



Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

11 JUL 2025

DIVISION MEMORANDUM  
No. 462 s. 2025

**CONDUCT OF THE TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEAD ONBOARDING PROGRAM**

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

1. Pursuant to the Regional Memorandum No. 844, s. 2025, the Department of Education through the National Educators Academy of the Philippines (NEAP), announces the conduct of Training of Coaches and Mentors for the School Head Onboarding Program with the following schedule and details:

Activity	Date and Venue	Participants	Registration Link
Training of Coaches and Mentors for SHOP Batch 1	July 28-August 1, 2025 <i>Venue: NEAP Baguio</i>	<b>Lorelyee P. Batucal</b> School Principal II MMMES	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a>  Deadline: July 23, 2025
Training of Coaches and Mentors for SHOP Batch 1	August 25-29, 2025 <i>Venue: TBA</i>	<b>Ditas G. Domingo</b> School Principal IV CBNHS Poblacion	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a>  Deadline: November 18, 2025

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

- 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 (PPSH framework;
- immerse school heads in real – world processes, systems, and practices in school management, enabling them to contextualize their leadership roles and make informed decisions; and
- address gaps in professional accountability by encouraging school heads to engage reflective practice, self-assessment and continuous improvement as part of their commitment to their professional development journey.

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



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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.

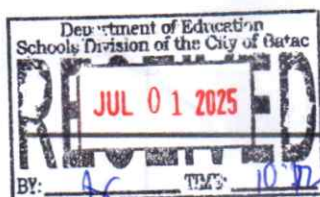
  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

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-CoachesMentorsOnboardingSchoolHead  
2509637/July 7, 2025





Republic of the Philippines  
**Department of Education**  
REGION I

**REGIONAL MEMORANDUM**

No. 844, s. 2025

**CONDUCT OF THE TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEAD ONBOARDING PROGRAM**

To: Schools Division Superintendents

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), announces the conduct of Training of Coaches and Mentors for the School Head Onboarding Program, with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Training of Coaches and Mentors for SHOP Batch 1	July 28 – August 1, 2025  Venue: NEAP Baguio	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch1">https://tinyurl.com/SHIPBatch1</a>  Deadline: July 23, 2025
Training of Coaches and Mentors for SHOP Batch 2	August 25-29, 2025  Venue: TBA	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch2">https://tinyurl.com/SHIPBatch2</a>  Deadline: August 20, 2025
Training of Coaches and Mentors for SHOP Batch 3	November 24-28, 2025  Venue: TBA	School Heads/Public Schools District Supervisors/Assistant Schools Division Superintendents	<a href="https://tinyurl.com/SHIPBatch3">https://tinyurl.com/SHIPBatch3</a>  Deadline: November 18, 2025
<i>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.</i>			

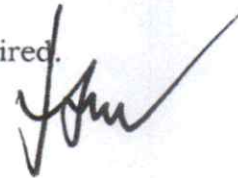
2. The program's specific objectives are as follows:

- 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;
- 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
- 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.

3. Enclosed are the following:

- Breakdown of participants per Schools Division Office (SDO);
- Qualification Standards
- Indicative Program of Activities; and
- Accommodation and Meal Provision Guide

4. The Schools Division Offices, through the SGOD HRDS SEPS/EPS II, shall encode the name of participant/s through link <https://tinyurl.com/ListofSHIP-Pax> on or before July 3, 2025.
5. The identified participants/s must be duly endorsed by the Schools Division Superintendent and submitted via email to [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph) with the subject line: (Name of SDO)\_SHOPCM on or before July 3, 2025.
6. 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. The Opening Program and Pre-Test for the said activity will be conducted on Day 0, prior to the official start of the activity.
8. The participants' board and lodging shall be charged against the 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.
9. 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 Revised 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.
10. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
11. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV 

Reference: DM-OUHROD-2025-1654  
Encl: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

**TRAINING PROGRAMS**

HRDD/kmmb/RM\_SHOPCoaches&Mentors  
June 30, 2025





Enclosure 1

**Breakdown of Participants per Schools Division Office (SDO)**

- A. Training of Coaches and Mentors for SHOP Batch 1  
July 28 –August 1, 2025, Venue: NEAP Baguio

<b>Division</b>	<b>No. of Participants per SDO (School Heads/PSDS/ASDS)</b>
Alaminos City	1
Batac City	1
Candon City	1
Dagupan City	1
Ilocos Norte	1
Ilocos Sur	1
La Union	1
Laoag City	1
San Carlos City	1
San Fernando City	1
Urdaneta City	1
Vigan City	1

- B. Training of Coaches and Mentors for SHOP Batch 2  
August 25-29, 2025, Venue: TBA

<b>Division</b>	<b>No. of Participants per SDO (School Heads/PSDS/ASDS)</b>
Alaminos City	1
Batac City	1
Candon City	1
Dagupan City	1
Ilocos Norte	1
Ilocos Sur	1
La Union	1
Laoag City	1
San Carlos City	1
San Fernando City	1
Urdaneta City	1
Vigan City	1

- C. Training of Coaches and Mentors for SHOP Batch 3  
November 24-28, 2025, Venue: TBA

<b>Division</b>	<b>No. of Participants per SDO (School Heads/PSDS/ASDS)</b>
Ilocos Norte	1
Ilocos Sur	1
La Union	1
Pangasinan I	7
Pangasinan II	6

## **Qualification Standards of Participants**

### **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 Schools Division Superintendent

##### **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-fledged 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
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.

### 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.	Travel time from Residence to Venue	Management of Learning / Preliminaries (20 mins.)				
8:20 - 10:00 a.m.		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	
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					



### Accommodation and Meal Provision

- A. 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>

	(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.

- B. 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.