



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **450** s. 2025

**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHOP)  
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN  
INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

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

1. Pursuant to the Regional Memorandum No. 843, 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) Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management with the following schedule and details:

Activity	Date and Venue	Participants	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" Batch 1	July 7-11, 2025 Venue: TBD	<b>Mely E. Repollo</b> School Principal II HVMES	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a>  Deadline: July 2, 2025
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" Batch 2	September 1-5, 2025 Venue: NEAP Baguio	<b>Cristina G. Paculan</b> School Principal I Payao ES	<a href="https://tinyurl.com/SHDPCS3REG">tinyurl.com/SHDPCS3REG</a>  Deadline: August 15, 2025
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	September 22-25, 2025 Venue: TBD	<b>Opresinia Z. Castillo</b> EPS-CID	<a href="https://tinyurl.com/SHDPCS3NTOTREG">https://tinyurl.com/SHDPCS3NTOTREG</a>  Deadline: September 12, 2025

2. The program's specific objectives are as follows:

- develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
- capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and

- c) promote the practice of continuous self-reflection, personal, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.

3. Participants are requested to bring their own laptops, chargers, and extension cords for the workshop.

4. Participants are advised to check in on Day 0 (Sunday) 2:00 p.m. and check out on Day 5 (Friday), 12:00 noon. The opening program and Pre-test for the said activity will be conducted on Day 0, prior to the official start of the activity.

5. Expenses related to this activity such as meals, supplies and materials shall be charged against the HRTD Funds. Travel expenses of participants shall be charged against SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.

6. 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. 13, s. 2024 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.

7. Immediate dissemination of this Memorandum is desired.

Encl.: None  
Reference: Regional Memorandum No. 844 s. 2025  
To be included in the Perpetual Index  
Under the following subject:

TRAININGS      PROGRAMS

SGOD/mlpd/DM-ElevatingSchoolLeadership  
2509636/July 7, 2025

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent