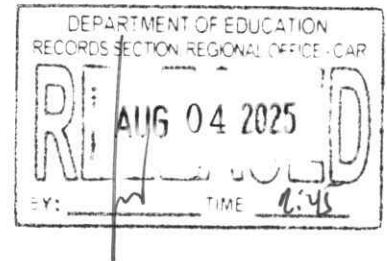




Republic of the Philippines
Department of Education
Cordillera Administrative Region



31 JULY 2025

REGIONAL MEMORANDUM

No. **552-2025**

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN
FOR SCHOOL HEADS DEVELOPMENT PROGRAM COURSES**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

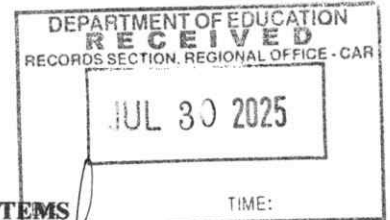
1. With reference to DM-OUHROD-2025-1515 re Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership Management for School Leaders", participants from Batch 1 (June 30-July 4, 2025) and those who will attend for Batch 2 (August 25-29, 2025) are hereby reminded of the conduct of the asynchronous activities and the Work Application Plan. Details are stated in the attached Advisory from the Office of the Undersecretary for Learning Systems.
2. The identified and endorsed participants to the said batches were stated in Regional Memorandum No. 426, s. 2025. Schools Division Offices are requested to inform the participants and monitor their progress and compliance with the Professional Development Program.
3. For questions and concerns, please coordinate with Rosita C. Agnasi, OIC HRDD/NEAPR through car.hrdd@deped.gov.ph or via 09071734621.
4. Immediate dissemination and strict compliance of this memorandum is directed.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV / Regional Director

/HRDD/RCA/DexAnd/SHDPCourses



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS



July 28, 2025

ADVISORY

Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses

This refers to Memorandum DM-OUHROD-2025-1515 with the subject *Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders"* and DM-OUHROD-2025-1699, *Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management"*.

Following the completion of the 5-day face-to-face training, all SHDP Course participants, regardless of batch, are required to complete a one-month asynchronous learning engagement that is total of **40 hours**, forming part of the Practice Phase under the Engage-Practice-Consolidate (EPC) Program Model.

The **asynchronous activities** shall be accessed via the DepEd Learning Management System. Participants will receive their post-test results via email within two weeks after training, together with instructions and tiered assignments based on their scores.

Participants are encouraged to choose their coach or mentor from within their respective Schools Division Offices (SDOs). The coach/mentor must be a Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent.

Assigned coaches/mentors shall validate the participants' asynchronous outputs using the prescribed rubric and certify the completion of requirements before uploading to the LMS.

Participants who complete the asynchronous phase within the prescribed one-month period and receive endorsement from their coach/mentor will be issued a Certificate of Participation for Asynchronous Activities while mentor/ coach shall receive a Certificate of Recognition for their contribution to the school head's learning process.

Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**, which constitutes the **Consolidate Phase** of the program. This phase involves a six-month workplace-based implementation of school leadership initiatives aligned with the PPSSH. Participants must set monthly milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.

The WAP will be monitored and evaluated based on actual implementation results.



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Certificate of Completion will be issued upon the successful completion of the participant's work application plan, as certified by the Schools Division Superintendent. A separate **Certificate of Recognition** will be issued to both participant and coach/mentor upon submission of the results of the impact evaluation.

All tools and reference materials needed for asynchronous tasks and the WAP are included in the LMS. NEAP will also conduct a separate training session for coaches and mentors to support their roles in this phase.

For further questions or clarifications, please contact **Ms. Ailene F. Duterte** or **Mr. Dustin Troy Joson**, Senior Education Program Specialists of NEAP, through neap.pdd@deped.gov.ph or landline at (02) 8715-9919.

For immediate dissemination and appropriate action.

Carmela C. Oracion

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