



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 25, 2025

DIVISION MEMORANDUM

No. **297** s. 2025

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

**To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary
and Integrated Schools
All Others Concerned**


1. Attached is Regional Memorandum No. 555, s. 2025 titled **Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advance Leadership and management for school leaders"** in two batches on **June 29 – July 4, 2025 (Batch 1)** and **August 25-29, 2025 (Batch 2)** at **NEAP Baguio**.

2. In compliance with the provisions of the aforementioned Memorandum and the criteria for the selection of participants, the following school heads were selected and endorsed for the said learning and development activity:

NAME (Last, First, M.I.)	POSITION	SCHOOLS DIVISION	SCHOOL NAME
BATCH 1 (June 29 – July 4, 2025)			
ZOROLLA, FEBIAN J.	SCHOOL PRINCIPAL II	AKLAN	BATAN ELEMENTARY SCHOOL
FELICIANO, RITA HILDA T.	SCHOOL PRINCIPAL II	AKLAN	SAN ROQUE INTEGRATED SCHOOL
BATCH 2 (August 25-29, 2025)			
MATORRES, MARIFE J.	SCHOOL PRINCIPAL II	AKLAN	TINIGAW ELEMENTARY SCHOOL
ISARAN, ABE JOY S.	SCHOOL PRINCIPAL II	AKLAN	KALIBO ELEMENTARY SCHOOL

3. Identified participants shall accomplish the registration form through **tinyurl.com/SHDPCS4** to confirm their participation. Furthermore, they are advised to bring laptops, chargers, extension cords, and other sources of internet connectivity.
4. Transportation, per diem, and other incidental expenses incurred in the conduct of the activity shall be chargeable to HRTD funds and local funds subject to the usual auditing and accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


RAMON D. PARAS JR.
OIC, Office of the Asst. Schools Division Superintendent
In-charge of the Division

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAM

LLP/jrgm

Good morning po.

Dear HRDD Chiefs/NEAP-R
focal persons.

ADVISORY

This refers to Memorandum DM-
OUHROD-2025-1515, titled Conduct of
the School Heads Development Program
Advanced Course "Elevating School
Performance Advanced Leadership and
Management for School Leaders."

In line with this, the travel expenses of
Resource Persons and PMT members
from the regions will be charged to the
HRD/HRTD Funds or other Local Funds of
the Regional Offices (ROs), School
Division Offices (SDOs), or schools
subject to the usual accounting and
auditing rules and regulations.

Please be informed that the Opening
Program will now be held on June 29,
2025, at 3:00 p.m., instead of June 30,
2025, at NEAP Baguio. Venue
arrangements and logistical matters will
be facilitated on-site.

All participants are advised to arrive at
the venue by 12:00 noon on June 29,
2025, and check out by 1:00 p.m. on July
4, 2025. Strict adherence to this
schedule is requested.





Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JUN 20 2025

REGIONAL MEMORANDUM

No. 555, s. 2025

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

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-1515 from the Office of the Undersecretary for Human Resource and Organizational Development dated June 11, 2025 regarding the **Conduct of the School Heads Development Program Advanced Course “Elevating School Performance: Advance Leadership and Management for School Leaders”** with the following schedule:

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

2. All Schools Division Offices, through the Human Resource Development (HRD) Specialists, shall identify and endorse school heads based on the criteria stated in Paragraph 3 of the Memorandum. The allocation per SDO and template for the List of Endorsed Participants can be found in Enclosure 1. The List of Participants must be submitted to the Human Resource Development Division (HRDD) **on or before June 26, 2025** through the link: bit.ly/447EUWC.



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph



Certificate No. PHP QMS
24 93 0184



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

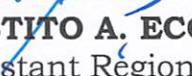
3. Additionally, this Office requests the following personnel to attend the said activity as identified resource persons:

Name	Position	Division
Elnor Luna	Principal	Aklan
Roshen Batan	Principal	Roxas City
Sarah Ganancial	Principal	Guimaras
Samuel Malayo	OIC-ASDS	Roxas City

4. The board and lodging of participants and resource persons shall be charged against the NEAP HRD Fund while transportation, per diem, and other incidental expenses to local funds subject to the usual accounting and auditing rules and regulations.

5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

6. Immediate dissemination of and compliance with this Memo are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: Memorandum DM -OUHROD-2025-1515

To be indicated in the Perpetual Index
under the following subjects:

SCHOOL HEADS

TRAININGS

RGG/HRDD/RM-2025 conduct of SHDP Advance Course:
104/June 11, 2025



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Department of Education
REGION VI – WESTERN VISAYAS

Enclosure 1 of Regional Memorandum No. _____ s. 2025

A. ALLOCATION OF PARTICIPANTS PER SCHOOLS DIVISION

DIVISION	NO. OF PAX		DIVISION	NO. OF PAX	
	Batch 1	Batch 2		Batch 1	Batch 2
Aklan	2	2	Iloilo	4	4
Antique	2	2	Iloilo City	1	1
Capiz	2	2	Passi City	1	1
Guimaras	2	2	Roxas City	1	1
TOTAL				15	15

B. TEMPLATE FOR THE LIST OF ENDORSED PARTICIPANT/S

NAME (Last, First, M.I)	POSITION	SCHOOLS DIVISION	SCHOOL NAME	SCHOOL CATEGORY	SCHOOL SIZE	PERFORMANCE RATING (3 YEARS)
BATCH 1						
BATCH 2						



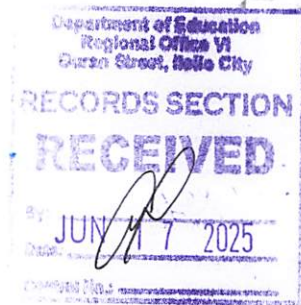
Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@depd.gov.ph



Certificate No. PHP QMS
24 93 0184

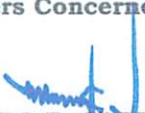


Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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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 Joson**, 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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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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. 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
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. 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
TOTAL	6	255	6	255



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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	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 3: Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
		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



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	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



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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							
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							



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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



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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.