2025 - Day 2</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 5:</b> Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 6:</b> Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 7:</b> Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	<b>Session 8:</b> Staff Leadership for Sustainable Organizational Growth
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8





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4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
<b>July 9, 2025 - Day 3</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 9:</b> Contextualizing Learning for Career Success: Strengthening Standards and Opportunities
10:00 - 10:15 AM	Health Break
10:15 - 11:15 AM	Continuation of Session 9
11:15- 12:00 PM	<b>Session 10:</b> From Standards to Impact: Advancing Teaching Pedagogies Through Meaningful Feedback
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 - 3:00 PM	<b>Session 11:</b> From Data to Action: Using Assessment to Improve Learner Outcomes
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11
4:30- 4:45 PM	Reminders and End-of-Day Evaluation
<b>July 10, 2025 - Day 4</b>	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 12:</b> Fostering Inclusivity and Positive Discipline: Creating a Safe Learning Environment
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	<b>Session 13:</b> Building Excellence through Leveraging Professional Reflection, Professional Networks and Performance Management for Continuous Growth and Development
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 14:</b> Nurturing Professional Growth and Leadership Development in Individuals and Teams
2:30 - 3:00 PM	<b>Session 15:</b> Cultivating Educational Excellence through Enhancing Personnel's Well-being and Rewards and Incentives Mechanisms
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 15
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation



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July 11, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	<b>Session 16:</b> Managing the School's Diverse and Dynamic Relationship
10:00 - 10:15 AM	Health Break <sup>7</sup>
10:15 - 12:00 PM	<b>Session 17:</b> Inclusion in Action: Mechanisms and Processes to Inclusive Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	<b>Session 18:</b> Communication and Engagement to School Community Toward Improved Collaboration
2:30 - 3:00 PM	<b>Posttest</b>
3:00 - 4:00 PM	End-of-Day Evaluation and Closing Program