

Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
 SGOD-2025-111

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID/OIC, SGOD
 Public Schools District Supervisor, Santa Cruz South District
 School Head, Tiguion 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: **UPDATED SCHEDULE AND VENUE OF THE SCHOOL HEADS DEVELOPMENT PROGRAM INTERMEDIATE COURSE: "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

DATE: August 8, 2025

1. Attached is Advisory No. 3854, s. 2025 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, regarding the updated schedule and venue of the School Heads Development Program Intermediate Course: "Elevating School Leadership: An Intermediate Guide to Effective Management," for guidance and reference of all concerned. The updated schedule for the series of activities is presented in the table below.

ACTIVITY	DATE AND VENUE	REGISTRATION LINK
Training of School Heads on " <i>Elevating School Leadership: An Intermediate Guide to Effective Management</i> " – Batch 1	October 6-10, 2025 NEAP Baguio	tinyurl.com/SHDPCS3REG
Training of School Heads on " <i>Elevating School Leadership: An Intermediate Guide to Effective Management</i> " – Batch 2	September 1-5, 2025 NEAP Baguio	tinyurl.com/SHDPCS3REG



Address: T. Roque St., Malusak, Boac, Marinduque
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Email: marinduque@deped.gov.ph
 Website: https://depedmarinduque.com

Training of Coaches and Mentors on <i>"Elevating School Leadership: An Intermediate Guide to Effective Management"</i>	September 22-25, 2025 NEAP Baguio	tinyurl.com/SHDPCS3NTOTREG Deadline: September 12, 2025
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2. As identified through Memorandum SGO-2025-091, the following school leaders and supervisors will participate in the said professional development program. Furthermore, they are advised to accomplish the registration link of their respective activities immediately.

NO	NAME	POSITION	SCHOOL	ACTIVITY
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 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. **Participants shall coordinate with the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), at least one week before the conduct of their respective activities, for proper and timely preparation of their required travel documents.**

4. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

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

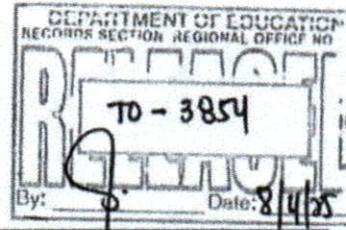
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Republic of the Philippines
Department of Education
 MIMAROPA REGION



Office of the Regional Director

Advisory No. 3854, s. 2025
 August 01, 2025

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

Per advisory received via email on July 30, 2025, from the Office of the Undersecretary for Learning Systems, please be informed of the updated schedule for the School Heads Development Program Intermediate Course, titled 'Elevating School Leadership: An Intermediate Guide to Effective Management,' due to adjustments in venue availability:"

ACTIVITY	DATE AND VENUE
Elevating School Leadership: An Intermediate Guide to Effective Management-Batch 2	September 1-5, 2025 Venue: NEAP Baguio
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	September 22-25, 2025 Venue: NEAP Baguio
Elevating School Leadership: An Intermediate Guide to Effective Management-Batch 1	October 6-10, 2025 Venue: NEAP Baguio

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), Schools Division Offices (SDOs), or schools subject to the usual accounting and auditing rules and regulations.

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.tenos001@deped.gov.ph or 0927-3724039.

For immediate dissemination and appropriate action.

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

HRDD-EGT