



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM  
SGOD-2025-**179**

13 OCT 2025

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor

) Marilou B. Sales

**CONDUCT OF THE TRAINING OF COACHES AND MENTORS FOR SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSE FOR CAREER STAGE FOUR TITLED: ELEVATING SCHOOL PERFORMANCE: ADVANCED LEADERSHIP AND MANAGEMENT FOR SCHOOL LEADERS**

1. Pursuant to Regional Memorandum no. 1257 s. of 2025, the National Educators Academy of the Philippines (NEAP) shall conduct the Training of Coaches and Mentors for Elevating School Performance: Advanced Leadership and Management for School Leaders on October 13-17, 2025 at NEAP Training Facility, Teachers Camp, Baguio City.
2. The training seeks to achieve the following objectives:
  - a) Strengthen capacity in providing coaching and mentoring to school heads to model and sustain the highest standards of practice aligned with PPSSH Career Stage 4 competencies.
  - b) Immerse coaches and mentors in advanced strategies, tools, and approaches for guiding school heads in reflective practice, professional growth, and transformational leadership.
  - c) Address gaps in professional collaboration and accountability by fostering a culture of continuous improvement, shared responsibility, and lasting impact in the coaching and mentoring process.
3. All participants are reminded that the Opening Program will be on October 13, 2025 at 3:00 PM. This day will also serve as the check-in/accommodation day. Participants are further reminded to bring their own maintenance medications, laptops, extension cords, and alternative sources of internet connectivity to ensure smooth participation in the sessions. Strict adherence to the schedule of activities is expected from all participants.
4. 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.
5. The participants board and lodging shall be charged against the NEAP CO HRD Funds, while transportation, per diem and other incidental expenses charged to SDO/ School MOOE or local funds subject to usual accounting and auditing rules and regulations.
6. This Memorandum serves as the Official Authority to Travel of identified participants.



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7. Attached is the Regional Memorandum for reference.
8. Immediate dissemination of this Memorandum is desired.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

SGOD/mlpd/DM-CMCS4  
2514566/ October 9, 2025