



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY

DepEd Regional Office No. 02



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July 3, 2025

**REGIONAL MEMORANDUM**

No. **295**, s. 2025

**CONDUCT OF THE “STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS”**

To: Schools Division Superintendents  
HRDD Chiefs/NEAP R Focal Persons  
All Others Concerned



1. In reference to the Memorandum DM-OUHROD-2025-1654, the Department of Education, through the National Educators Academy of the Philippines (NEAP), announces the conduct of the School Head Onboarding Program (SHOP) with the following schedule and details:

Activity	Date and Venue	Participants	Registration Link
School Head Onboarding Program (SHOP)	July 7-11, 2025 @NEAP Baguio	Newly appointed School Heads/Assistant Principals	<a href="https://tinyurl.com/SHIPPilotTest">https://tinyurl.com/SHIPPilotTest</a> Deadline: 4 July 2025
Training of Coaches and Mentors for SHOP Batch 1	July 28-August 1, 2025 @NEAP Baguio	School Heads/PSDS/ASDS	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a> Deadline: 23 July 2025
Training of Coaches and Mentors for SHOP Batch 2	August 25-29, 2025 Venue: TBD	School Heads/PSDS/ASDS	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a> Deadline: 20 August 2025
Training of Coaches and Mentors for SHOP Batch 3	November 24-28, 2025 Venue: TBD	School Heads/PSDS/ASDS	<a href="https://tinyurl.com/SHIPBatch3">https://tinyurl.com/SHIPBatch3</a> Deadline: 18 November 2025

2. All endorsed participants (see Enclosure 1) must register through the respective links above. Participants are advised to bring their own laptops, chargers, and extension cords for the workshop.

3. Participants should check in on Day 0 (Sunday) at 2:00 p.m. and check out on Day 5 (Friday) at 12:00 noon. The Opening Program and Pre-Test will be conducted on Day 0 prior to the official start of the activity.

4. The participants' board and lodging shall be charged against the Human Resource Development (HRD) Funds, while travel expenses shall be charged against



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 304-3855; (078) 396-9728  
Email Address: [region2@deped.gov.ph](mailto:region2@deped.gov.ph)  
Website: [region2.deped.gov.ph](http://region2.deped.gov.ph)



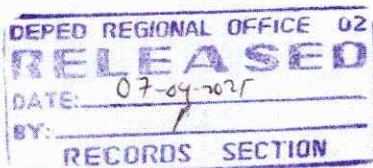
SDO/school MOOE or local funds, subject to existing accounting and auditing rules and regulations.

5. Service Credits or Compensatory Time-Off (CTO) may be granted if the activity falls on a holiday, weekend, or in case of class/work suspension due to natural calamities, in accordance with DepEd Order No. 13, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2004.

6. For queries and other concerns, please contact Ms. Iisdra L. Nicolas, Senior Education Program Specialist, at 09266056343 or email the Human Resource Development Division at [hrdd.region2@deped.gov.ph](mailto:hrdd.region2@deped.gov.ph).

7. This Memorandum serves as the **Official Authority to Travel** for all identified participants.

8. Immediate dissemination of this Memorandum is desired.



Digitally signed by Benjamin Diaz  
Date: 2025.07.04 16:22:38  
BENJAMIN D. PARAGAS PhD, CESO III  
Director IV/Regional Director

MEMORANDUM		Date: 7/8/25	Released/Records: hce
To: ( / ) PSDS/DICs	( / ) Elem/Sec School Heads		
( ) Private Schools	( ) Others:		
For: ( / ) Information	( / ) Dissemination		
( / ) Guidance	( / ) Strict Compliance		
ORLANDO E. MANUEL PhD., CESO V Office of the Schools Division Superintendent			
By: <input type="checkbox"/> ASDS <input checked="" type="checkbox"/> CID Chief <input type="checkbox"/> SGOD Chief <input type="checkbox"/> AO <input type="checkbox"/> Atty	Signature: [Signature]		

HRDD/rbc/iln



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**Enclosure 1: Endorsed Participants****"STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS"**

