



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



1 July 2025

**REGIONAL MEMORANDUM**

No. **465-2025**

**REGISTRATION OF PARTICIPANTS FOR THE "STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS"**

To: Assistant Regional Director  
Schools Division Superintendents  
All Other Concerned

- Relative to RM 448 s. 2025 titled Call for Participants for the "Stepping into School Leadership: An Onboarding Program for New School Heads", this office updates the registration of participants for the Onboarding Program for the New School Heads.
- 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).
- All identified participants in Enclosure 1 and 2 shall register on the following links below:

Activity	Date & Venue	Participants	Registration link
School Head Onboarding Program (SHOP)	<b>07-11 July 2025</b> NEAP Baguio	Newly appointed School Heads / Assistant Principals (18)	<a href="https://tinyurl.com/SHIPPilotTest">https://tinyurl.com/SHIPPilotTest</a> <b>Deadline: 02 July 2025</b>
Training of Coaches and Mentors for SHOP Batch 1	<b>28 July - 01 August 2025</b> NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a> <b>Deadline: 23 July 2025</b>
Training of Coaches and Mentors for SHOP Batch 2	<b>25-29 August 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a> <b>Deadline: 20 August 2025</b>
Training of Coaches and Mentors	<b>24-28 November 2025</b> Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch3">https://tinyurl.com/SHIPBatch3</a> <b>Deadline: 18 November 2025</b>



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for SHOP Batch 3			
<b>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.</b>			

4. In this regard, **all Schools Division Offices (SDOs) are advised to disseminate to the participants the registration links above on or before the deadline.**
5. All other provisions indicated in RM 448 s. 2025 shall remain in place.
6. 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](mailto:car.neapr@deped.gov.ph).
7. Immediate and widest dissemination of this Memorandum is directed.

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

//HRDDNEAPCAR/SJD/ESF /2025shonboardingparticipants



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(Enclosure 1 to RM No. 465)

**List of Endorsed Participants**

**Stepping Into School Leadership: Onboarding for New School Heads**  
 NEAP Baguio Facility (7-11 July 2025)

Name	Designation	Division	Role (PMT member or Participant)
1. Edwin Lumiwag	Principal 1	Abra	Participant
2. Nida A. Sulian	Principal 1	Abra	Participant
3. Angeline D. Rumpon	EPS-II / School Head	Apayao	Participant
4. Ruth C. Roque	School Head	Apayao	Participant
5. Freda Dayog	School Principal	Baguio City	Participant
6. Janet Pascua	School Head	Baguio City	Participant
7. Felix Ancheta	Head Teacher III	Benguet	Participant
8. Jonathan I. Gayaso	Head Teacher I	Benguet	Participant
9. Rex Mabiasen	TIC	Benguet	Participant
10. Mark Angel Bautista	Head Teacher	Ifugao	Participant
11. Jake Bulayungan	SH/SEPS	Ifugao	Participant
12. Evangeline P. Abbacan	P-1	Kalinga	Participant
13. Mila B. Gannaban	HT III	Kalinga	Participant
14. Bona Menzi	SP I	Mtn. Province	Participant
15. Rowena Bumakil	SP I	Mtn. Province	Participant
16. Honorata Bautista	SP I	Mtn. Province	Participant
17. Leonardo T. Egan	Principal I	Tabuk City	Participant
18. Daisy D. Banutan	Head Teacher I	Tabuk City	Participant

**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	Role (PMT member or Participant)
1. Manuela B. Garcia	PSDS	Abra	Participant
2. Manny H. Kotoken	PSDS	Apayao	Participant
3. Luis Igualdo	SP IV	Benguet	Participant
4. Sharon Angupa	SP3	Benguet	Participant
5. Mana C. Estakio	SP3	Benguet	Participant
6. Alice Nayao	Principal II/PSDS	Ifugao	Participant
7. Karen Joy Dulnuan	PSDS	Ifugao	Participant
8. Herminia P. Astudillo	PSDS	Kalinga	PARTICIPANT
9. Arthur Tayaan	PSDS	Mtn. Province	Participant
10. Elner Madjaco	PSDS	Mtn. Province	Participant
11. Jan Nowel E. Peña	Asst. Schools Division Superintendent	Tabuk City	Participant



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**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	Role (PMT member or Participant)
1. Esteban Lope N. Tamayo	Principal II	Abra	Participant
2. Maricel P. Enciso	PSDS	Apayao	Participant
3. Rey Gapasin	PSDS	Baguio City	Participant
4. Onofre D. Limpayos	SP3	Benguet	Participant
5. Nestor Dalay-On	SP4	Benguet	Participant
6. Geraldine Gawi	PSDS	Ifugao	Participant
7. Marlyn Lupa-I	PSDS	Ifugao	Participant
8. Rhoda Phyllis D. Balao-as	EPS	Kalinga	Participant
9. Arnel Kisofen	OIC-PSDS	Mtn. Province	Participant
10. Anthony Feliciano	OIC-PSDS	Mtn. Province	Participant
11. Henry N. Alunday	Public Schools District Supervisor	Tabuk City	Participant

**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	Role (PMT member or Participant)
1. Leonardo T. Balneg	PSDS	Abra	Participant
2. Emilia T. Garcia	Principal III	Abra	Participant
3. Milmar L. Bunnao	P-I	Apayao	Participant
4. Digbay A. Tandi	HT-I	Apayao	Participant
5. Carmel F. Meris	OIC-ASDS	Baguio City	Participant
6. Jayreros Guevarra	PSDS	Baguio City	Participant
7. Vivian Cuh-Ing	SP4	Benguet	Participant
8. Regina Sarmiento	SP4	Benguet	Participant
9. Lorna V. Wallit	SP2	Benguet	Participant
10. Gina Attaban	PSDS	Ifugao	Participant
11. Isabel Chug-E	PSDS	Ifugao	Participant
12. Rosalina C. Domallig	P-1	Kalinga	Participant
13. Dolores S. Cambia	P-1	Kalinga	Participant
14. Nelia Buned	PSDS	Mtn. Province	Participant
15. Philip Napaldet Jr.	PSDS	Mtn. Province	Participant
16. Isaac Bayangan	OIC-PSDS	Mtn. Province	Participant
17. Karen W. Tabanganay	PSDS	Tabuk City	Participant
18. Mildred S. Cabay	Principal IV	Tabuk City	Participant





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(Enclosure 2 to RM No. 465)

**List of PMT, Resource Speaker (National Technical Working Group Member)**

Name	Designation	Role	Stepping Into School Leadership: Onboarding for New School Heads NEAP Baguio Facility (7-11 July 2025)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 1) NEAP Baguio Facility (28 July – 1 August 2025)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 2) 25 - 29 August 2025 (Venue-TBA)	Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (SHOP) (Batch 3) 24 - 28 November 2025 (Venue-TBA)
Nenita P. Sabino	Principal II	Resource Speaker	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SDO Baguio City	Nurse	Welfare Officer - ensures medical needs of participants are appropriately addressed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SDO Baguio City	Nurse		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Elvernice S. Fanged	EPSP II	PMT	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>