



2508-39

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

DIVISION MEMORANDUMNo. 507, s.2025**POSTPONEMENT OF THE CONDUCT OF THE TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEAD ONBOARDING PROGRAM**

To: Assistant Schools Division Superintendent

1. In reference to **Regional Memorandum No. 981, s. 2025**, the Department of Education Regional Office I through the National Educators Academy of the Philippines Region I (NEAP-R1), announces the postponement of the Training of Coaches and Mentors for the School Head Onboarding Program (**Batch 2**) until further notice.
2. For the list of participant, see attached Division Memorandum No. 486, s. 2025.
3. For concerns and queries, please contact NEAP-R1 at neap.region1@deped.gov.ph or call 072-682-2324 local 122.
4. Immediate dissemination of this memorandum is desired.

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



Encl: Regional Memorandum No. 981, s. 2025
Division Memorandum No. 486, s. 2025
Reference: None

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

TRAININGS PROGRAMS

SGOD/HRD/aff/DM_PostponementSHOP
August 1, 2025



Republic of the Philippines
Department of Education
REGION I

2509-39

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REGIONAL MEMORANDUM

No. 981 s. 2025

NEW SCHEDULE FOR THE CONDUCT OF THE TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEAD ONBOARDING PROGRAM

To: Schools Division Superintendents
All Concerned Personnel

1. This Office, through the National Educators Academy of the Philippines-Region I (NEAP-R1), announces the new schedule of the **Training of Coaches and Mentors for the School Head Onboarding Program (Batch 1)**, which will now be held on August 25-29, 2025.
2. Other additional details, including the meal schedule, matrix of activities, and online meeting with Resource Persons, will be issued through a separate memorandum.
3. Further, the conduct of the **Training of Coaches and Mentors for the School Head Onboarding Program (Batches 2 & 3)** are postponed until further notice.
4. For concerns or queries, please contact **NEAP-R1** at neap.region1@deped.gov.ph or call 072-682-2324 local 122.
5. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Encl.: None

Reference: None

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

EMPLOYEES TRAINING PROGRAMS

HRDD/rm/RM_ReschedTrainingofCoachesSHOnboardingB123
July 29, 2025



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2507-2539

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

DIVISION MEMORANDUMNo. 486, s.2025**PARTICIPANT TO THE TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEAD ONBOARDING PROGRAM**

To: Assistant Schools Division Superintendent

1. In reference to **Regional Memorandum No. 844 s. 2025**, the Department of Education, through the National Educators Academy of the Philippines (NEAP), announces the conduct of "Training of Coaches and Mentors for the School Head Onboarding Program" with the following objectives:

- 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;
- 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
- 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.

2. Below is the participant and other details of this activity:

Activity	Participant	Date and Venue	Registration Link
Training of Coaches and Mentors for SHOP Batch 2	Annie D. Pagdilao, CESO VI ASDS	August 25-29, 2025 Venue: TBA	https://tinyurl.com/SHIPTBatch2 Deadline: August 20, 2025

3. The participant is requested to bring laptop, charger and extension cord for the workshop.

4. The participant is advised to check in on Day 0 (Sunday) at 2:00 pm and check out on Day 5 (Friday) at 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. Compensatory Overtime Credits (COCs) shall be granted to the participant 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 CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.

6. The participant's board and lodging shall be charged against the Human Resource Development (HRD) funds. Travel expenses of participants shall be charged against SDO MOOE or local funds subject to usual accounting and auditing rules and regulations.

7. Immediate dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: Regional Memorandum 844, s. 2025

Reference: None

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

TRAINING PROGRAMS

SGOD/HRD/aff/DM SHOPCoachesMentors

July 30, 2025



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