



2507-2678

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

DIVISION MEMORANDUMNo. 511, s.2025**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads (BMSW, RPES, VCS and VNHSE)
All Others Concerned

1. This is in reference to **Regional Memorandum No. 1002, s. 2025** titled "*Conduct of Asynchronous Activities and Work Application Plan for the School Heads Development Program (SHDP) Courses*", **Division Memorandum No. 386, s. 2025** titled, "*Conduct of the School Heads Development Program Advance Course*" and **Division Memorandum No. 468, s. 2025** titled, "*Conduct of the School Heads Development Program (SHDP) Intermediate Course.*"
2. Following the completion of the 5-day face-to-face training, all SHDP Course participants, regardless of batch, are required to complete a one-month asynchronous learning engagement that is total of 40 hours, forming part of the Practice Phase under the Engage-Practice-Consolidate (EPC) Program Model. The asynchronous activities including tools and reference materials needed, and Work Application Plan (WAP) shall be accessed via the Learning Management System (LMS). Participants will receive their post-test results via email within two weeks after training, together with instructions and tiered assignments based on their scores.
3. Participants are encouraged to choose their coach/mentor from within the division who must be an Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor or Assistant Schools Division Superintendent.

4. Below is the list of coaches/mentors chosen by the SHDP participants:

Activity	Name of Participant	Coach/Mentor
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 1"	Anita R. Presto, <i>School Principal III</i>	Annie D. Pagdilao, EdD, CESO VI <i>Assistant Schools Division Superintendent</i>
SHDP Advanced Course: "Elevating School Performance: Advanced Leadership and Management for School Leaders - Batch 2"	Ana A. Castor <i>School Principal IV</i>	Nelson A. Robinol <i>Education Program Supervisor</i>
SHDP Intermediate Course: "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch I	Karen A. Frando <i>School Principal I</i>	Susiemar M. Rapisura <i>Education Program Supervisor</i>



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SHDP Intermediate Course: "Elevating School Leadership: An Intermediate Guide to Effective Management" - <i>Batch 2</i>	Lany Q. Corpuz <i>School Principal I</i>	Rommel R. Rabo, <i>Education Program Supervisor</i>
SHDP Intermediate Course: "Elevating School Leadership: An Intermediate Guide to Effective Management" - <i>Batch 3</i>	Elsie C. Amorin <i>Education Program Supervisor</i>	Marie Christine L. Natividad <i>Chief Education Supervisor-CID</i>

5. Assigned coaches/mentors shall validate the participant's asynchronous outputs using the prescribed rubric and certify the completion of requirements before uploading to the LMS. Certificate of Participation and Certificate of Recognition will be issued to the participant and coach/mentor respectively, upon completion of the asynchronous phase within the prescribed one-month period.
6. Upon successful completion of the asynchronous phase, participants shall proceed to the Work Application Plan (WAP), which constitutes the Consolidate Phase of the program. This phase involves a six-month workplace-based implementation of school leadership initiatives aligned with the PPSSH and shall be monitored and evaluated based on actual implementation results.
7. Certificate of Completion will be issued to the participant upon successful completion of the WAP, as certified by the Schools Division Superintendent. A separate Certificate of Recognition will be issued to both participant and coach/mentor upon submission of the results of the impact evaluation.
8. Further, NEAP will conduct a separate training session for coaches and mentors to support their roles in this phase.
9. For other details and information, see attached Regional Memorandum No. 1002, s. 2025 for reference.
10. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-2321 or email at neap.region1@deped.gov.ph.
11. Immediate dissemination of this memorandum is desired.

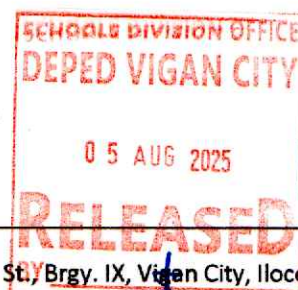
VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: Regional Memorandum No. 1002, s. 2025
References: as stated

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

TRAINING PROGRAMS

SGOD/HRD/aff/DM_AsynchronousActivities
August 4, 2025



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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1002, s. 2025

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN
FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COURSES**

To: Schools Division Superintendents

1. In reference to Memorandum DM-OUHROD-2025-1515 with the subject Conduct of the School Heads Development Program Advanced Course "Elevating School Performance: Advanced Leadership and Management for School Leaders" and DMOUHROD-2025-1699, Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management".
2. Following the completion of the 5-day face-to-face training, all SHDP Course participants, regardless of batch, are required to complete a one-month asynchronous learning engagement that is total of **40 hours**, forming part of the Practice Phase under the Engage-Practice-Consolidate (EPC) Program Model.
3. The **asynchronous activities** shall be accessed via the DepEd Learning Management System. Participants will receive their post-test results via email within two weeks after training, together with instructions and tiered assignments based on their scores.
4. Participants are encouraged to choose their coach or mentor from within their respective Schools Division Offices (SDOs). The coach/mentor must be a Public Schools District Supervisor, Education Program Supervisor who has prior experience as a school head, Chief Education Supervisor, or Assistant Schools Division Superintendent.
5. Assigned coaches/mentors shall validate the participants' asynchronous outputs using the prescribed rubric and certify the completion of requirements before uploading to the LMS.
6. Participants who complete the asynchronous phase within the prescribed one-month period and receive endorsement from their coach/mentor will be issued a Certificate of Participation for Asynchronous Activities while mentor/ coach shall receive a Certificate of Recognition for their contribution to the school head's learning process.
7. Upon successful completion of the asynchronous phase, participants shall proceed to the Work Application Plan (WAP), which constitutes the Consolidate Phase of the program. This phase involves a six-month workplace-based implementation of

school leadership initiatives aligned with the PPSSH. Participants must set monthly milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period.

8. The WAP will be monitored and evaluated based on actual implementation results.

9. Certificate of Completion will be issued upon the successful completion of the participant's work application plan, as certified by the Schools Division Superintendent. A separate Certificate of Recognition will be issued to both participant and coach/mentor upon submission of the results of the impact evaluation.

10. All tools and reference materials needed for asynchronous tasks and the WAP are included in the LMS. NEAP will also conduct a separate training session for coaches and mentors to support their roles in this phase.

11. The Schools Division Offices, through the SGOD HRDS SEPS/EPS II, shall encode the name of the coach or mentor chosen by the participant through link: <https://tinyurl.com/SHDPCoursesCMRI> on or before August 8, 2025.

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

13. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Reference: DM-OUHROD-2025-1515, DMOUHROD-2025-1699

Encl: None

To be indicated in the Perpetual Index

Under the following subjects:

TRAINING PROGRAMS

HRDD/kmmb/RM_AsynchronousActivities
July 31, 2025



DepEd R01



HRDD 250893