



Republic of the Philippines  
Department of Education  
Negros Island Region  
SCHOOLS DIVISION OF SAGAY CITY

JUL 11 2025

**DIVISION MEMORANDUM**

No. 411, s. 2025

**TRAINING OF COACHES AND MENTORS FOR SCHOOL HEAD ONBOARDING PROGRAM (SHOP) BATCHES 1-3**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum 136 s. 2025 and dated June 10, 2025 regarding the conduct of the Training of Coaches and Mentors for School Head Onboarding Program (SHOP) Batches 1-3.
2. The identified School Head and PSDS listed in the annex as participants in this training are advised to confirm their attendance by accessing the following links:
  - **Batch 2:** <https://tinyurl.com/SHIPBATCH2> — on or before **August 20, 2025**
  - **Batch 3:** <https://tinyurl.com/SHIPBATCH3> — on or before **November 18, 2025**
3. The board and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses shall be charged to local funds, subject to the usual government accounting and auditing policies, procedures, and regulations.
4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
5. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**

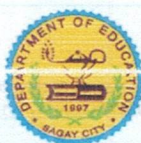
Assistant Schools Division Superintendent  
Officer-In-Charge  
Schools Division Superintendent



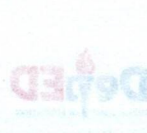
Enclosure : As stated  
Reference : RM 136 s. 2025  
Allotment : N/A  
No. of Pages: \_\_\_\_\_

To be indicated in the **Perpetual Index** under the following subjects:  
**TRAINING OF COACHES AND MENTORS**

FN: Junmarl Alconga/HRD/SGOD



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597/ [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)







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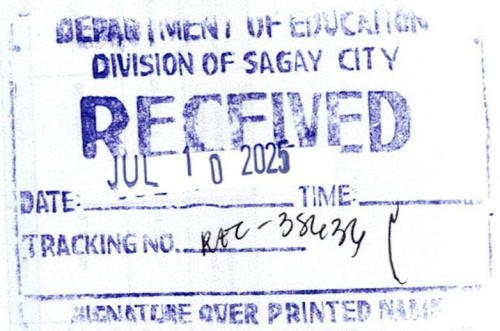
(Enclosure No. 01 to Division Memorandum No. 411, s. 2025)

Name	School	Position	Batch
Jona Esmalla	Sagay City Senior High School	Principal II	Batch 2 to attend at NEAP Baguio Facility on August 25-29, 2025
Marilyn B. Gamboa	Sagay District 10	PSDS	Batch 3 to attend on November 24-28, 2025 (Venue to be announced)





Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION



REGIONAL MEMORANDUM  
No. 136, s. 2025

**TRAINING OF COACHES AND MENTORS FOR SCHOOL HEAD  
ONBOARDING PROGRAM (SHOP) BATCHES 1-3**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Regional Functional Division Chiefs  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-1654 from the Office of the Undersecretary for the Human Resource and Organizational Development dated June 20, 2025 regarding the **Training of Coaches and Mentors for the School Head Onboarding Program (SHOP) Batches 1-3**

2. Attention is particularly invited to paragraphs 2, 3, 4, 5, and 6 of the said Memorandum.

3. Attached are the List of Identified Participants, Indicative Program of Activities, Accommodation, and Meal Provision Guide. Participants are advised to register using the following links:

Batch	Registration Link	Deadline
Batch 1	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a>	July 23, 2025
Batch 2	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a>	August 20, 2025
Batch 3	<a href="https://tinyurl.com/SHIPBatch3">https://tinyurl.com/SHIPBatch3</a>	November 18, 2025

4. Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any personnel for professional learning and development regardless of age, gender, civil status, disability, region, ethnic group, and political beliefs.