No.	Name of Participants (Last, First, Middle Initial)	Position	Schools Division Office	School Name/District
<b>JULY 7-11, 2025-School Head Onboarding Program (SHOP)</b>				
<i>(Newly Appointed School Heads/ Assistant Principals)</i>				
1	BALLADA, ADOR R.	Principal I	Batanes	Diura Barrio School
2	MAGADDON, CONCEPCION A.	Principal I	Cagayan	Abulug School of Fisheries
3	APOSTOL, MARJORIE N.	Principal I	Cagayan	Tamban ES, Alcala West
4	Duran, Christopher A.	Principal I	Cauayan City	Rogus Elementary School
5	Gannaban, Marjorie O.	Principal I	City of Ilagan	Alinguigan 3rd ES/ East District
6	MARIEL OJOS	Principal I	Isabela	LANNA ELEMENTARY
7	Alombro, Perlita	Principal I	Isabela	SOYUNG ELEMENTARY SCHOOL
8	Meria, Rogine D.	Principal I	Nueva Vizcaya	Curifang ES/Dadap ES
9	Bu-ucan, Rame R.	Principal I	Quirino	Cofcaville Integrated School
10	BALTAR, BABY LYN S	ASP II	Santiago City	SINSAYON NATIONAL HS
11	Dela Rosa, Eduardo C.	Principal I	Tuguegarao City	Tug. City Science HS
12	Nicolas, Isidra L.	SEPS/ PMT Member	Regional Office	N/A
13	Deperalta, Framel C.	Principal IV/Resource Speaker	Cagayan	
14	Respicio, Myline J.	Principal III/Resource Speaker	Isabela	
<b>July 28-August 1, 2025-Training of Coaches and Mentors for SHOP Batch 1</b>				
<i>(School Heads/ PSDS/ ASDS)</i>				
1	GASILAO, VIOLETA B.		Batanes	SDO - BATANES
2	Dimaandal, Cherry D.	PSDS	Cagayan	SDO-CAGAYAN
3	LAGUNDINO, VIRGIE P.	Principal IV	Cagayan	Gonzaga NHS
4	Cardenas, Mayla G.	Principal II	Cauayan City	Pinoma National High School
5	Guitang, Rosemarie	Principal I	City of Ilagan	Isabela School of Arts and Trades
6	RUSHEL A. LAZARO	PSDS	Isabela	TUMAUINI SOUTH DISTRICT
7	Balingue, Haydee	PSDS	Isabela	CABATUAN WEST DISTRICT
8	Bacud, Marivic C.	PSDS	Nueva Vizcaya	CID
9	Zamora, Sandro M.	PSDS	Quirino	CID
10	Castro, Rubilyn A	Principal I	Santiago City	Rizal National HS
11	Palejo, Evangeline M.	Principal IV	Tuguegarao City	Tug West Cengral School
12	Deperalta, Framel C.	Principal IV/Resource Speaker	Cagayan	
13	Respicio, Myline J.	Principal III/Resource Speaker	Isabela	
<b>August 25-29, 2025-Training of Coaches and Mentors for SHOP Batch 2</b>				
<i>(School Heads/ PSDS/ ASDS)</i>				
1	UGALI, LEILANI D.	PRINCIPAL II	Batanes	Basco Central School
2	CAGURANGAN, GUADALUPE B	Principal IV	Cagayan	Andarayan ES
3	BONA, RALPH L.	PSDS	Cagayan	Gattaran East
4	Reyes, Eddie C.	Principal II	Cauayan City	Cauayan City National High School Main
5	Girlic S. Natividad	Principial IV	City of Ilagan	San Antonio ES
6	Pira, Glenda I.	PRINCIPAL III	Isabela	BENITO SOLIVEN NATIONAL HIGH SCHOOL
7	Acupan, Ric	PSDS	Isabela	
8	Panganiban, Arnel A.	PSDS	Nueva Vizcaya	Bambang I district
9	Mauricio, Jonathan F.	PSDS	Quirino	CID
10	Ribuca, Elmerchita B	Principal II	Santiago City	Santiago City National HS
11	Pagulayan, Susan A.	Principal IV	Tuguegarao City	Tug North Central School
12	Deperalta, Framel C.	Principal IV/Resource Speaker	Cagayan	

No.	Name of Participants (Last, First, Middle Initial)	Position	Schools Division Office	School Name/District
<b>November 24-28, 2025-Training of Coaches and Mentors for SHOP Batch 3</b> (School Heads/ PSDS/ ASDS)				
1	Datul, Editha C.	Principal IV	Cagayan	Natappian ES/ Solana
2	Cauilan, Marietta T.	PSDS	Cagayan	Baggao South
3	Rumbaoa, Ronnie G.	Principal IV	Cauayan City	Cauayan South Central School
4	Paguirigan, Maricion C.	Principal IV	City of Ilagan	Aggasian ES
5	Dayrit, Vilma	Principal IV	Isabela	ROXAS NATIONAL HIGH SCHOOL
6	Zipagan, Ralfy	PSDS	Isabela	DIVI-MACO INTERIM
7	Dela Cruz, Lorna B.	PSDS	Isabela	ECHAGUE EAST DISTRICT
8	Valdez, Singasing G.	PSDS	Nueva Vizcaya	Bagabag II district
9	Subia, Richard C.	Principal IV	Quirino	Cabarroguis National School of Arts and Trades
10	Soliven, Clarissa F	EPS	Santiago City	
11	Dulin, Janette M.	PSDS	Tuguegarao City	SDO
12	Deperalta, Framel C.	Principal IV/Resource Speaker	Cagayan	
13	Respicio, Myline J.	Principal III/Resource Speaker	Isabela	





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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**  
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.



