

Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
 SGOD-2025-095

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID/OIC, SGOD
 Public Schools District Supervisor, Buenavista District
 School Head, Malibago Elementary School
 School Head, Gasan Central School
 School Head, Matalaba National High School

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

SUBJECT: **PARTICIPANTS IN THE WRITESHOP ON THE DEVELOPMENT OF RESOURCE PACKAGE FOR SCHOOL HEAD ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) 2.0**

DATE: July 16, 2025

- Attached is Memorandum HRDD-2025-092 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, regarding the conduct of a **Writershop on the Development of the Training Package for School Head Activities for Professional Enhancement (SHAPE) 2.0** on **August 4-8, 2025** within Metro Manila.
- As identified by the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAP R), the following school leaders are expected to serve as writers and input sharers in the development of the package:

NAME	POSITION	SCHOOL/OFFICE
1. Maridel G. Lincallo	Public Schools District Supervisor	Buenavista District
2. Norman P. Romasanta	Principal II	Malibago ES
3. Dr. Kathryn S. Asuncion	Principal IV	Gasan CS
4. Maxima R. Marquez	Principal II	Matalaba NHS

- The abovementioned school leaders are advised to complete the registration form at <https://forms.office.com/r/MhCCakg7xy> on or before July 28, 2025. Furthermore, they are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.



Address: T. Roque St., Malusak, Boac, Marinduque
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 Website: <https://depdmarinduque.com>

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

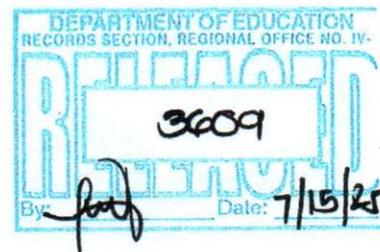
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Office of the Regional Director

MEMORANDUM
HRDD-2025-092

TO : SCHOOLS DIVISION SUPERINTENDENT

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

SUBJECT : WRITESHOP ON THE DEVELOPMENT OF RESOURCE PACKAGE FOR SCHOOL HEAD ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) 2.0

DATE : July 15, 2025

The **Human Resource Development Division-National Educators Academy of the Philippines** will conduct a **Writershop on the Development of the Training Package for School Head Activities for Professional Enhancement (SHAPE) 2.0** from **August 4-8, 2025**, within Metro Manila. The exact venue will be announced through an advisory.

This writershop aims to:

1. Identify key competencies and professional development needs of DepEd MIMAROPA school heads by reviewing existing SHAPE materials and relevant policy documents.
2. Develop session guides and learning activities aligned with SHAPE 2.0 objectives through collaborative writing sessions and peer feedback.
3. Present training package components, including content structure and delivery strategies, during plenary sharing for refinement and validation.

Participants in this activity are Certified NEAP Facilitators/Assessors and select school heads who attended the School Heads Development Program Intermediate Course-Batch 1 in Baguio City. They are expected to serve as writers and input sharers in the development of the package. Please refer to **Enclosure 1** for the List of Participants and **Enclosure 2** for the Program Matrix.

Participants are requested to confirm their attendance by completing the form at <https://forms.office.com/r/MhCCakg7xy> or by scanning the QR code below, on or before July 28, 2025, at 5:00 PM.



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph



Check-in is scheduled for **August 4, 2025, at 2:00 PM**, with PM snacks as the first meal. Check-out will be on **August 8, 2025, at 12:00 PM**, with lunch as the last meal. Participants are encouraged to bring a notebook, pen, laptop, extension wires, and a portable pocket WiFi for the activity.

Food and accommodation for participants, resource persons, and Program Management Team members will be charged against HRD funds. Travel expenses for participants will be charged to MOOE or Local Funds, subject to existing accounting and auditing rules and regulations.

For further inquiries and clarification, you may contact **Mr. Eric G. Teñoso**, Education Program Supervisor, at **0927-3724039** or via email at eric.tenoso001@deped.gov.ph.

For information and appropriate action.



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Enclosure 1: LIST OF PARTICIPANTS

NEAP Facilitators/Writers		
Name	Designation/Position	SDO
1. Norman P. Romasanta	Principal II	Marinduque
2. Maridel G. Lincallo	Public Schools District Supervisor	Marinduque
3. Marilu Federi	Principal IV	Occidental Mindoro
4. Victor Gardoce	Principal IV	Oriental Mindoro
5. Rock Amiel Arzobal	Senior Education Program Specialist	Oriental Mindoro
6. Julie Aceveda	Principal III	Oriental Mindoro
7. Ricky Apostol	Principal IV	Oriental Mindoro
8. Ma. Rubynita T. Del Rosario	Education Program Supervisor	Occidental Mindoro
9. Raul P. Parreno	Education Program Specialist	HRDD
10. Elizabeth T. delas Alas	Chief Education Supervisor	Occidental Mindoro
11. Revalyn B. Echivarre	Principal IV	Occidental Mindoro
12. Jonathan C. Lilang	Senior Education Program Specialist	Romblon
13. Mariphe M. Dusaran	Principal IV	Occidental Mindoro
14. Elsa M. Lim	Education Program Supervisor	Calapan City
15. Rodel M. Bahia	Principal IV	Occidental Mindoro
School Heads Contributors/Writers		
16. Glorineil D. Romero	Principal IV	Calapan City
17. Adeline G. Francisco	Principal III	Calapan City
18. Kathryn S. Asuncion	Principal III	Marinduque
19. Maxima R. Marquez	Principal II	Marinduque
20. Dylene R. Eje	Principal IV	Occidental Mindoro
21. Lilian P. Olivar	Principal IV	Occidental Mindoro
22. Adrelyn D. Macadaeg	Principal IV	Oriental Mindoro
23. Jake F. Montoya	Principal IV	Oriental Mindoro
24. Amsie A. Aniasco	Principal III	Palawan
25. Noemi T. Melano	Principal II	Romblon
26. Roselita F. Repizo	Principal II	Romblon
27. Jabel Anthony L. Nuñala	Principal IV	Puerto Princesa City
Program Management Team Members		
28. Florinda B. Dimansana	Chief Education Supervisor	HRDD

29. Eric G. Teñoso	Education Program Supervisor	HRDD
30. Jun-jun M. Pabillo	Education Program Specialist II	HRDD-NEAP R



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Enclosure 2: Program Matrix

WRITESHOP ON THE DEVELOPMENT OF RESOURCE PACKAGE FOR SCHOOL HEAD ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) 2.0

Venue: TBA

Date: August 4-8, 2025

PROGRAM MATRIX

Schedule	Time Allotment	August 4, 2025	August 5, 2025	August 6, 2025	August 7, 2025	August 8, 2025
8:00 AM-8:30 AM	30 mins.	Arrival	Preliminary Activities	Preliminary Activities and Management of Learning	Preliminary Activities and Management of Learning	Preliminary Activities and Management of Learning
8:30 AM-9:30 AM	60 mins.		Session 1: Review of SHAPE Materials and Policy Documents	Session 5: Deep Dive into Session Guide Development	Session 9: Structured Peer Feedback Session (Round 1)	Session 11: Deep Dive into Pre-Test/Post Test, Rubrics, and Assessment Tool Development-Part 2
9:30 AM-10:00 AM	30 mins.		Health Break	Health Break	Health Break	Health Break
10:00 AM-12:00 PM	60 mins.		Session 2: Defining SHAPE 2.0 Objectives, PPSSH	Session 6: Collaborative Writing Session -	Session 10: Deep Dive into Slide Deck Development-Part 1	Ways Forward Closing Program



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			and Content Structure	Drafting Session Guides (Part 1)		
12:00 PM-1:00 PM	60 mins.		Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00 PM-2:00 PM	60 mins.		Session 3: Collaborative Writing Session - Topic Outlines	Session 7: Collaborative Writing Session - Drafting Session Guides (Part 2)	Session 10: Deep Dive into Slide Deck Development-Part 2	
2:00 PM-2:30 PM	30 mins.	Check-in and Registration				Home Sweet Home!!
2:30 PM-3:00 PM	30 mins.	Health Break	Health Break	Health Break	Health Break	
3:00 PM-3:30 PM	30 mins.	Opening Program	Session 4: Peer Feedback and Initial Refinement of Topic Outlines	Session 8: Initial Review and Internal Team Feedback	Session 11: Deep Dive into Pre-Test/Post Test, Rubrics, and Assessment Tool Development-Part 1	
3:30 PM-4:00 PM	30 mins.					
4:00 PM-4:30 PM	30 mins.					
4:30 PM-5:00 PM	30 mins.	Wrap Up End-of-Day Evaluation	Wrap UP End-of-Day Evaluation	Wrap Up End-of-Day Evaluation	Wrap Up End-of-Day Evaluation	

HRDD-EGT



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