



2507-719

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

DIVISION MEMORANDUMNo. 468, s.2025**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE
GUIDE TO EFFECTIVE MANAGEMENT"**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor - CID
School Heads of VNHSE and ISNHS

1. In reference to Regional Memorandum Nos. 843 and 862, s. 2025, the Department of Education through the National Educators Academy of the Philippines (NEAP), announces the conduct of the School Heads Development Program: An Intermediate Guide to Effective Management, with the following details:

Activity	Date and Venue	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 1	TBD	tinyurl.com/SHDPCS3REG
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 2	September 1-5, 2025 Venue: NEAP Baguio	tinyurl.com/SHDPCS3REG
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	September 22-25, 2025 Venue: TBD	https://tinyurl.com/SHDPCS3NTOTREG

2. The program aims to enhance the competencies of CS 3 school heads by strengthening their instructional and administrative leadership, fostering shared governance in school-level implementation of policies and programs, and promoting continuous self-reflection, professional growth, and the well-being of both learners and personnel.

3. Participants in the activity are as follows:

Name	Position/ Designation	School/ Office	Activity
Karen Frando	School Principal II	BMSW	Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 1
Lany Corpuz	School Principal I	RPES	Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 2
Elsie Amorin	Education Program Supervisor	CID	Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"

4. All participants are requested to bring their own laptop, pocket Wi-Fi, and extension cord to be used during the training 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 Registration and Pre-Test for the said activity will be conducted on Day 0.

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.

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 are the Regional Memorandum Nos. 843 and 862, s. 2025 for further reference.
8. Immediate dissemination of this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent



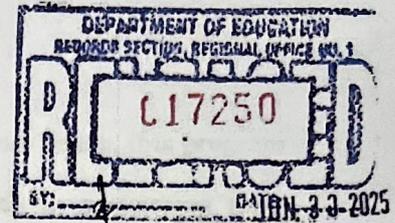
Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigan.city.com

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Department of Education
 REGION I



**SCHOOLS DIVISION OFFICE
 DEPED VIGAN CITY**

01 JUL 2025

RECEIVED

REGIONAL MEMORANDUM

No. 843, s. 2025

CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"

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) Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management," with the following schedule and details:

Activity	Date & Venue	Target Participants	Registration Link
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" – Batch 1	July 07-11, 2025 <i>Venue: TBD</i>	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHDPCS3RE <i>Deadline: July 02, 2025</i>
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" – Batch 2	September 01-05, 2025 <i>Venue: NEAP Baguio</i>	Principal III/Principal I-II with high potential to be Principal III	tinyurl.com/SHDPCS3RE <i>Deadline: August 15, 2025</i>
Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"	September 22-25, 2025 <i>Venue: TBD</i>	Public Schools District Supervisors (PSDS)/ Assistant Schools Division Superintendents (ASDS)/ Education Program Supervisors (EPS)	https://tinyurl.com/SHDPCS3NTOTRE <i>Deadline: September 12, 2025</i>



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2. Targeting current and aspiring Career Stage (CS) 3 school heads, this program has the following objectives:
 - a. Develop advanced skills in CS 3 school heads in performing their functions as instructional leaders and administrative managers;
 - b. Capacitate CS 3 school heads to establish shared governance within the broader school community in the school-level implementation of policies, programs, and projects; and
 - c. Promote the practice of continuous self-reflection, personal and professional development, and promotion of welfare of both learners and school personnel, among CS 3 school heads.

3. Enclosed are the following:
 - a. Breakdown of participants per Schools Division Office (SDO)
 - b. Qualification Standards of School Head-Participants
 - c. Indicative Program of Activities

4. The Schools Division Offices, through the SGOD HRDS SEPS/EPS II, shall encode the name of participant/s through link <https://tinyurl.com/PaxSHDPIntermediateCourse> on or before July 1, 2025.

5. The Schools Division Offices, through the SGOD HRDS SEPS/EPS II, shall submit the name of participant/s duly endorsed by the Schools Division Superintendent and submitted via email to neap.region1@deped.gov.ph with the subject line: (Name of SDO)_SHDPIntermediateCourse on or before July 2, 2025.

6. All participants are requested to bring their own laptop, pocket Wi-Fi, and extension cord to be used during the training.

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 Registration and Pre-Test for the said activity will be conducted on Day 0.

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.



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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.



TOLENTINO G. AQUINO
Director IV

Reference: DM-OUHROD-2025-1699
Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAMS

HRDD/kmmb/RM_SHDP-IntermediateCourse
June 30, 2025



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Enclosure 1

Breakdown of Participants per Schools Division Office (SDO)

- A. Training of School Heads on “Elevating School Leadership: An Intermediate Guide to Effective Management” – Batch 1
 Date: July 07-11, 2025
 Venue: TBA

Division	No. of Participants per SDO
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	1
Pangasinan II	2
San Carlos City	1
San Fernando City	1
Urduaneta City	1
Vigan City	1

- B. Training of School Heads on “Elevating School Leadership: An Intermediate Guide to Effective Management” – Batch 2
 Date: September 01-05, 2025
 Venue: NEAP Baguio City

Division	No. of Participants per SDO
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	1
San Carlos City	1
San Fernando City	1
Urduaneta City	1
Vigan City	1