5. For further queries, contact Mr. Joe Marie C. Dolino, OIC-SEPS, NEAP-R at 09391825379.



Address: Batinguel, Dumaguete City, 6200  
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6. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: DM-OUHROD-2025-1654

To be indicated in the Perpetual Index  
under the following subjects:

PERFORMANCE                      PROGRAMS

NES/JCD/RM/TrainingofCoachesandMentorsforSHOPBatches1-1  
022/July 8, 2025



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Enclosure 1 List of Endorsed Participants and PMT Member

**TRAINING OF COACHES ON STEPPING INTO SCHOOL LEADERSHIP:  
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (SHOP) BATCH 1**  
NEAP Baguio Facility (July 28-August 1, 2025)

Name	Designation	Division	DepEd Email	Role
1. Lani T. Boscas	PSDS	Bacolod City	lani.boscas001@deped.gov.ph	Participant
2. Glen A. Gabriel	Principal II	Escalante City	glen.gabriel001@deped.gov.ph	Participant
3. Edna Y. Bato	Principal II	Dumaguete City	edna.bato@deped.gov.ph	Participant
4. Mae L. Bayarcal	Principal II	Guihulngan City	mae.bayarcal@deped.gov.ph	Participant
5. Aida P. Alvarez	PSDS	Himamaylan City	aida.alvarez007@deped.gov.ph	Participant
6. Anabelle Alipo-on	PSDS	Negros Occidental	anabelle.alipoon001@deped.gov.ph	Participant
7. Ma. Cynthia Balasote	PSDS	Negros Occidental	macynthia.balasote@deped.gov.ph	Participant
8. Almera Monreal	PSDS	Negros Occidental	almera.monreal001@deped.gov.ph	Participant
9. Reynando C. Jainga	PSDS	Himamaylan City	reynando.jainga_001@deped.gov.ph	Participant
10. Dee Marie J. Dela Victoria	PSDS	San Carlos City	deemarie.delavictoria@deped.gov.ph	Participant
11. Julius Ceasar B. Oñot	Principal II	Silay City	juliusceasar.ot@deped.gov.ph	Participant
12. Leonel S. Kilat	PSDS	Siquijor	leonel.kilat@deped.gov.ph	Participant
13. Randy Andales	PSDS	Bago City	randy.andales@deped.gov.ph	Participant
14. Javeen J. Gamala	PSDS	Sipalay City	javeen.gamala001@deped.gov.ph	Participant
15. Edna T. Arbon	Principal II	Sipalay City	edna.arbon001@deped.gov.ph	Participant



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**TRAINING OF COACHES ON STEPPING INTO SCHOOL LEADERSHIP:  
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (SHOP) BATCH 2**  
NEAP Baguio Facility (August 25-29, 2025)

Name	Designation	Division	DepEd Email	Role
1. Asther Jean P. Saril	Principal IV	Bacolod City	astherjean.saril@deped.gov.ph	Participant
2. Camelle G. Bayona	Principal II	Cadiz City	camelle.bayona@deped.gov.ph	Participant
3. Claudio A. Sun, Jr.	Principal III	Dumaguete City	claudio.sun@deped.gov.ph	Participant
4. Anjeanette A. Calumpita	Principal II	Escalante City	anjeanette.calumpita@deped.gov.ph	Participant
5. Jona Esmalla	Principal II	Sagay City	jona.esmalla@deped.gov.ph	Participant
6. Aloma T. Rasonable	PSDS	Tanjay City	aloma.rasonable001@deped.gov.ph	Participant
7. Julito L. Felicano	ASDS	Negros Occidental	julito.felicano001@deped.gov.ph	Participant
8. Erna Dogelio	PSDS	Negros Occidental	erna.dogelio001@deped.gov.ph	Participant
9. Alegria Portal	PSDS	Bago City	alegria.portal@deped.gov.ph	Participant
10. Monina Ebano	PSDS	Negros Occidental	monina.ebano@deped.gov.ph	Participant
11. Leonardo U. Dumago Jr.	Principal II	San Carlos City	leonardo.dumago@deped.gov.ph	Participant
12. Randy B. Quiapo	PSDS	Silay City	randy.quiapo001@deped.gov.ph	Participant
13. Luz T. Omoc-oc	Principal II	Siquijor	luz.omococ@deped.gov.ph	Participant
14. Julie L. Espares	Principal II	Bayawan City	julie.espares@deped.gov.ph	Participant
15. Elvira C. Diones	Principal II	Negros Oriental	elvira.diones@deped.gov.ph	Participant



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TRAINING OF COACHES ON STEPPING INTO SCHOOL LEADERSHIP:  
ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (SHOP) BATCH 3

Venue: TBA (November 24-28, 2025)

