



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

Office of the Schools Division Superintendent

**MEMORANDUM**  
SGOD-2025-134

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID/OIC, SGOD  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

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

SUBJECT: **SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT (SHAPE) 2.0: ADVANCING STRATEGIC LEADERSHIP AND INCLUSIVE SCHOOL MANAGEMENT**

DATE: September 1, 2025

1. Memorandum HRDD-2025-113 titled "*Conduct of School Heads Activities for Professional Enhancement (SHAPE) 2.0: Advancing Strategic Leadership and Inclusive School Management*" from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, dated August 29, 2025 announces the conduct of the **School Heads Activities for Professional Enhancement (SHAPE) 2.0: Advancing Strategic Leadership and Inclusive School Management (Batch 1 – MIMARO Cluster) on September 14-19, 2025** at the **Great Eastern Hotel, Diliman, Quezon City**.
2. The SHAPE 2.0 program is designed to strengthen school leadership across DepEd MIMAROPA Region by enhancing the strategic and inclusive management competencies of school heads. Specifically, the program aims to:
  - a. strengthen school leaders' strategic leadership skills to guide school improvement initiatives aligned with DepEd's goals;
  - b. enhance participants' skills in effective resource management, data-driven decision-making, and inclusive education practices;
  - c. strengthen instructional leadership to improve student outcomes through enhanced supervision, assessment, and learner support; and
  - d. support school heads in building strong partnerships with teachers, parents, and communities to foster collaboration and shared accountability.
3. As identified by the Division Human Resource Development Committee through the SGOD-Human Resource Development Section, the following school leaders and supervisors will participate in the said professional development program:



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NAME	POSITION	SCHOOL
1. Annalisa P. Rodas	Principal I	Polo Elementary School
2. Ma. Cristina P. Mangana	Principal I	Kasily Elementary School
3. Edgar L. Jardeleza	Principal II	Nangka Elementary School
4. Mylene Jasmin L. Rolloque	Principal II	Dawis Elementary School
5. Edna M. Jalos	Principal II	Torrijos Central School
6. Jhonrex Lupig Sapunto	Principal II	Masiga Elementary School
7. Elizabeth R. Paralejas	Principal I	Matuyatuya National High School
8. Maria Paz S. Pernia	Principal II	Buyabod Elementary School

4. As identified by the National Educators Academy of the Philippines in the Region (NEAP-R), the following NEAP-accredited facilitators shall serve as resource speakers during the said activity:

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	Gasán CS

5. Travel expenses of the resource speakers shall be charged against the Human Resource Development (HRD) Program Support Funds, while travel expenses of the participants shall be charged against their respective school's MOOE.

6. **Participants and resource speakers 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.** They are also reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.

7. The following documents are enclosed for reference:

- a. Program Matrix
- b. Check In/Check Out, Accommodation, and Meal Provision Guide

8. 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).

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

/SGOD-HRDS-KDA



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**Enclosure 3: Program Matrix**

**SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT 2.0: “ADVANCING STRATEGIC LEADERSHIP AND INCLUSIVE SCHOOL MANAGEMENT”**

Batch 1: MIMARO Cluster: Great Eastern Hotel, Diliman, Quezon City I September 14-19, 2025

Batch 2: Palawan/Puerto Princesa Cluster: Palawan Uno Hotel, Puerto Princesa City, Palawan I September 28-October 3, 2025

**PROGRAM MATRIX**

Schedule	Time Allotment	
<b>Day 0</b>		
12:00 PM-2:30 PM	180 minutes	Arrival Check-in Settling-in
2:30 PM-3:00 PM	30 minutes	<b>Registration</b>
3:00 PM-3:30 PM	30 minutes	<b>Opening Program</b>
3:30 PM-4:45 PM	15 minutes	<b>Health Break</b>
3:45 PM-4:45 PM	60 minutes	Session 1: Overview of SHAPE 2.0
4:45 PM-5:00 PM	15 minutes	End-of-the-Day Evaluation Administrative Announcements
<b>Day 1</b>		