2. The program has the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Online Orientation and Preparatory Meeting	<b>25 June 2025</b> 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)	<b>07-11 July 2025</b> NEAP Baguio	Newly appointed School Heads / Assistant Principals	<a href="https://tinyurl.com/SHIPPiLotTest">https://tinyurl.com/SHIPPiLotTest</a> Deadline: 02 July 2025
Training of Coaches and Mentors for SHOP Batch 1	<b>28 July – 01 August 2025</b> 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	<b>25-29 August 2025</b> 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	<b>24-28 November 2025</b> 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:

- a. **Enclosure 1** List of Participants (PMT and Resource Speakers/NTWG Members/SHOP TRP Writers)
- b. **Enclosure 2** Regional Allocation of Participants and RO/SDO PMT Members per Activity
- c. **Enclosure 3** Terms of Reference of Participants
- d. **Enclosure 4** Qualification Standards for Participants
- e. **Enclosure 5** Indicative Program of Activities
- f. **Enclosure 6** Template for the Endorsement of Participants and PMT Members
- g. **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.

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) / [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) or Viber 09975670093.
9. For dissemination and appropriate action.

*Copy furnished:*

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS





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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

### TERMS OF REFERENCE

#### For PMT (NEAP - CO)

1. Oversee the overall implementation of the training.
2. Orient and supervise the PMT to ensure smooth process flow to achieve desired outputs based on the standards.
3. Spearhead the debriefings with PMT and NTWG members.
4. Handle program-related concerns and communicate important updates to the participants.

#### For PMT member (RO or SDO program focal):

1. Provide support in organizing and facilitating the training as Classroom Managers;
2. Assist and/or supervise in the conduct of the program in their assigned session room(s);
3. Ensure smooth flow of the training adhering to the set guidelines and procedures within the assigned session room(s);
4. Document the proceedings of the learning sessions including photo documentation.
5. Provide input and share key observations and challenges during the training;
6. Review and study the structure, content, delivery strategies, and assessment tools in the training;
7. Plan for the conduct of capacity building sessions based on the training and contextual needs of the region/division.

#### For Resource Speakers (National Technical Working Group Members):

1. Review and revise the SHOP Learning Resource Package (Session Guide, Slide Deck and Workbook) and Training Resource Package for the Training of Coaches and Mentors (Batches 1-3)
2. Participate in the preparatory meetings and debriefings set by the NEAP-CO PMT.
3. Facilitate the session in the assigned breakout sessions and prepare necessary materials.

#### For School Head or Asst. Principal Participants:

1. Actively participate in the program as the learner and feedback provider;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the assigned coach or mentor; and
4. Submit the required outputs within the given schedule.

#### For Coaches and Mentors:

1. Actively participate in the training sessions as the learner and provide valuable feedback;
2. Review and complete the assigned tasks or modules;
3. Collaborate with the co-mentors/ coaches during the training;
4. Serve as trainers of the program in their respective regions and divisions; and
5. Submit the required outputs within the given schedule.





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## Department of Education

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Enclosure 4

### QUALIFICATION STANDARDS OF PARTICIPANTS

#### **School Heads for Stepping into School Leadership: Onboarding for New School Heads (7-11 July 2025)**

##### **Newly Appointed School Heads or Asst. Principal**

1. Officially appointed as a school head or Asst. Principal (plantilla position);
2. Preferably has NOT undergone any prior induction/onboarding program for SH or Asst. Principal, or any related programs offered by SDO, RO or CO.
3. Must be a NQESH 2023 passer;
4. Endorsed by the Regional Director or authorized representative. *(Please see Enclosure 6 for the template of the Endorsement Letter)*

#### **Training of Coaches and Mentors for SHOP (Batches 1-3)**

##### **School Heads/PSDS/ASDS**

###### **General:**

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative. *(Please see Enclosure 6 for the template of the Endorsement Letter.)*

###### **School Heads:**

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. Recognized as an outstanding school head at the division, regional or national level;
4. With proven track record in school leadership, instructional supervision, and school-based mentoring; and
5. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

###### **Public Schools District Supervisors (PSDS):**

1. Currently serving as a PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Recognized as an outstanding PSDS with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and



Republika ng Pilipinas

## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

### **Assistant Schools Division Superintendent (ASDS):**

1. Currently serving as a ASDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Has a strong background in capacity-building programs, mentoring, and instructional leadership;
4. Served as a mentor, coach or trainer in school leadership and management professional development (PD) programs; and
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

### **Qualification Standards for the RO/SDO Program Focal (will act as PMT member):**

1. Designated as the regional or SDO program focal person for induction/onboarding programs. This may include specialists from NEAP-R, HRDD, HRDS, or other qualified personnel who can effectively perform the roles and responsibilities of classroom managers as outlined in the ToR in enclosure 1.2;
2. Preferably has experience in implementing or managing induction, mentoring, or PD programs for school heads; and,
3. Willing and available to participate in all SHOP-related activities (coordination, monitoring activities, etc.).





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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>				<b>Travel time from Venue to Residence</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.)	



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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	<b>Session 1:</b> Design Matters: Crafting Meaningful Learning Journeys	<b>Session 5:</b> Facilitating with Purpose: Empowering Adult Learners through Heutagogy	<b>Session 9:</b> Conversations that Inspire: Coaching and Mentoring in Action	<b>Session 13:</b> Planning for Program Implementation





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**Department of Education**  
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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



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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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.