Name	Designation	Division	DepEd Email	Role
1. Analiza E. Vargas	Principal II	La Carlota City	analiza.vargas002@deped.gov.ph	Participant
2. Jolly G. Gariando Jr.	PSDS	Kabankalan City	jolly.gariando@deped.gov.ph	Participant
3. Cristy P. Pamplona	Principal II	Cadiz City	cristy.pamplona@deped.gov.ph	Participant
4. Roger Z. Rochar	OIC-ASDS	Victorias City	roger.rochar@deped.gov.ph	Participant
5. Rizza B. Gabuya	Principal II	Guihulngan City	rizza.gabuya@deped.gov.ph	Participant
6. Eva M. Dollosa RN	OIC - ASDS	Kabankalan City	eva.dollosa@deped.gov.ph	Participant
7. Angeles Verdeprado	PSDS	Negros Occidental	angeles.verdeprado@deped.gov.ph	Participant
8. Enjenette D. Baroa	ASDS	Negros Occidental	enjenette.baroa@deped.gov.ph	Participant
9. Ma. Riza Canapit	PSDS	Negros Occidental	mariza.canapit@deped.gov.ph	Participant
10. Lalaine Guion	PSDS	Negros Occidental	lalaine.guion001@deped.gov.ph	Participant
11. Marilyn B. Gamboa	PSDS	Sagay City	marilyn.gamboa@deped.gov.ph	Participant
12. Sarah Jane T. Barrera	PSDS	Tanjay City	sarahjane.torres@deped.gov.ph	Participant
13. Ronamie V. Reliquias	CES-SGOD	Victorias City	ronamie.reliquias@deped.gov.ph	Participant
14. Ma. Maya G. Regala	EPSVR I	Bais City	mamaya.ragala@deped.gov.ph	Participant
15. Victoria O. Superal	Principal III	Dumaguete City	victoria.superal@deped.gov.ph	Participant
16. Christine Lorraine T. Tijing	PSDS	Bayawan City	christine.tijing@deped.gov.ph	Participant



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17. Alan A. Agor	PSDS	Negros Oriental	alan.agor@deped.gov.ph	Participant
18. Jiji S. Taladua	Principal III	Negros Oriental	jiji.taladua@deped.gov.ph	Participant
19. Joel G. Catubay Jr.	Principal II	Negros Oriental	joel.catubay@deped.gov.ph	Participant
20. Andrea Luz S. Englis	PSDS	Negros Oriental	andrealuz.englis@deped.gov.ph	Participant
21. Beda Jovenciana D. Agor	PSDS	Negros Oriental	beda.davad@deped.gov.ph	Participant
22. Macrina K. Villaluz	PSDS	Negros Oriental	macrina.villaluz@deped.gov.ph	Participant
23. Marilou T. Sarte	Principal II	Negros Oriental	marilou.sarte001@deped.gov.ph	Participant
24. Agnes M. Almagro	Principal II	Negros Oriental	agnes.almagro@deped.gov.ph	Participant
25. Arjie T. Palumpa	Principal II	Negros Oriental	arjie.palumpa@deped.gov.ph	Participant
26. Bebce O. Gentilezo	OIC- EPS II	RO DepEd NIR	bebce.gentilezo@deped.gov.ph	PMT Member



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## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025- 1654

TO : Regional Directors  
Schools Division Superintendents  
HRDD Chiefs / NEAP R Focal Persons  
All Others Concerned

FROM : **WILFREDO E. CABRAL**  
Undersecretary  
Human Resource and Organizational Development

*Carmela C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

SUBJECT : **CONDUCT OF THE "STEPPING INTO SCHOOL LEADERSHIP:  
AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS"**

DATE : 20 June 2025

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), will conduct the **School Head Onboarding Program** which aims to enhance the competencies of newly appointed school heads in line with the Philippine Professional Standards for School Heads (PPSSH). The program's specific objectives are as follows:
  - a. Support new school heads in setting clear expectations and charting a well-defined pathway of professional growth towards acquiring and demonstrating Career Stage 2 competencies within the PPSSH framework;
  - b. Immerse school heads in real-world processes, systems, and practices in school management, enabling them to contextualize their leadership roles and make informed leadership decisions; and
  - c. Address gaps in professional accountability by encouraging school heads to engage in reflective practice, self-assessment, and continuous improvement as part of their commitment to their professional development journey.



