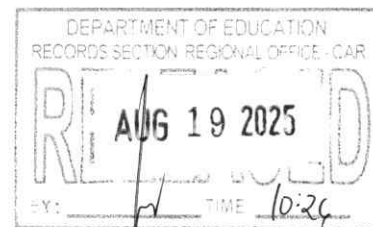




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



18 August 2025

**REGIONAL MEMORANDUM**  
No. 607.2025

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORKPLACE APPLICATION  
PLAN FOR THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING  
PROGRAM FOR NEW SCHOOL HEADS**

To: Assistant Regional Director  
Schools Division Superintendents  
All Other Concerned  
All Divisions

1. Relative to DM-OUHROD-2025-1654 and RM 465 s. 2025, titled Conduct of Stepping into School Leadership: An Onboarding Program for New School Heads and Registration of Participants to the SHOP, this office informs all concerned school heads about the conduct of asynchronous activities and the workplace application plan for the SHOP.
2. Participants (Enclosure 1) who completed the five (5) days of training held last July 7-11, 2025, at the NEAP facility, Baguio City, shall transition into the Practice Phase of the Engage-Practice-Consolidate (EPC) Program Model. In this phase, participants are required to **complete a one-month or a total of 40-hour asynchronous learning engagement.**
3. The asynchronous activities will be made available via the DepEd Learning Management System (LMS). Participants must log in via **<https://training.deped.gov.ph>**. For further assistance and information on how to log in, access the tutorial video, and other frequently asked questions, use this link: **[bit.ly/SHOPLMS](https://bit.ly/SHOPLMS)**.
4. The School Head Onboarding Program's (SHOP) asynchronous activities consist of learning tasks with differentiated activities. The participants' post-test results during the in-person training play a vital role in identifying the differentiated tasks that they must accomplish. They are expected to complete the asynchronous activities on or before **September 30, 2025.**
5. Participants, in coordination with their Schools Division Offices (SDOs), shall choose their coach or mentor from within their respective SDOs. The coach/mentor must meet the following criteria:
  - Has experience being a school head for at least 3 years
  - Must currently hold any of these positions: Principal II - IV, Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent
6. Assigned coaches/mentors shall guide the mentee through coaching and mentoring sessions and shall also check and validate the participants' asynchronous



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outputs using the prescribed rubric. Outputs signed and checked by the mentor shall be uploaded by the mentee in the LMS.

7. The Senior Education Program Specialists (SEPS) and Education Program Specialist II (EPSp II) of the Human Resource Development Division - School Division Office counterparts are expected to accomplish a database containing the identified coaches and mentors (*Database link will be shared via Group chat of the HRDD*).

8. Upon completing the asynchronous activities, participants will be issued a Certificate of Participation given by the Central Office through the LMS.

9. Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**. This phase involves a workplace-based implementation of school leadership initiatives aligned with the Professional Standards for School Heads (PPSSH). The prescribed completion of the WAP is until 31 March 2026. Participants must set milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.

10. After the completion of its implementation, participants are expected to submit a completion report through the LMS by **20 April 2026**.

11. NEAP-Central Office shall issue the **Certificate of Completion** to the participants, and a **Certificate of Recognition** to the coach/mentor through the LMS. The shared database shall be updated by NEAP CO to reflect the completion status of participants by **30 April 2026**.

12. The Regional Office in coordination with the School Division Offices may initiate a culminating ceremony for the recognition of program completers and coaches/mentors. The culminating ceremony may include the presentation of best WAP implementation/findings, best practices and challenges encountered during the program.

13. 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, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).

14. Immediate and widest dissemination of this Memorandum is directed.

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

//HRDD-NEAPR/RCA/ESF/2025SHOPClassesandWAP



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(Enclosure 1 to RM No. 607.2025)

	<b>PARTICIPANT'S NAME</b>	<b>Position/Designation</b>	<b>Division</b>
1	Edwin S. Lumiwag	Principal I	Abra
2	Nida A. Sulian	Principal I	Abra
3	Angeline D. Rumpon	EPS II/TIC	Apayao
4	Ruth C. Roque	TIC/OIC	Apayao
5	Decky M. Beloken	Head Teacher I	Baguio City
6	Janet B. Pascua	Asst. Principal II	Baguio City
7	Felix G. Ancheta	Head Teacher III	Benguet
8	Jonathan I. Gayaso	Head Teacher I	Benguet
9	Rex P. Mabiasen	TIC/OIC	Benguet
10	Jake B. Bulayungan	SEPS	Ifugao
11	Mark Angel C. Bautista	Head Teacher I	Ifugao
12	Evangeline P. Abbacan	Principal I	Kalinga
13	Mila B. Ganaban	Head Teacher III	Kalinga
14	Bona A. Menzi	Principal I	Mountain Province
15	Rowena L. Bumakil	Principal I	Mountain Province
16	Daisy A. Banutan	Head Teacher I	Tabuk City
17	Leonardo T. Egan	Principal I	Tabuk City