



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



Office of the Schools Division Superintendent

**MEMORANDUM**  
 SGOD-2026-003

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisor, Buenavista District  
 Public Schools District Supervisors, Torrijos District  
 School Head, Malibago Elementary School

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

SUBJECT: **UPDATED SCHEDULE OF THE TRAINING OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (BATCHES 2 AND 3)**

DATE: January 7, 2026

1. Per Advisory No. 6369, s. 2025 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, the updated schedule of the Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batches 2 and 3) shall be as follows:

BATCH NO.	DATE	VENUE
Batch 2	February 16-20, 2026	NEAP Training Facility, Baguio Teachers Camp, Baguio City
Batch 3	February 9-13, 2026	

2. In view of the Fifth National Research Convention of the Philippine Schools District Supervisors Association (PSDSA) Inc. on February 10-12, 2026 in Cagayan de Oro City, Dr. Maridel G. Lincallo, Public Schools District Supervisor of Buenavista District shall participate in Batch 2 of the said training while Mr. Norman P. Romasanta, Principal II of Malibago Elementary School shall participate in Batch 3.

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' transportation, per diem, and other incidental expenses shall be charged to the Division HRD Fund, subject to usual accounting and auditing rules and regulations. **They shall coordinate with the School Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) to ensure the proper and timely preparation of their required travel documents.**

5. DepEd Order No. 9, s. 2005, otherwise known as "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith," shall strictly be observed



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during the conduct of the training. School heads are expected to employ necessary strategies to avoid disruption of classes. Furthermore, they are expected to assign an Officer-in-Charge during the activity to prevent disruptions to services.

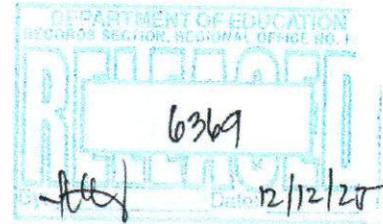
6. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

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

*/SGOD-HRDS-KDA*



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



Office of the Regional Director

Advisory No. ~~636~~<sup>6369</sup> s. 2025  
December 12, 2025

**TRAINING OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS**

Per Advisory dated December 09, 2025, please be informed that the delivery of the training for the *Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads* (Batch 2) will now be conducted on **February 16-20, 2026** at **NEAP Training Facility, Teachers Camp, Baguio City**.

Meanwhile, the training for Batch 3 will proceed as scheduled on February 9-13, 2026, at the NEAP Training Facility, Teachers Camp, Baguio City.

For further details, please refer to the attached Advisory or contact Mr. Billy Rei M. Pagba, Senior Education Program Specialist of NEAP-PDD, through email at [billyrei.pagba@deped.gov.ph](mailto:billyrei.pagba@deped.gov.ph) or [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph). You may also reach the NEAP Office at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph). Additionally, you may contact Mr. Eric G. Teñoso, Education Program Supervisor, via email at [eric.tenoso001@deped.gov.ph](mailto:eric.tenoso001@deped.gov.ph) or through mobile at 099-49825068.

For information and appropriate action.

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

HRDD-EGT



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Republika ng Pilipinas  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

December 9, 2025

**ADVISORY**

*Training of Coaches and Mentors on Stepping into School Leadership:  
An Onboarding Program for New School Heads*

1. This advisory is issued in reference to DM-OUHROD-2025-1654, titled **Stepping into School Leadership: An Onboarding Program for New School Heads**, dated June 20, 2025.
2. In line with the ongoing coordination on the venue and logistics for the Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads, the following adjustment is announced:

Activity	New Date of Implementation	Venue
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads <b>(Batch 2)</b>	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

3. Meanwhile, the training for **Batch 3** will proceed as scheduled on **February 9-13, 2026**, at the NEAP Training Facility, Teachers Camp, Baguio City.
4. Any rebooking expenses incurred due to this change of dates may be charged to the Regional Office (RO) or Schools Division Office (SDO) local and HRD funds, subject to the usual accounting and auditing rules and regulations.
5. Resource Persons and the Program Management Team (PMT) are kindly reminded that February 8 and February 15 are designated as Day 0 for their respective batches.
6. For any questions or concerns, please coordinate with Mr. Billy Rei M. Pagba, Senior Education Program Specialist of NEAP-PDD, via email at [billyrei.pagba@deped.gov.ph](mailto:billyrei.pagba@deped.gov.ph) or at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).

**MICHAEL JOSEPH P. CABAATAN**  
Director III, NEAP