



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **403**, s. 2025

25 JUN 2025

**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED
COURSE "ELEVATING THE SCHOOL PERFORMANCE ADVANCED
LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS"**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
Public Elementary and Secondary School Head
All Others Concerned

1. Pursuant to the Regional Memorandum No. 781, s. 2025, the Department of Education through the National Educators Academy of the Philippines (NEAP), announces the conduct of the School Heads Development Program (SHDP) Advanced Course "Elevating the School Performance Advanced Leadership and Management for School Leaders", at NEAP Baguio City with the following details:

Batch	Name of Participants	Date	Venue
1	Ditas G. Domingo <i>School Principal IV</i> <i>CBNHS Poblacion</i>	June 30-July 4, 2025 (exclusive of travel time)	NEAP Baguio
2	Lilibeth C. Dierpo <i>School Principal III</i> <i>MMMES</i>	August 25-29, 2025 (exclusive of travel time)	NEAP Baguio

2. The activity aims to:

- ensure that Career Stage (CS) 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
- capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs and projects towards transformation; and
- enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

3. Board and lodging shall be charged against the NEAP CO Human Resource Development (HRD Funds). Travel expenses of participants shall be charged against SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.

4. This Memorandum serves as the Official Authority to Travel of identified participants.



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Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

6. Immediate dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO
Schools Division Superintendent

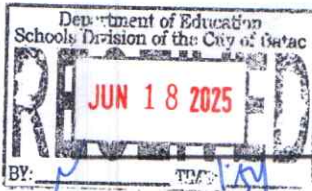
Encl.: None
Reference: Regional Memorandum No. 781 s. 2025
To be included in the Perpetual Index
Under the following subject:

TRAININGS PROGRAMS

SGOD/mlpd/DM-SHDP
2508936/June 24, 2025



Republic of the Philippines
Department of Education
REGION I

**REGIONAL MEMORANDUM**No. 781, s. 2025

**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED
COURSE "ELEVATING SCHOOL PERFORMANCE ADVANCED LEADERSHIP
AND MANAGEMENT FOR SCHOOL LEADERS"**

To: Schools Division Superintendents

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), announces the conduct of the School Heads Development Program (SHDP) Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders," with the following schedule and details:

Activity	Date	Venue
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders — Batch 1	June 30 – July 4, 2025 (exclusive of travel time)	NEAP Baguio
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders — Batch 2	August 25-29, 2025 (exclusive of travel time)	NEAP Baguio

2. The activity aims to:

- ensure that Career Stage (CS) 4 school heads model the highest standards of practice in performing their functions as instructional leaders and administrative managers;
- capacitate CS 4 school heads to empower the wider school community in the school-level implementation of policies, programs, and projects towards transformation; and
- enable CS 4 school heads to inspire fellow school leaders and school personnel to continuously pursue excellence and create lifelong impact on the school community.

3. The target participants of the said activity are school heads, based on the following criteria:

- Currently occupying Principal IV position with at least *Very Satisfactory* performance rating;

- b. Currently holding Principal II position for at least five (5) years or Principal III position for at least three (3) years, with the following considerations:
- Has received *Outstanding* performance rating for the past three (3) consecutive years; and
 - Has demonstrated high potential for Principal IV position, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors.
- c. A Certified NEAP Learning Facilitator
- d. Has no pending administrative cases; and
- e. Of good moral character.
4. Enclosed is the breakdown of participants per Schools Division Office (SDO) and program matrix for reference.
5. The Schools Division Offices, through the SGOD HRDS SEPS/EPS II, shall submit the name of participant/s using the template provided below. The list must be duly endorsed by the Schools Division Superintendent and submitted via email to neap.region1@deped.gov.ph with the subject line:

(Name of SDO)_SHDPAdvancedCourse on or before **June 25, 2025**.

No.	Name (Last, First, Middle Initial)	Position	Schools Division Office	School Name	School Category	School Size	Average Performance Rating (3 years)
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6. Endorsed participants shall register through the link: tinyurl.com/SHDPCS4 on or before June 26, 2025. Participants are requested to bring their own laptops, chargers, and extension cords for the workshop.
7. Participants are advised to check in on Day 0 (Sunday), 2:00 p.m. and check out on Day 5 (Friday), 12:00 noon. Please see the meal schedule below.