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C. Training of Coaches and Mentors on “Elevating School Leadership: An Intermediate Guide to Effective Management”
 Date: September 22-25, 2025
 Venue: TBA

Division	No. of Participants per SDO (ASDS/PSDS/EPS)
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	1
San Carlos City	1
San Fernando City	1
Urduaneta City	1
Vigan City	1



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Enclosure 2

Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" Batches 1 and 2

Qualification Standards of School Head-Participants

- a. Currently occupying Principal III position with at least Very Satisfactory performance rating;
- b. Currently holding Principal I position for at least five (5) years or Principal II position for at least three (3) years, with the following consideration: Has demonstrated high potential for Principal III position, as evidenced by leadership accomplishments, innovative practices, and endorsements from supervisors;
- c. Has no pending administrative cases; and
- d. Of good moral character.



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Indicative Program of Activities

"Elevating School Leadership: An Intermediate Guide to Effective Management"

BATCH 1 | July 7-11, 2025

BATCH 2 | September 1-5, 2025
Venue: TRD

Time	Activity
July 6, 2025 - Day 0	
8:00 - 3:00 PM	Arrival of Participants at the Venue
3:00 - 5:00 PM	Registration and Pretest
6:00 - 8:00 PM	Dinner
July 7, 2025 - Day 1	
7:30 - 8:30 AM	Opening Program
8:30 - 10:00 AM	Session 1: School Policy Towards DepEd's Vision, Mission, and Core Values
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 2: Leading School Planning Processes and Program Implementation: Basis for Monitoring and Evaluation
12:00 - 1:00 PM	Lunch Break
1:00 - 3:00 PM	Session 3: Leading Strategically: Research and Innovation in Leadership
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Session 4: Amplifying Learner Voice in Educational Leadership
4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 8, 2025 - Day 2	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 5: Leveraging School Records for Continuous Improvement
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 6: Balancing Vision and Fiscal Responsibility
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 7: Managing Resources, Facilities, and Safety
2:30 - 3:00 PM	Session 8: Staff Leadership for Sustainable Organizational Growth
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 8



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4:15 - 4:30 PM	Reminders and End-of-Day Evaluation
July 9, 2025 - Day 3	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 9: Contextualizing Learning for Career Success: Strengthening Standards and Opportunities
10:00 - 10:15 AM	Health Break
10:15 - 11:15 AM	Continuation of Session 9
11:15 - 12:00 PM	Session 10: From Standards to Impact: Advancing Teaching Pedagogues Through Meaningful Feedback
12:00 - 1:00 PM	Lunch Break
1:00 - 2:15 PM	Continuation of Session 10
2:15 - 3:00 PM	Session 11: From Data to Action: Using Assessment to Improve Learner Outcomes
3:00 - 3:15 PM	Health Break
3:15 - 4:30 PM	Continuation of Session 11
4:30 - 4:45 PM	Reminders and End of Day Evaluation
July 10, 2025 - Day 4	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 12: Fostering Inclusivity and Positive Discipline: Creating a Safe Learning Environment
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 13: Building Excellence through Leveraging Professional Reflection, Professional Networks and Performance Management for Continuous Growth and Development
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 14: Nurturing Professional Growth and Leadership Development in Individuals and Teams
2:30 - 3:00 PM	Session 15: Cultivating Educational Excellence through Enhancing Personnel's Well-being and Rewards and Incentives Mechanisms
3:00 - 3:15 PM	Health Break
3:15 - 4:15 PM	Continuation of Session 14
4:15 - 4:30 PM	Reminders and End of Day Evaluation
July 11, 2025 - Day 5	
8:00 - 8:30 AM	Preliminaries
8:30 - 10:00 AM	Session 16: Managing the School's Diverse and Dynamic Relationship
10:00 - 10:15 AM	Health Break
10:15 - 12:00 PM	Session 17: Inclusion in Action: Mechanisms and Processes to Inclusive Practice
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Session 18: Communication and Engagement to School Community Toward Improved Collaboration
2:30 - 3:00 PM	Posttest
3:00 - 4:00 PM	End of Day Evaluation and Closing Program



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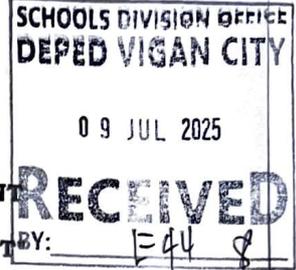
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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 862, s. 2025

POSTPONEMENT OF THE CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"

To: Schools Division Superintendents

1. In reference to Regional Memorandum No. 843, s. 2025 titled "School Heads Development Program (SHDP) Intermediate Course Elevating School Leadership: An Intermediate Guide to Effective Management" dated June 30, 2025, please be informed that the activity below is postponed:

Activity	Date & Venue	Target Participants
Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 1	July 07-11, 2025 Venue: TBD	Principal III/ Principal I-II with high potential to be Principal III

- The rescheduled date, exact venue, and other details of the said activity will be announced through a separate memorandum.
- For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at neap.region1@deped.gov.ph.
- Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Reference: RM No. 843, s. 2025

Encl: None

To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAMS

HRDD/kmbb/RM_SHDP-CS3Batch I Postponement
July 4, 2025



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