



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 396, s.2025

CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM ADVANCED COURSE

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads of VNHSE and VCS

1. In reference to 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 Advanced Course titled, "Elevating School Performance: Advanced Leadership and Management for School Leaders".

2. The activity aims to empower Career Stage 4 school heads to exemplify excellence in leadership, effectively implement transformative school initiatives, and inspire the school community toward continuous improvement and lasting impact.

3. Anent this, participants and schedule of activities are as follows:

Name	Position & School	Date	Activity	Venue
Anita Presto	SP IV, VNHSE	June 30 - July 4, 2025 (exclusive of travel time)	SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 1 "	NEAP Baguio
Ana Castor	SP IV, VCS	August 25 - 29, 2025 (exclusive of travel time)	SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 2 "	NEAP Baguio

4. Participants shall register through the link: tinyurl.com/SHDPSCS4 on or before June 26, 2025 and requested to bring their own laptops, chargers and extension cords for the workshop. They are also advised to check in on Day 0 (Sunday), 2:00 p.m. and check out on Day 5 (Friday), 12:00 noon.

5. 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.

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

7. Attached is the Regional Memorandum No. 781, s. 2025 for further reference.

8. Immediate dissemination of this Memorandum is desired.

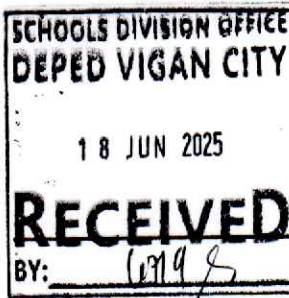
Vilma D. Eda
VILMA D. EDA, CESO V
Schools Division Superintendent



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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;



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 5



- 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)_SHDPAAdvancedCourse 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/kmmb/RM_SHDPAdvancedCourse
June 16, 2025



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	3 of 6



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