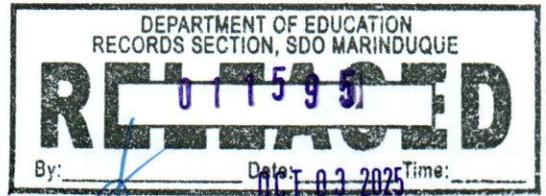




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**MEMORANDUM**  
SGOD-2025-165

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID/OIC, SGOD  
All Others Concerned

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

SUBJECT: **PARTICIPANTS IN THE TRAINING OF COACHES AND MENTORS FOR SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSE FOR CAREER STAGE FOUR TITLED: ELEVATING SCHOOL PERFORMANCE: ADVANCE LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS**

DATE: October 2, 2025

1. Attached is Memorandum HRDD-2025-128 titled "Conduct of the Training of Coaches and Mentors for School Heads Development Program (SHDP) Course for Career Stage Four Titled: Elevating School Performance: Advance Leadership and Management for School Leaders," from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, dated September 18, 2025 announcing the conduct of the **Training of Coaches and Mentors for School Heads Development Program (SHDP) Course for Career Stage Four Titled: Elevating School Performance: Advance Leadership and Management for School Leaders** on **October 13-17, 2025** at **NEAP Training Facility, Teachers' Camp, Baguio City**.
2. This learning and development activity aims to:
  - a. strengthen capacity in providing coaching and mentoring to school heads to model and sustain the highest standards of practice aligned with PPSSH Career Stage 4 competencies;
  - b. immerse coaches and mentors in advanced strategies, tools, and approaches for guiding school heads in effective practice, professional growth, and transformational leadership; and
  - c. address gaps in professional collaboration and accountability by fostering a culture of continuous improvement, shared responsibility, and lasting impact in the coaching and mentoring process.
3. In relation to this, the Division Human Resource Development Committee, through the SGOD-Human Resource Development Section, has nominated the following personnel based on the qualification standards outlined in DM-OULS-2025-079:



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>

NO	NAME	POSITION	OFFICE
1	Dr. Mabel F. Musa	Assistant Schools Division Superintendent	Office of the Schools Division Superintendent
2	Dr. Jennifer E. Monte	Education Program Supervisor	Curriculum Implementation Division

3. The identified participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity. Furthermore, they are expected to check in at 2:00 PM on October 13, 2025, and attend the opening program at 3:00 PM.

4. The participants' transportation, per diem, and other incidental expenses shall be charged to the 2025 Division HRD Fund, subject to usual accounting and auditing rules and regulations.

5. For activities that will be on holidays and/or weekends, participants are entitled to vacation service credits in accordance with DepEd Order No. 013, s. 2024 or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2024.

6. 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).

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

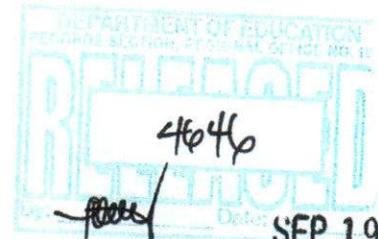
/SGOD-HRDS-KDA



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



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



Office of the Regional Director

**MEMORANDUM**  
HRDD-2025-128

**TO** : ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

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

**SUBJECT** : CONDUCT OF THE TRAINING OF COACHES AND MENTORS  
FOR SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)  
COURSE FOR CAREER STAGE FOUR TITLED: ELEVATING  
SCHOOL PERFORMANCE: ADVANCE LEADERSHIP AND  
MANAGEMENT FOR SCHOOL LEADERS

**DATE** : September 18, 2025

1. In compliance with Memorandum DM-OULS-2025-079 signed by Carmela C. Oracion, Assistant Secretary, Officer-in-Charge, Undersecretary for Learning Systems entitled Conduct of the Training of Coaches and Mentors for School Heads Development Program (SHDP) Course for Career Stage 4 titled: Elevating School Performance: Advanced Leadership and Management for School Leaders.
2. One of the key initiatives of the National Educators Academy of the Philippines (NEAP) is the implementation of the School Head Development Program (SHDP), which provides structured professional development opportunities for school leaders across career stages. As part of this initiative, NEAP will conduct the Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders. Anchored on the Philippine Professional Standards for School Heads (PPSSH), this program is designed to strengthen the capacity of coaches and mentors in supporting school heads at Career Stage 4, ensuring the effective development of advanced leadership and management competencies. The training will be held on October 13-17, 2025 at the NEAP Training Facility, Teachers Camp, Baguio City.
3. The training seeks to achieve the following objectives:



