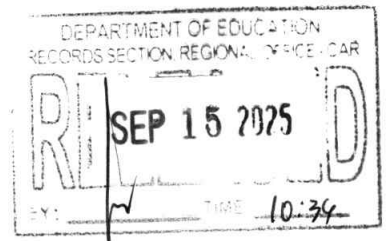




Republic of the Philippines
Department of Education
Cordillera Administrative Region



12 SEPT 2025

REGIONAL MEMORANDUM

No. 683-2025

**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 updates:

Activity	Date and Venue
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	September 22-26, 2025 Venue: NEAP Baguio

2. The **Opening Program** will be held on **Monday, September 22, 2025, 3:00PM at NEAP Baguio**. All participants 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. Please refer to the attached **list of resource persons, indicative program of activities, and meal provisions for guidance**.

4. 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.

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


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

/HRDD/RCA/DexAnd - SHDPCS3IntermediateUpdate



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DepEd Tayo Cordillera



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Enclosure 1: List of Resource Persons

No.	Name	Position	Station
Resource Persons			
1	Ma. Criselda G. Ochang	ASDS	SDO Urdaneta City, Region I
2	Nestor Heraña	ASDS	Region I
3	Adonis Ceperez	OIC-ASDS	SDO Nueva Ecija, Region III
4	Luz Osmena	CES	QAD, Region IV-A
5	Cristina Salazar	CES	SDO Antipolo, Region IV-A
6	Erma Valenzuela	CES	SDO San Pedro, Region IV-A
7	Edward Garcia	ASDS	Region IV-A
8	Lito Palomar	ASDS	Region IV-A
9	Ericson Gutierrez	PSDS	Region IV-A
10	Jaypee Lopo	ASDS	Region IV-A
11	Felix M. Famaran	ASDS	SDO Oriental Mindoro, Region IV-B
12	Joy Cabrera	ASDS	SDO Masbate City, Region V
13	Ramon D. Paras JR.	ASDS	SDO Aklan Region VI
14	Samuel J. Malayo	ASDS	SDO Roxas City, Region VI
15	Raymond Salvador	ASDS	SDO Zamboanga City, Region IX
16	Enerio Ebisa	CES	HRDD, Region X
17	Roberto D. Napere	ASDS	SDO Bukidnon, Region X
18	Shambaeh A. Usman	SDS	SDO Tangub City, Region X
19	Said Macabago	PSDS	REGION X
20	Shiela Balbon	PSDS	Region XII
21	Analou Hermocilla	EPS	CARAGA
22	Filmore Caballero	CES	SDO Valenzuela City, NCR
23	Josefino Pogoy	CES	SDO San Juan, NCR
24	Marco Meduranda	CES	SDO Navotas, NCR
25	Melvin Willy Roque	PSDS	NCR



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Enclosure 2: Indicative Program of Activities

Program Matrix

Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management
September 22-26, 2025
NEAP Training Facility, Teachers' Camp, Baguio City

Time	Day 1
1:00 - 3:00 PM	Registration and Opening Program
3:00 - 5:00 PM	Opening Program

Time	Day 2	Day 3	Day 4	Day 5
8:00 – 8:20 AM	Preliminaries			
8:20 – 10:00 AM	Session 1: Designing Impactful Learning: From Theory to Tailored Sessions	Session 5: From Facilitation to Empowerment: Unleashing Self-Determined Learning	Session 9: Empathetic Mentorship: Guiding School Leaders Through Authentic Challenges	Session 13: Implementing SHDP: Strategic Planning & Coordinated Execution
10:00 – 10:20 AM	Health Break			
10:20 – 12:00 PM	Session 2: Mastering the SHDP: Deconstructing, Synthesizing, and Contextualizing for Effective Coaching	Session 6: Coaching and Mentoring for Growth: Delivering Experiential Feedback to School Heads	Session 10: Strategic Oversight: Developing and Critiquing M&E for SHDP Effectiveness	Posttest Closing Program
12:00 – 1:00 PM	Lunch Break			
1:00 – 2:40 PM	Session 3: Designing Asynchronous	Session 7: Facilitating Excellence: A	Session 11: Optimizing Coaching &	Departure from Venue



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	Learning: Empowering Flexible Growth	Simulation- Based Approach to Coaching and Mentoring	Facilitation: Driving Development for School Heads	
2:40 - 3:00 PM	Health Break			
3:00 - 4:40 PM	Session 4: Mastering Coaching and Mentoring: Process, Practice, and Professionalism	Session 8: Coaching and Mentoring for Growth: Mastering Feedback and Iterative Training Design	Session 12: Navigating Training Challenges: Co-Creating Solutions in a Collegial Environment	

B. Orientation of Program Management Team

Activity	Expected Attendees	Date	Modality
Orientation of Program Management Team	RO Endorsed PMT	September 17, 2025	https://tinyurl.com/SHDPCS3TCM-PMT

C. Orientation of the Resource Persons

Activity	Expected Attendees	Date	Modality
Orientation of Resource Persons	Resource Person	September 16, 2025	https://tinyurl.com/SHDPCS3TCMRP



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Enclosure 3: Meal Provision and Accommodation Details

October 13-17, 2025

Provisions	Day 1 September 22, 2025	Day 2 September 23, 2025	Day 3 September 24, 2025	Day 4 September 25, 2025	Day 5 September 26, 2025
	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	
Room	✓	✓	✓	✓	

Check-in: Day 1 - 2:00 p.m.

Check-out: Day 5 - 12:00 nn.