BATCH 1 | June 30 – July 4, 2025

BATCH 2 | August 25 – 29, 2025

Provisions	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	
Room	✓	✓	✓	✓	✓	

8. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather

disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.

9. Board and lodging shall be charged against the NEAP CO Human Resource Development (HRD) Funds. Travel expenses of participants shall be charged against SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.

10. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.

11. Immediate dissemination of this Memorandum is desired.

For the Regional Director:


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Encl: As stated

Reference: DM-OUHROD-2025-1515

To be indicated in the Perpetual Index

Under the following subjects:

TRAINING PROGRAMS

HRDD/kmbb/RM_SHDPAAdvancedCourse
June 16, 2025



DepEd RO1



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Telephone Nos.: (072) 607-8137/682-2324
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Enclosure 1

Breakdown of Participants per Schools Division Office (SDO)

Division	No. of Participants per SDO	
	SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders — Batch 1	SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders — Batch 2
Alaminos City	1	1
Batac City	1	1
Candon City	1	1
Dagupan City	1	1
Ilocos Norte	1	1
Ilocos Sur	1	1
La Union	1	1
Laoag City	1	1
Pangasinan I	1	2
Pangasinan II	2	1
San Carlos City	1	1
San Fernando City	1	1
Urdaneta City	1	1
Vigan City	1	1

Enclosure 2

Indicative Program of Activities

SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders
Batch 1 – June 30 – July 4, 2025
Batch 2 – August 25 – 29, 2025

Time	Day 0	Day 1
7:30 - 8:00 AM		Registration
8:00 - 8:30 AM		Opening Program
8:30 - 9:00 AM		Pre-Test
9:00 - 12:30 PM	Arrival of Participants at the Venue	Session 1: Strategic School Leadership: Weaving Meaning and Purpose
		Session 2: Reflective Practice: Strengthening School Planning, Implementation, and Monitoring Through Data-Driven Leadership
12:30 - 1:30 PM		Lunch Break
1:30 - 4:30 PM	Registration	Session 3: Leading with Evidence: Advancing Research-Driven Innovation and Strategic Program Implementation
		Session 4: From Echo to Equity: Institutionalizing Learner Voice in Strategic Leadership
4:30 - 5:00 PM		Reminders and End-of-Day Evaluation

Time	Day 2	Day 3	Day 4	Day 5
8:00 - 8:30 AM	Preliminaries			
8:30 - 12:00 PM	Session 5: Transforming Data into Impact: Leading Excellence in	Session 9: Leading Innovative Curriculum and Career Pathways:	Session 12: Systems Leadership for Safe, Inclusive, and Supportive Learning	Session 16: Excelling the Management of Diverse Relationships

	School Records Management	Strategizing Contextualization and Opportunities for Learners	Environments and Discipline Frameworks	and School Organizations
	Session 6: Financial Stewardship for Strategic Impact: Leading with Integrity and Innovation	Session 10: Leading with Excellence: Strengthening Teaching Through Feedback and Mentorship	Session 13: Leadership Excellence in High Standards of Practice	Session 17: Exemplified Practices in Managing Inclusivity in Schools
12:00 – 1:00 PM	Lunch Break			
1:00 – 4:00 PM	Session 7: Beyond Compliance: Innovating School Facilities and Safety for Resilience and Excellence	Continuation of Session 10	Session 14: Exemplary Leadership and Professional Development Initiatives	Session 18: Fostering Best Practices in Community Engagement
	Session 8: Empowering Human Capital: Advanced Leadership in Staff Management and Navigating Emerging Challenges	Session 11: Leading with Fostering Accountability and Innovation in Learning	Session 15: Unwavering Commitment to the Welfare of the School Community	2:30 PM Post-Assessment End-of-Day Evaluation Closing Program
4:00 – 5:00 PM	Reminders and End-of-Day Evaluation PMT Debriefing			3:00 PM Departure from Venue