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



- a. Strengthen capacity in providing coaching and mentoring to school heads to model and sustain the highest standards of practice aligned with PPSSH Career Stage 4 competencies;
  - b. Immerse coaches and mentors in advanced strategies, tools and approaches for guiding school heads in reflective practice, professional growth, and transformational leadership; and
  - c. Address gaps in professional collaboration and accountability by fostering a culture of continuous improvement, shared responsibility, and lasting impact in the coaching and mentoring process.
4. In this regard, the Schools Division Offices are requested to nominate field participants who will attend the aforementioned activity. The allocated number of participants, Terms of Reference, and Qualification Standards are outlined in Enclosure 1, 2, and 3 . For the nomination process, kindly use enclosure 5; letter, and upload the duly signed and approved letter on or before **September 19, 2025**, through [mimaroparegion@deped.gov.ph](mailto:mimaroparegion@deped.gov.ph) copy furnish [mimaropaneap@deped.gov.ph](mailto:mimaropaneap@deped.gov.ph).
  5. The participants' and resource person's board and lodging expenses shall be charged against to the NEAP Human Resource Development (HRD) Fund, while transportation, per diem and other incidental expenses shall be charged to the local funds of the Schools Division Offices (SDOs), subject to usual accounting and auditing rules and regulations. Additional details and administrative arrangements will be issued through a separate advisory.
  6. Participants are entitled to non-monetary compensation, such as Compensatory Time-off, only if they do not receive per diem. Travel time, however, shall not be included in the computation of Compensatory Overtime Credit.
  7. All participants are reminded that the Opening Program will be on October 13, 2025, at 3:00 pm. This day will also serve as the check-in/accommodation day. Participants are further reminded to bring their own maintenance medications, laptops, extension cords, and alternative sources of internet connectivity to ensure smooth participation in the sessions. Strict adherence to the schedule of activities is expected from all participants.
  8. For further questions or concerns, you may coordinate with Robert B. Trajano, SEPS, HRDD-NEAP-R at cp no. 09985539095.
  9. For immediate dissemination and appropriate action.

HRDD-NEAP-R-RBT

**Enclosure 1- Qualification Standards of Participants**

Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders

**ASDS/CES/PSDS/EPS**

**General**

1. Demonstrate excellent communication, facilitation, and mentoring skills;

MEMO-SHDP

2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Schools Division Superintendent or authorized representative.

**Assistant Schools Division Superintendent (ASDS):**

1. Currently serving as an ASDS
2. Must have previously served as a full-fledge school head position, with at least 5 years of experience as principal
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**Chief Education Supervisor (CES):**

1. Currently serving as CES;
2. Must have previously served as a full-fledged school head position, with at least 5 years of experience as principal
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**Public Schools District Supervisor (PSDS)/Education Program Supervisor: ✓**

1. Currently serving as PSDS/EPS;
2. Must have previously served as a full-fledged school head position, with at least 5 years of experience as principal;
3. Recognized as an outstanding school head with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and
5. Willing to participate in in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

Enclosure 2

Number of Allocated Participants

Division Office	ASDS	CES	PSDS	EPS	TOTAL
Calapan City		1	1	1	3
Oriental Mindoro		1		1	2
Occidental Mindoro	1			1	2
Marinduque	1			1	2
Romblon			1	1	2
Palawan			1	1	2
Puerto Princesa City			1	1	2
TOTAL	2	2	4	7	15

Enclosure 3:

List of Endorsed Participants

DATE

**NICOLAS T. CAPULONG, PhD., CESO III**

Director III

Regional Director

Attention:

**FLORINDA B. DIMANSANA**

Chief, HRDD/NEAP-R

Dear Sir:

Respectfully submitting the list of qualified Assistant School Division Superintendents, Chief Education Supervisors, Education Program Supervisors, and Public Schools Division Supervisor to attend the School Heads Development Program (SHDP) for Career Stage 4 titled: Training of Coaches and Mentors for Elevating School Performance: Advance Leadership and Management for School Leaders.

October 13-17, 2025					
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Email Address	Number of Schools Supervised
1					
2					
3					



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

### MEMORANDUM

DM-OULS-2025- 019

TO : **Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs / NEAP-R Focal Persons**  
**All Others Concerned**

FROM : *Carmela Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Undersecretary of Learning Systems

SUBJECT : **CONDUCT OF THE TRAINING OF COACHES AND MENTORS FOR SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSE FOR CAREER STAGE FOUR TITLED: ELEVATING SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS**

DATE : September 12, 2025

1. One of the key initiatives of the National Educators Academy of the Philippines (NEAP) is the implementation of the School Head Development Program (SHDP), which provides structured professional development opportunities for school leaders across career stages. As part of this initiative, NEAP will conduct the **Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders**. Anchored on the Philippine Professional Standards for School Heads (PPSSH), this program is designed to strengthen the capacity of coaches and mentors in supporting school heads at Career Stage 4, ensuring the effective development of advanced leadership and management competencies. The training will be held on October 13–17, 2025 at the NEAP Training Facility, Teachers Camp, Baguio City.
2. This training seeks to achieve the following objectives:
  - a. Strengthen capacity in providing coaching and mentoring to school heads to model and sustain the highest standards of practice aligned with PPSSH Career Stage 4 competencies;
  - b. Immerse coaches and mentors in advanced strategies, tools, and approaches for guiding school heads in reflective practice, professional growth, and transformational leadership; and
  - c. Address gaps in professional collaboration and accountability by fostering a culture of continuous improvement, shared responsibility, and lasting impact in the coaching and mentoring process.

