



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

2025-08-26-1326

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION

RELEASED

By: [Signature]
Date: 08-26-2025 Time: 1:04 PM

Office of the Schools Division
Superintendent

August 22, 2025

DIVISION MEMORANDUM
No. **1150**, s. 2025

**ADDENDUM TO THE TRAINING OF COACHES AND MENTORS FOR THE
SCHOOL HEADS ONBOARDING PROGRAM**

To : Assistant Schools Division Superintendent
Public Schools District Supervisors
District Coordinating Principals
Selected School Heads
All Others Concerned

1. In reference to Regional Memorandum HRDD-2025-196 dated August 6, 2025, be informed that the conduct of the **Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (Batch 1)** will be conducted on **August 25-29, 2025**, at NEAP Training Facility, Teachers' Camp, Baguio City.
2. Corollary to this, the participants are advised to check in at 2:00 PM on August 25, 2025 and check out at 12:00 noon on August 29, 2025. The opening program will start at 3:00 PM on August 25, 2025.
3. Immediate dissemination of this Memorandum is desired.


PHOEBE GAY L. REFAMONTE, CESO VI
Schools Division Superintendent



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Republic of the Philippines
Department of Education
DAVAO REGION

August 6, 2025

REGIONAL MEMORANDUM
HRDD-2025-196

ADDENDUM TO THE TRAINING OF COACHES AND MENTORS FOR THE SCHOOL
HEADS ONBOARDING PROGRAM

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1654 dated June 20, 2025, and RM-HRDD-2025-183 dated July 24, 2025, be informed that the Training of Coaches on Stepping into School Leadership: Onboarding for New School Heads (Batch 1), will be conducted on August 25-29, 2025 at NEAP Training Facility, Teachers' Camp, Baguio City. Relevant details and other information are found in the enclosure.
2. Corollary to this, the participants are advised to check in at 2:00 PM on August 25, 2025 and check out at 12:00 noon on August 29, 2025. The opening program will start at 3:00 PM on August 25, 2025.
3. For queries, email hrddneaprol1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv

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By: *[Signature]*
Date: August 07, 2025
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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

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ADVISORY

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

1. This refers to **DM-OUHROD-2025-1654** with the subject **STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS** dated 20 June 2025.
2. In line with the released advisory on July 23, 2025, 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. Likewise, 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:
 - Click: **tinyurl.com/TCMB1-MeetingNEAPxROPMT**
 - Meeting ID: **496 509 927 459 2**
 - Passcode: **yG2ng9Dm**
8. Enclosed are the participant's meal schedule (Enclosure 1), List of Resource Speakers (Enclosure 2), and list of Program Management Team (Enclosure 3).

9. The list of endorsed participants per region may be viewed via this link: bit.ly/SHOP1cm1endorsedpax. Only the endorsed participants for Batch 1 (originally scheduled on July 28-August 1) should attend the said activity.
10. Should you have further clarifications, please do not hesitate to contact **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09942482491.

Carmela C. Oracion

CARMELA C. ORACION

Assistant Secretary

Officer-in-Charge

Office of the Undersecretary for Learning System *fe*

[NEAP-PDD/ Antonio]



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Enclosure 1

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

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

No.	Name	Position	Region
1	Nestor P. Heraña	Assistant Schools Division Superintendent	Region I
2	Framel C. Deperalta	Principal IV	Region II
3	Marie Flo M. Aysip	Principal II	Region III
4	Jaypee E. Lopo	Assistant Schools Division Superintendent	Region IV-A
5	Edward DJ Garcia	Assistant Schools Division Superintendent	Region IV-A
6	Lito A. Palomar	Assistant Schools Division Superintendent	Region IV-A
7	Magdaleno R. Lubigan	Principal IV	Region IV-A
8	Cristobal A. Sayago	Principal III	Region V
9	Joe-Bren Consuelo	Education Program Supervisor	Region V
10	Elwood L. Prias	Public Schools District Supervisor	Region V
11	Julieta M. Abellana	Principal II	Region VII



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12	Hera Paz B. Yamson	Principal IV	Region VIII
13	Mary Ann S. Allera	Assistant Schools Division Superintendent	Region X
14	Said M. Macabago	Public Schools District Supervisor	Region X
15	Shambaeh A. Usman	Schools Division Superintendent	Region X
16	Wilma B. Obatay	Principal I	Region X
17	Emilyn B. Borja	Principal II	Region XII
18	Marigold G. Querimit	Public Schools District Supervisor	Region XII
19	Melvin Willy Roque	Public Schools District Supervisor	National Capital Region
20	Hilda C. Valencia	Public Schools District Supervisor	National Capital Region
21	Mary Ann Margaret L. Morden	Public Schools District Supervisor	National Capital Region
22	Rodelio I. Perez Jr.	Principal	National Capital Region
23	Nenita P. Sabino	Principal II	CAR
24	Jocelyn L. Menil	Public Schools District Supervisor	CARAGA
25	Analou O. Hermocilla	Education Program Supervisor	CARAGA



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Enclosure 3

Program Management Team

Training of Coaches and Mentors for SHOP (Batch 1)

NEAP Baguio, Teachers Camp

25 August - 29 August 2025

No.	Name	Position	Office/Region
1	Marife T. Morcilla	Project Development Officer V	NEAP-PDD
2	Eric Sarmiento	Administrative Officer V	NEAP-PDD
3	Billy Rei T. Pagba	Senior Education Program Specialist	NEAP-PDD
4	Julie Lyka M. Ignao	Project Development Officer II	NEAP-PDD
5	Mathew M. Bofete	Project Development Officer II	NEAP-PDD
6	Aizyl Ann Natanauan	Technical Assistant II	NEAP-PDD
7	Ann Christine Sison	Technical Assistant II	NEAP-PDD
8	Jallal Malaguia	Technical Assistant II	NEAP-PDD
9	Jojet Gabriel	Technical Assistant I	NEAP-PDD
10	Kyle V. Macalalad	Administrative Assistant II	NEAP-PDD
11	Endorsed PMT Member		Region 7
12	Endorsed PMT Member		Region 7
13	Endorsed PMT Member		Region 8
14	Endorsed PMT Member		Region 8



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15	James Manait	Senior Education Program Specialist	Region 9
16	Ellen Mae F. Villasis	Education Program Specialist II	Region 9
17	Endorsed PMT Member		Region 10
18	Endorsed PMT Member		Region 10