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2. The program has the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Online Orientation and Preparatory Meeting	25 June 2025 Microsoft Teams Meeting ID: 487 506 066 319 Passcode: Zm3Pj2Hn <a href="https://tinyurl.com/SHOPmeeting">https://tinyurl.com/SHOPmeeting</a>	National Technical Working Group (NTWG) Members	<a href="https://tinyurl.com/SHOPOnlineMeeting">https://tinyurl.com/SHOPOnlineMeeting</a> Deadline: 23 June 2025
School Head Onboarding Program (SHOP)	07-11 July 2025 NEAP Baguio	Newly appointed School Heads / Assistant Principals	<a href="https://tinyurl.com/SHOPPilotTest">https://tinyurl.com/SHOPPilotTest</a> Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	28 July – 01 August 2025 NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a> Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	25-29 August 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a> Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	24-28 November 2025 Venue: TBD	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch3">https://tinyurl.com/SHIPBatch3</a> Deadline: 18 November 2025

Note: Exact venues of the SHOP Training of Coaches and Mentors Batches 2 and 3 and other additional details will be disseminated through a separate memorandum/ advisory.

3. In this regard, **all Regional Offices (ROs) are advised to nominate participants to the SHOP activities and identify one (1) representative who will serve as a member of the Program Management Team (PMT)**, using the prescribed template and endorse the same to the NEAP Central Office through the link <https://tinyurl.com/SHOP-Endorsement> on or before 30 June 2025.

4. Enclosed are the following documents, for reference:

- Enclosure 1** List of Participants (PMT and Resource Speakers/NTWG Members/SHOP TRP Writers)
- Enclosure 2** Regional Allocation of Participants and RO/SDO PMT Members per Activity
- Enclosure 3** Terms of Reference of Participants
- Enclosure 4** Qualification Standards for Participants
- Enclosure 5** Indicative Program of Activities
- Enclosure 6** Template for the Endorsement of Participants and PMT Members
- Enclosure 7** Accommodation and Meal Provision Guide

5. The participants' board and lodging will be charged against NEAP Human Resource Development Fund while transportation, per diem, and other incidental expenses will be charged to RO/SDO/school local funds, subject to the usual accounting and auditing rules and regulations.



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6. The participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
7. The participants are entitled to *Compensatory Time-Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered."
8. Should you have further questions or concerns, please coordinate with **Ms. Julie Lyka Ignao**, Project Development Officer II, NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) / [julic.ignao@deped.gov.ph](mailto:julic.ignao@deped.gov.ph) or Viber 09975670093.
9. For dissemination and appropriate action.

Copy furnished:  
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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 5

**INDICATIVE PROGRAM OF ACTIVITIES**  
*Stepping Into School Leadership: Onboarding for New School Heads*  
NEAP - Baguio City, 7-11 July 2025

Time	Day 0 (SUNDAY)	Day 1 (MONDAY)	Day 2 (TUESDAY)	Day 3 (WEDNESDAY)	Day 4 (THURSDAY)	Day 5 (FRIDAY)
8:00 - 8:20 a.m.	<b>Travel time from Residence to Venue</b>	<b>Management of Learning / Preliminaries (20 mins.)</b>				
8:20 - 10:00 a.m.		M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 2 (100 mins.)
10:00 - 10:20 a.m.		<b>Health Break (20 mins.)</b>				
10:20 - 12:00 p.m.		M1 - Session 2 (100 mins.)	M2 - Session 2 (100 mins.)	M3 - Session 2 (100 mins.)	M4 - Session 2 (100 mins.)	<b>Post test and Other reminders</b>
11:20 - 12:00 p.m.		<b>Lunch Break (60 mins.)</b>				
1:00 - 2:40 p.m.	<b>Arrival, Registration, &amp; Check-in</b>	M1 - Session 3 (100 mins.)	M2 - Session 3 (100 mins.)	M3 - Session 3 (100 mins.)	M4 - Session 3 (100 mins.)	<b>Closing Program</b>
2:40 - 3:00 p.m.		<b>Health Break (20 mins.)</b>				
3:00 - 3:30 p.m.	<b>Opening Program</b>	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	<b>Travel time from Venue to Residence</b>





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3:30 - 4:40 p.m.	Pre-test					
4:40 - 5:00 p.m.	Daily Evaluation and Reminders (20 mins.)					

**Note:** Strict adherence to the training schedule **must be observed**. All participants are advised to immediately communicate any concerns regarding this to the PMT.

