



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
SGOD-2025-011

02 JUL 2025

**CONDUCT OF THE STEPPING INTO SCHOOL LEADERSHIP: AN ON-BOARDING
PROGRAM FOR NEW SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary School Head) Eleonor B. Ramos
School Principal I
Tabug Elementary School

All Others Concerned

1. Pursuant to the Regional Memorandum No. 837, s. 2025, the Department of Education through the National Educators Academy of the Philippines (NEAP), announces the conduct of School Head Onboarding Program on July 7-11, 2025 at NEAP Baguio City.
2. 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 (PPSH 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 decisions; and
 - c) 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. Endorsed participants shall register through the link <https://tinyurl.com/SHIPPIlotTest> on or before July 2, 2025. 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. This Memorandum serves as the Official Authority to Travel of identified participant.
8. Immediate dissemination of this Memorandum is desired.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 837 s. 2025
To be included in the Perpetual Index
Under the following subject:

TRAININGS PROGRAMS

SGOD/mlpd/DM-OnboardingNewSchoolHead
2508934/July 1, 2025

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent