

Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**MEMORANDUM**  
 SGOD-2025-091

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID/OIC, SGOD  
 Public Schools District Supervisor, Santa Cruz South District  
 School Head, *Tigvion* Elementary School  
 School Head, Bangbangalon Elementary School  
 School Head, Maranlig Elementary School  
 School Head, Argao National High School

FROM: **LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent

SUBJECT: **PARTICIPANTS IN THE SCHOOL HEADS DEVELOPMENT PROGRAM  
 INTERMEDIATE COURSE: "ELEVATING SCHOOL LEADERSHIP:  
 AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

DATE: July 15, 2025

1. Attached is Memorandum HRDD-2025-086 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, titled "Conduct of the School Heads Development Program Intermediate Course: *"Elevating School Leadership: An Intermediate Guide to Effective Management,"* which aims to develop advanced skills in Career Stage 3 (CS 3) school heads in performing their functions as instructional and administrative managers, with the following program schedule and details:

ACTIVITY	DATE AND VENUE	REGISTRATION LINK
Training of School Heads on <i>"Elevating School Leadership: An Intermediate Guide to Effective Management"</i> – Batch 1	Schedule TBD Venue TBD	tinyurl.com/SHDPCS3REG Deadline: July 30, 2025
Training of School Heads on <i>"Elevating School Leadership: An Intermediate Guide to Effective Management"</i> – Batch 2	September 1-5, 2025 Venue TBD	tinyurl.com/SHDPCS3REG Deadline: August 15, 2025
Training of Coaches and Mentors on <i>"Elevating School"</i>	September 22-25, 2025 Venue TBD	tinyurl.com/SHDPCS3NTOTREG Deadline: September 12, 2025



Address: T. Roque St., Malusak, Boac, Marinduque  
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 Email: marinduque@deped.gov.ph  
 Website: https://depedmarinduque.com

<i>Leadership: An Intermediate Guide to Effective Management</i>		
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2. In relation to this, the Schools Division Office of Marinduque, through the School Governance and Operations Division – Human Resource Development Section, has identified and endorsed the following school leaders to participate in the said activity:

<b>NO</b>	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>	<b>ACTIVITY</b>
1	Jhonrex L. Sapunto	Principal II	Tiguion Elementary School	Training of School Heads on <i>“Elevating School Leadership: An Intermediate Guide to Effective Management”</i> – Batch 1
2	Maribel E. Orpalas	Principal II	Bangbangalon Elementary School	
3	Joan V. Pilar	Principal I	Maranlig Elementary School	Training of School Heads on <i>“Elevating School Leadership: An Intermediate Guide to Effective Management”</i> – Batch 2
4	Darwin B. Mayo	Principal I	Argao National High School	
5	Dr. Mariam B. Rivamonte	Education Program Supervisor	CID – Learning Resource Management Section	Training of Coaches and Mentors on <i>“Elevating School Leadership: An Intermediate Guide to Effective Management”</i>
6	Constancia R. Vasco	Public Schools District Supervisor	Santa Cruz South District	

3. The identified participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.

4. The participants’ board and lodging shall be charged against the NEAP Human Resource Development Fund while transportation, per diem, and other incidental expenses shall be charged to the Division HRD fund, subject to usual accounting and auditing rules and regulations.

5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

6. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

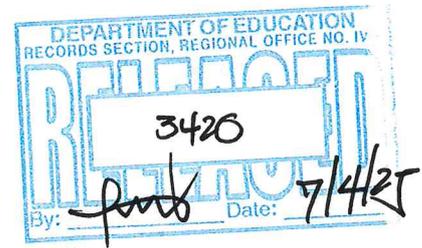
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Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION



Office of the Regional Director

Advisory No. 3420 s. 2025  
 July 04, 2025

**POSTPONEMENT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM  
 INTERMEDIATE COURSE: "ELEVATING SCHOOL  
 LEADERSHIP: INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"-  
 BATCH 1**

Per the advisory received via email on July 03, 2025, from the Office of the Assistant Secretary for Human Resource and Organizational Development, National Educators Academy of the Philippines, please be informed that the conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"-Batch 1, originally scheduled for July 7-11, 2025, is hereby **postponed to a later date** due to unforeseen venue unavailability. The new date and venue shall be announced in a separate advisory.

The conduct of the Online Orientation Meetings shall also be moved accordingly:

Date & Time	Target Participants	Microsoft Teams Meeting Link
July 30, 2025 10:00 AM	Aubrey Beredo, Principal III, SDO Oriental Mindoro	<a href="https://tinyurl.com/Oreintation">https://tinyurl.com/Oreintation</a> CS3RP
July 31, 2025 2:00 PM	RO PMT	<a href="https://tinyurl.com/Orientation">https://tinyurl.com/Orientation</a> CS3PMT

Additionally, the nomination of participants from the Schools Division Offices to the Regional Office for endorsement will be extended until **July 23, 2025, at 5:00 PM.**

For further details, please refer to the attached advisory. You may also contact Ms. Ailene F. Duterte, Senior Education Program Specialist of NEAP, through email at neap.pdd@deped.gov.ph or telephone number (02) 8715-9919. For regional concerns, you may reach out to Mr. Eric G. Teñoso, Education Program Supervisor, at [eric.tenoso001@deped.gov.ph](mailto:eric.tenoso001@deped.gov.ph) or 0927-3724039.

For immediate dissemination and appropriate action.