**INDICATIVE PROGRAM OF ACTIVITIES**

*Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program)*

Batch 1 (NEAP-Baguio City, July 28 - Aug. 1, 2025);

Batch 2 (Venue: TBD, Aug. 25 - 29, 2025);

Batch 3 (Venue: TBD, Nov. 24-28, 2025)

Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
8:00 - 8:20 a.m.	Management of Learning / Preliminaries (20 mins.)				
8:20 - 10:00 a.m.	Travel time from Residence to Venue	Session 1: Design Matters: Crafting Meaningful Learning Journeys	Session 5: Facilitating with Purpose: Empowering Adult Learners through Heutagogy	Session 9: Conversations that Inspire: Coaching and Mentoring in Action	Session 13: Planning for Program Implementation

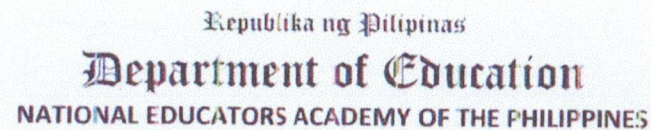




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Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
10:00 - 10:20 a.m.		Health Break (20 mins.)			
10:20 - 11:30 a.m.		Session 2: Inside the Core: Exploring the Heart of the Program	Session 6: Feedback that Fuels Growth: Using Scenarios to Deepen Learning	Session 10: Measuring What Matters: Mentoring and Evaluating for Success	Presentation of Regional Plan for Program Implementation
11:30 - 12:00 p.m.					Posttest and Other Reminders
12:00 - 1:00 p.m.		Lunch Break (60 mins.)			
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	Session 3: Learning Beyond the Session: Maximizing Asynchronous Engagement	Session 7: Practice with Purpose: Simulating Effective Training Delivery	Session 11: Sharpening the Edge: Refining Your Training and Coaching Craft	Closing Program
2:40 - 3:00 p.m.		Health Break (20 mins.)			
3:00 - 4:40 p.m.	Opening Program & Pretest	Session 4: Guiding Growth: Unlocking the Power of Coaching and	Session 8: Polishing the Practice: Simulation and Reflection	Session 12: Real Talk, Real Solutions: Tackling Challenges Together	Travel time from Venue to Residence





Time	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
		Mentoring			
4:40 - 5:00 p.m.	End-of-Day Evaluation and Daily Reminders (20 mins.)				
5:00 - 5:30 p.m.	PMT Debriefing				



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Enclosure 7

**ACCOMMODATION AND MEAL PROVISION**

**A. Stepping Into School Leadership: Onboarding for New School Heads  
(July 7-11, 2025)**

Training Venue: <b>NEAP-Baguio City</b> Accommodation: <b>Baguio Teachers Camp (BTC)</b>	
Check-In Date/ Time: <b>July 6, 2025; Sunday; 2:00 PM</b>	Check-In Date/ Time: <b>July 11, 2025; Friday; 12:00 NN</b>
First Meal: <b>PM Snack</b>	Last Meal: <b>Lunch</b>

MEAL	July 6 (Sunday)	July 7 - 10 (Monday - Thursday)	July 11 (Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

**B. Training of Coaches on Stepping Into School Leadership: Onboarding for New  
School Heads (School Head Onboarding Program) Batch 1  
(July 28 - Aug. 1, 2025)**

Training Venue: <b>NEAP-Baguio City</b> Accommodation: <b>Baguio Teachers Camp (BTC)</b>	
Check-In Date/ Time: <b>July 28, 2025; Monday; 2:00 PM</b>	Check-In Date/ Time: <b>Aug. 1, 2025; Friday; 12:00 NN</b>
First Meal: <b>PM Snack</b>	Last Meal: <b>Lunch</b>

MEAL	July 6	July 7 - 10	July 11
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	(Monday)	(Tuesday - Thursday)	(Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

**Note:** Strict adherence to the training schedule **must be observed**. All participants are advised to immediately communicate any concerns regarding this to the PMT.

**C. Training of Coaches on Stepping Into School Leadership: Onboarding for New School Heads (School Head Onboarding Program) Batch 2 (Aug. 25-29, 2025) and Batch 3 (Nov. 24-28, 2025)**

For these trainings, the final details of the accommodation and meal provision will be provided in a separate memorandum or advisory.



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