

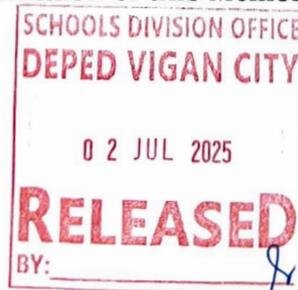


Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**No. 412, s.2025**CONDUCT OF THE STEPPING INTO SCHOOL LEADERSHIP:  
AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS**

TO: OIC, Office of the Principal of VNHSW

1. In reference 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 the 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 the PPSSH 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 leadership decisions; and
  - c. 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. The participant to the activity is Mr. Glenn Tadena, Assistant Principal II/OIC, Office of the Principal of Vigan National High School West and shall register through the link: <https://tinyurl.com/SHIPPilotTest> on or before July 2, 2025.
4. Participant is requested to bring laptop, charger and extension cord for the workshop and 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. Attached is the Regional Memorandum No. 837, s. 2025 for further reference.
6. Immediate dissemination of this Memorandum is desired.

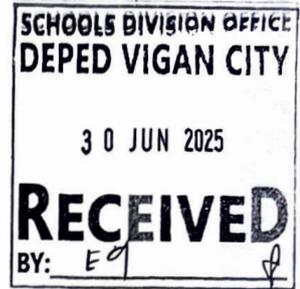


*Vilma D. Eda*  
VILMA D. EDA, CESO V  
Schools Division Superintendent





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



**REGIONAL MEMORANDUM**  
No. 837, s. 2025

**CONDUCT OF THE STEPPING INTO SCHOOL LEADERSHIP:  
AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS**

To: Schools Division Superintendents

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), announces the conduct 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 the PPSSH 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 leadership decisions; and
- c. 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:

- a. Breakdown of participants per Schools Division Office (SDO);
- b. Qualification Standards of Participants
- c. Indicative Program of Activities; and
- d. 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 June 30, 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)\_SHIP on or before June 30, 2025.

6. 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.

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.

For the Regional Director

  
**ATTY. RHEA JOY L. CARBONELL**  
Chief Administrative Officer  
Administrative Division

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

**TRAINING PROGRAMS**

HRDD/kmmmb/RM\_SHOP  
June 27, 2025



Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I [region1@deped.gov.ph](https://www.depedregion1.com)  
[www.depedregion1.com](https://www.depedregion1.com)

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 5



Enclosure 1

Stepping Into School Leadership: Onboarding for New School Heads  
July 7-11, 2025 (NEAP-Baguio)

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

<b>Division</b>	<b>No. of Participants per SDO</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
Pangasinan I	2
Pangasinan II	2
San Carlos City	1
San Fernando City	1
Urduyeta City	1
Vigan City	1

**B. Qualification Standards of Participants**

*Newly Appointed School Heads or Asst. Principal*

1. Officially appointed as a school head or Asst. Principal (Plantilla position);
2. Preferably has NOT undergone any prior induction/onboarding program for SH or Asst. Principal, or any related programs offered by SDO, RO or CO;
3. Must be an NQESH passer; and
4. Endorsed by the Schools Division Superintendent

Enclosure 2

Indicative Program of Activities

Stepping Into School Leadership: Onboarding for New School Heads  
7-11 July 2025 (NEAP-Baguio)

Time	Day 0 (SUNDAY)	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	<b>Management of Learning / Preliminaries (20 mins.)</b>					
8:20 - 10:00 a.m.		M1 - Session 1 (100 mins.)	M2 - Session 1 (100 mins.)	M3 - Session 1 (100 mins.)	M4 - Session 1 (100 mins.)	M5 - Session 2 (100 mins.)	
10:00 - 10:20 a.m.		<b>Health Break (20 mins.)</b>					
10:20 - 12:00 p.m.		M1 - Session 2 (100 mins.)	M2 - Session 2 (100 mins.)	M3 - Session 2 (100 mins.)	M4 - Session 2 (100 mins.)	<b>Post test and Other reminders</b>	
11:20 - 12:00 p.m.		<b>Lunch Break (60 mins.)</b>					
1:00 - 2:40 p.m.	Arrival, Registration, & Check-in	M1 - Session 3 (100 mins.)	M2 - Session 3 (100 mins.)	M3 - Session 3 (100 mins.)	M4 - Session 3 (100 mins.)	<b>Closing Program</b>	
2:40 - 3:00 p.m.		<b>Health Break (20 mins.)</b>					
3:00 - 3:30 p.m.	Opening Program Pre-test	M1 - Session 4 (100 mins.)	M2 - Session 4 (100 mins.)	M3 - Session 4 (100 mins.)	M5 - Session 1 (100 mins.)	Travel time from Venue to Residence	
3:30 - 4:40 p.m.							
4:40 - 5:00 p.m.		<b>Daily Evaluation and Reminders (20 mins.)</b>					



Flores St., Catbangan, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I | region1@deped.gov.ph  
www.depedregion1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	4 of 5



Enclosure 3

Accommodation And Meal Provision

Stepping Into School Leadership: Onboarding for New School Heads  
July 7-11, 2025 (NEAP-Baguio)

Training Venue: <b>NEAP-Baguio City</b> Accommodation: <b>Baguio Teachers Camp (BTC)</b>	
Check-In Date/ Time: <b>July 6, 2025; Sunday; 2:00 PM</b>	Check-In Date/ Time: <b>July 11, 2025; Friday; 12:00 NN</b>
First Meal: <b>PM Snack</b>	Last Meal: <b>Lunch</b>

MEAL	July 6 (Sunday)	July 7 - 10 (Monday - Thursday)	July 11 (Friday)
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	



Flores St., Catbangen, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
DepEd Region I [region1@depd.gov.ph](mailto:region1@depd.gov.ph)  
[www.depedregion1.com](http://www.depedregion1.com)

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

