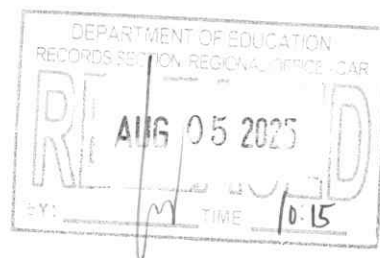




Republic of the Philippines
Department of Education
Cordillera Administrative Region



01 AUG 2025

REGIONAL MEMORANDUM

No. **560-2025**

**UPDATES ON THE CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM
INTERMEDIATE COURSE FOR CAREER STAGE 3
SCHOOL HEADS**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. With reference to DM-OUHROD-2025-1699 re Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management", the participants identified in RM No. 475, s. 2025 are advised of the following adjustments in the venue and schedules.

Activity	Date and Venue
Training of School Heads on "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
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management – Batch 1 "	October 6-10, 2025 Venue: NEAP Baguio

2. As a result of the adjustments, **Batch 2** will be conducted ahead of Batch 1. The Opening Program for Batch 2 will now be held on **August 31, 2025, at 3:00 PM at NEAP Baguio**. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.

3. Schools Division Offices are kindly requested to inform their identified participants of this schedules.

4. 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.

5. All other provisions indicated in RM 475, s. 2025 remains in effect.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph
DepEd Tayo Cordillera  <https://depedcar.ph>



6. For questions and concerns, please coordinate with Rosita C. Agnasi, OIC HRDD/NEAPR through car.hrdd@deped.gov.ph or via 09071734621 or Ms. Ailene F. Duterte, SEPS of NEAP through email at neap.pdd@deped.gov.ph or landline (02) 8715-9919.

7. Immediate dissemination and strict compliance of this memorandum is directed.


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