7. Participants are entitled to non-monetary compensation, such as Compensatory Time-Off, only if they do not receive per diem. Travel time, however, shall not be included in the computation of Compensatory Overtime Credit.
8. **All participants are reminded that the Opening Program will be on October 13, 2025, at 3:00 PM. This day will also serve as the check-in/accommodation day.** Participants are further reminded to bring their own maintenance medications, laptops, extension cords, and alternative sources of internet connectivity to ensure smooth participation in the sessions. **Strict adherence to the schedule of activities is expected from all participants.**
9. For further questions or concerns, you may coordinate with Ms. Ailene F. Duterte, of NEAP-PDD, through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).
10. For immediate dissemination and appropriate action.

**Enclosures:**

*Enclosure 1: List of Program Management Team*

*Enclosure 2: Qualification Standards of Participants*

*Enclosure 3: Number of Allocated Participants and RO/SDO PMT per Activity*

*Enclosure 4: Indicative Program of Activities*

*Enclosure 5: Endorsement Letter*

*Enclosure 6: Meal Provision and Accommodation Details*

**Copy furnished:**

**OFFICE OF THE SECRETARY**

**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

WT



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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

*Enclosure 2 - Qualification Standards of Participants*

**Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders**

**ASDS/CES/PSDS/EPS**

**General:**

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative. (Please see Enclosure 3 for the template of the Endorsement Letter).

**Assistant Schools Division Superintendent (ASDS):**

1. Currently serving as an ASDS;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**Chief Education Supervisor (CES):**

1. Currently serving as a CES;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**Public Schools District Supervisors (PSDS)/ Education Program Supervisor:**

1. Currently serving as a PSDS/EPS;
2. Must have previously served as a full-fledged school head position, with at least 5 yrs. of experience as principal;
3. Recognized as an outstanding school head with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.



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**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

*Enclosure 4 - Indicative Program of Activities*

**. Program Matrix**

**Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders**

October 13-17, 2025  
 NEAP Training Facility, Teachers' Camp, Baguio City

Time	Day 1
1:00 - 3:00 PM	Registration and Opening Program
3:00 - 5:00 PM	Opening Program

Time	Day 2	Day 3	Day 4	Day 5
8:00 – 8:20 AM	Preliminaries			
8:20 – 10:00 AM	Session 1: Designing Impactful Learning: From Theory to Tailored Sessions	Session 5: From Facilitation to Empowerment: Unleashing Self-Determined Learning	Session 9: Empathetic Mentorship: Guiding School Leaders Through Authentic Challenges	Session 13: Implementing SHDP: Strategic Planning & Coordinated Execution
10:00 – 10:20 AM	Health Break			
10:20 – 12:00 PM	Session 2: Mastering the SHDP: Deconstructing, Synthesizing, and Contextualizing for Effective Coaching	Session 6: Coaching and Mentoring for Growth: Delivering Experiential Feedback to School Heads	Session 10: Strategic Oversight: Developing and Critiquing M&E for SHDP Effectiveness	Posttest Closing Program
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:40 PM	Session 3: Designing Asynchronous Learning: Empowering Flexible Growth	Session 7: Facilitating Excellence: A Simulation-Based Approach to Coaching and Mentoring	Session 11: Optimizing Coaching & Facilitation: Driving Development for School Heads	Departure from Venue



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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 5 - Endorsement Letter

**List of Endorsed Participants and PMT Member**

[DATE]

**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Undersecretary for Learning Systems Strand

Attention:

**MICHAEL JOSEPH P. CABAUATAN**  
Director III  
National Educators Academy of the Philippines

Dear Sir:

Respectfully submitting the list of qualified Public School District Supervisors, Assistant School Division Superintendents, and Education Program Supervisors to attend the **School Heads Development Program (SHDP) for Career Stage 4** titled: **Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders.**

OCTOBER 13-17, 2025					
No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	Email Address	Number of Schools Supervised
1					
2					
3					
4					
5					



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**Department of Education**  
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 6 - Meal Provision and Accommodation Details**

October 13-17, 2025

Provisions	Day 1	Day 2	Day 3	Day 4	Day 5
	October 13, 2025	October 14, 2025	October 15, 2025	October 16, 2025	October 17, 2025
	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	
Room	✓	✓	✓	✓	

Check-in: Day 1 - 2:00 p.m.

Check-out: Day 5 - 1:00 p.m.