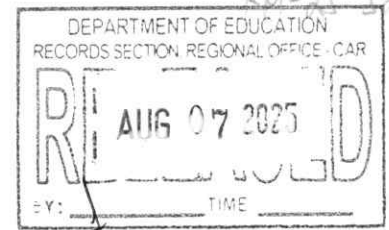




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



05 August 2025

REGIONAL MEMORANDUM

No. 571.2025

**UPDATES ON THE “STEPPING INTO SCHOOL LEADERSHIP: AN
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS”**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. Relative to RM 541 s. 2025 titled Updates on the “Stepping into School Leadership: An Onboarding Program for School Heads,” this office, through the Human Resource Development Division, informs all concerned on the updates on the conduct of the said activity.
2. The Training of Coaches and Mentors for SHOP Batch 1 will be conducted on 25-29 August 2025 at the NEAP Training Facility, Teachers’ Camp, Baguio City.
3. The participants are advised to check in on 25 August 2025 at 2:00 p.m. and check out on 29 August 2025 at 12:00 p.m.
4. Further, the identified Resource Speakers, as well as the CO and RO Program Management Team are advised to check in on 24 August 2025 at 2:00 p.m. and check out on 29 August 2025 at 12:00 p.m. The first meal for the Resource Speakers and PMT members will be afternoon snacks on 24 August 2025, while the last meal will be lunch on 29 August 2025.
5. The Opening Program is slated at 3:00 PM on 25 August 2025.
6. The identified Resource Speakers are invited to attend an *online meeting* via MS Teams on 7 August 2025 at 2:00 p.m. The meeting details are as follows:
Click: bit.ly/SHOPprepmeetingTCM
Meeting ID: **438 039 373 700 5**
Passcode: **k9V4iR3w**
7. In addition, the endorsed Regional Program Management Team (PMT) are invited to attend an *online orientation* on 13 August 2025 at 10:00 AM. Please see the details below:



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Click: tinyurl.com/TCMB1-MeetingNEAPxROPMT

Meeting ID: **496 509 927 459 2**

Passcode: **yG2ng9Dm**

8. Enclosed are the participants' meal schedule (Enclosure 1), list of resource speakers, list of participants, and list of program management team (Enclosure 2).
9. All other provisions indicated in RM 541 s. 2025 shall remain in place.
10. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, through email address at car.neapr@deped.gov.ph.
11. Immediate and widest dissemination of this Memorandum is directed.

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

//HRDDNEAPCAR/RCA/ESF /2025shonboardingparticipants



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(Enclosure 1 to RM No. 571.2025)

MEAL SCHEDULE FOR PARTICIPANTS

Training of Coaches and Mentors for SHOP (Batch 1)
NEAP Baguio, Teachers Camp
25 August - 29 August 2025

Meals	25 August 2025 Monday	26 August 2025 Tuesday	27 August 2025 Wednesday	28 August 2025 Thursday	29 August 2025 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	



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(Enclosure 2 to RM No. 571.2025)

LIST OF RESOURCE SPEAKERS

NAME	POSITION	DIVISION
1 Nenita P. Sabino	Principal II	Abra

LIST OF PROGRAM MANAGEMENT TEAM

NAME	POSITION	DIVISION
1 Welfare Officer	Nurse	Baguio City
2 Welfare Officer	Nurse	Baguio City

LIST OF PARTICIPANTS

Name	Designation	Division	Role (PMT member or Participant)
1. Manuela B. Garcia	PSDS	Abra	Participant
2. Manny H. Kotoken	PSDS	Apayao	Participant
3. Luis Igualdo	SP IV	Benguet	Participant
4. Sharon Angupa	SP3	Benguet	Participant
5. Mana C. Estakio	SP3	Benguet	Participant
6. Alice Nayao	Principal II/PSDS	Ifugao	Participant
7. Karen Joy Dulnuan	PSDS	Ifugao	Participant
8. Herminia P. Astudillo	PSDS	Kalinga	Participant
9. Arthur Tayaan	PSDS	Mtn. Province	Participant
10. Elnor Madjaco	PSDS	Mtn. Province	Participant
11. Jan Nowel E. Peña	Asst. Schools Division Superintendent	Tabuk City	Participant