  
**NICOLAS T. CAPULONG, PhD, CESO III**  
 Director IV  
 Regional Director

HRDD-EGT



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE ASSISTANT SECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

July 3, 2025

## ADVISORY

*Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*

This refers to Memorandum DM-OUHROD-2025-1699, titled **Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management."**

Please be informed that the conduct of **SHDP Career Stage 3, Batch 1**, originally scheduled for July 7-11, 2025, is hereby **postponed to a later date** due to unforeseen venue unavailability. The new date and venue shall be announced in a separate advisory. Additionally, endorsements are hereby requested to be submitted on the same link: [tinyurl.com/SHDP-CS3-Submission](https://tinyurl.com/SHDP-CS3-Submission) on or before July 25, 2025. Moreover, the conduct of the Online Orientation Meetings shall also be moved accordingly:

Date & Time	Target Participants	Microsoft Teams Meeting Link
30 July 2025 10:00 a.m.	Resource Persons	<a href="https://tinyurl.com/OrientationCS3RP">https://tinyurl.com/OrientationCS3RP</a>
31 July 2025 2:00 p.m.	RO/SDO endorsed PMT members	<a href="https://tinyurl.com/OrientationCS3PMT">https://tinyurl.com/OrientationCS3PMT</a>

For further information, please coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP, through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

**LEAH B. APAO**

Director III

Officer-in-Charge, Office of the Assistant Secretary  
For Human Resource and Organizational Development  
(National Educators Academy of the Philippines)



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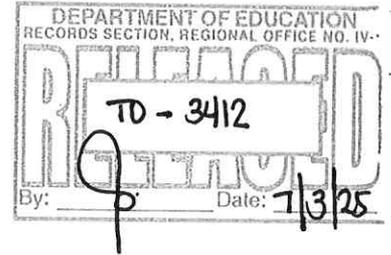
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Effectivity	09.20.21	Page	1 of 1



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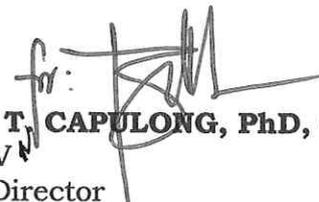
Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION



**Office of the Regional Director**

**MEMORANDUM**  
 HRDD-2025-086

**TO : SCHOOLS DIVISION SUPERINTENDENTS  
 ALL OTHERS CONCERNED**

**FROM :**  **NICOLAS T. CAPULONG, PhD, CESO III**  
 Director IV  
 Regional Director

**SUBJECT : CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM  
 INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP:  
 AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

**DATE : July 03, 2025**

Per Memorandum DM-OUHROD-2025-1699, s. 2025, dated June 25, 2025, from the Office of the Undersecretary Human Resource and Organizational Development, the National Educators' Academy of the Philippines (NEAP), shall conduct the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management" with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
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	tinyurl.com/SHDPCS4REG  Deadline: July 02, 2025
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective	September 1-5, 2025	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHPCS3REG  Deadline: August 15, 2025



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Certificate No. PHP QMS 24 93 0182

Management-Batch 2			
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)/Assistant Schools Division Superintendents/Education Program Supervisors	<a href="https://tinyurl.com/SHDPCS3NTOT">https://tinyurl.com/SHDPCS3NTOT</a> REG  Deadline: September 12, 2025

The program aims to:

- Develop advanced skills in Career Stage 3 (CS 3) schools heads in performing their functions as instructional leaders and administrative managers;
- Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
- Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare both learners and school personnel, among CS 3 school heads.

In this regard, the Schools Division Offices are requested to nominate qualified Assistant Schools Division Superintendent, Education Program Supervisors, Public Schools District Supervisors and School Heads to participate in the program. Below is the allocation of participant slot for the DepEd MIMAROPA Region:

Schools Division Office	ACTIVITY		
	Training of School Heads on “Elevating School Leadership: An Intermediate Guide to Effective Management”- Batch 1	Training of School Heads on “Elevating School Leadership: An Intermediate Guide to Effective Management”- Batch 2	Training of Coaches and Mentors on “Elevating School Leadership: An Intermediate Guide to Effective Management”
Romblon	2	2	2
Marinduque	2	2	2
Calapan City	2	2	2
Oriental Mindoro	2	2	2
Occidental Mindoro	2	2	2
Palawan	3	3	3
Puerto Princesa City	2	2	2
RO	0	PMT-1	0
<b>TOTAL</b>	<b>15</b>	<b>16</b>	<b>15</b>

Schools Division Offices shall nominate participants based on the following criteria:

- Currently occupying Principal III position with at least Very Satisfactory performance rating;

- b. Currently holding Principal I position for at least five (5) years or Principal II position for at least three (3) years, with the following consideration: 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; and
- d. Of good moral character.

Nominations should be submitted using the prescribed template (Enclosure 1 of the attached CO memorandum) and endorsed to the Regional Office through the Human Resource Development Division-National Educators' Academy of the Philippines (HRDD-NEAP R) on or before **July 04, 2025 at 2:00 PM**.

Meanwhile, **Ms Aubrey Beredo, Principal III of SDO Oriental Mindoro** will serve as Resource Person for Batches 1 and 2.

For further details and clarifications, please contact 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, or Mr. Eric G. Teñoso, Education Program Supervisor, at 0927-3724039 or via email at [eric.tenoso001@deped.gov.ph](mailto:eric.tenoso001@deped.gov.ph).

For immediate dissemination and compliance to this Memorandum is desired.