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8:00 AM-8:30 AM	30 minutes	Preliminary Activities/MOL
8:30 AM-10:00 AM	90 minutes	Session 2: Mirror of Leadership: Strategic Reflection for Growth and Impact
10: 00 AM-10:15 AM	15 minutes	Health Break
10:15 AM-12:00 PM	105 minutes	Session 3: Leadership Conversations: Cultivating Reflective Practices Across Schools
12:00 PM-1:00 PM	60 minutes	Lunch Break
1:00 PM-2:30 PM	90 minutes	Session 4: Empowered Teams: Developing Leadership Capacity for School Transformation
2:30 PM-2:45 PM	15 minutes	Health Break
2:45 PM-4:30 PM	105 minutes	Session 5: Connected Leadership: Building Bridges for Professional Growth
4:30 PM-5:PM	30 minutes	Reminders and End-of-Day Evaluation
Day 2		
8:00 AM-8:30 AM	30 minutes	Preliminary Activities/MOL
8:30 AM-10:00 AM	90 minutes	Session 6: Smart Systems: Leveraging ICT for School Efficiency
10: 00 AM-10:15 AM	15 minutes	Health Break
10:15 AM-12:00 PM	105 minutes	Session 7: Exemplifying Integrity: Strengthening Financial Management
12:00 PM-1:00 PM	60 minutes	Lunch Break
1:00 PM-2:30 PM	90 minutes	Session 8: Safe & Sound: Strategic Facilities and Resource Management
2:30 PM-2:45 PM	15 minutes	Health Break
2:45 PM-4:30 PM	105 minutes	Session 9: Inclusive Operations: Leading for Equity in School Systems

4:30 PM-5:00 PM	30 minutes	Reminders and End-of-the-Day Evaluation
Day 3		
8:00 AM-8:30 AM	30 minutes	Preliminaries/MOL
8:30 AM-10:00 AM	90 minutes	Session 10: Curriculum Architects: Leading Contextualization and Pedagogical Innovation
10: 00 AM-10:15 AM	15 minutes	Health Break
10:15 AM-12:00 PM	105 minutes	Session 11: Empowering Educators: Enhancing Accountability Assessment
12:00 PM-1:00 PM	60 minutes	Lunch Break
1:00 PM-2:30 PM	90 minutes	Session 12: Leading in Transforming Feedback into Strategic Learning Intervention
2:30 PM-2:45 PM	15 minutes	Health Break
2:45 PM-4:30 PM	105 minutes	Session 13: Inclusive Leadership: Cultivating Safe and Supporting Learning Spaces
4:30 PM-5:00 PM	30 minutes	Reminders and End-of-the-Day Evaluation
Day 4		
8:00 AM-8:30 AM	30 minutes	Preliminary Activities and MOL
8:30 AM-10:00 AM	90 minutes	Session 14:Lead Beyond Borders: Building Collaborative School Networks
10: 00 AM-10:15 AM	15 minutes	
10:15 AM-11:15 AM	60 minutes	Session 15: Leadership in Reflection: Building Communities of Practice
11:15 AM-12:15 PM	60 minutes	Session 16: Beyond Skills: Cultivating Strengths Through Reflective Professional Development
12:15 PM-1:15 PM	60 minutes	Lunch Break
1:15 PM-2:30 PM	75 minutes	Session 17: LeadForward: Empowering Teams for Sustainable School Operations
2:30 PM-2:45 PM	15 minutes	Health Break
2:45 PM-4:30 PM	105 minutes	Session 18: Stakeholders Synergy: Strengthening Engagement Across School Communities



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4:30 PM-5:00 PM	30 minutes	Reminders and End-of-the-Day Evaluation
Day 5		
8:00 AM-8:30 AM	30 minutes	Preliminaries/MOL
8:30 AM-9:30 AM	60 minutes	Session 19: Inclusive Voice: Leading with Equity and Sensitivity
9:30 AM-10:30 AM	60 minutes	Session 20: Communilead: Mastering Strategic Communication in School Leadership
10:30 AM-10:45 AM	15 minutes	Health Break
10:45 AM -11: 00 PM	60 minutes	Post Test and End-of-the-Program Evaluation
11:00 AM-12:00 PM	60 minutes	Closing Program
12:00 PM onwards		Check out/Home Sweet Home!!



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**Human Resource Development Division**

**Enclosure 4: Check-in/Check-out, Accommodation, and Meal Provision Guide**

**Batch 1-MIMARO Cluster**

Date: September 14-19, 2025

Venue: Great Eastern Hotel, Diliman, Quezon City

Check-in	Check out	Meal Provision	
		First Meal	Last Meal
September 14, 2025-2:00 PM <i>(Provision of early check-in is subject to availability of rooms.)</i>	September 19, 2025 at 12:00 PM	September 14, 2025 PM Snacks	September 19, 2025 Lunch

**Batch 2-Palawan/Puerto Princesa Cluster**

Date: September 28 - October 3, 2025

Venue: Palawan Uno Hotel, Puerto Princesa City, Palawan

Check-in	Check out	Meal Provision	
		First Meal	Last Meal
September 28, 2025-2:00 PM <i>(Provision of early check-in is subject to availability of rooms.)</i>	October 3, 2025, at 12:00 PM	September 28, 2025 PM Snacks	October 3, 2025 Lunch

**Note:** The Opening Program will start at **3:00 PM** on **September 14, 2025** and **September 28, 2025**.

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