



2508-167

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

**DIVISION MEMORANDUM**No. 539, s.2025

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

To: Chief Education Supervisors  
 Public Elementary School Heads (BMSW and RPES)

1. In reference to **Regional Memorandum No. 1001, s. 2025** and **Division Memorandum No. 468, s. 2025** with the subject Conduct of the School Heads Development Program (SHDP) Intermediate Course "*Elevating School Leadership: An Intermediate Guide to Effective Management*", the National Educators' Academy of the Philippines (NEAP) announces the adjustments in venue and schedule of activities. Details are as follows:

| Participant   | Activity  | Schedule                 | Venue                   |
|---|---|--------------------------|-------------------------|
| <b>Karen A. Frando</b> , School Principal I           | <b>SHDP Intermediate Course:</b><br>"Elevating School Leadership: An Intermediate Guide to Effective Management" -Batch 1 | October<br>6-10, 2025    | NEAP,<br>Baguio<br>City |
| <b>Lany Q. Corpuz</b> , School Principal I            | <b>SHDP Intermediate Course:</b><br>"Elevating School Leadership: An Intermediate Guide to Effective Management" -Batch 2 | September<br>1-5, 2025   | NEAP,<br>Baguio<br>City |
| <b>Elsie C. Amorin</b> , Education Program Supervisor | <b>SHDP Intermediate Course:</b><br>"Elevating School Leadership: An Intermediate Guide to Effective Management" -Batch 3 | September<br>22-25, 2025 | NEAP,<br>Baguio<br>City |

2. The **Opening Program** for **Batch 2** will now be held on **August 31, 2025 (Sunday), 3:00 pm** at **NEAP Baguio City**. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.

3. Participants' board and lodging shall be charged against the Human Resource Development (HRD) Funds. Travel expenses shall be charged against SDO/School MOOE or local funds subject to the usual accounting and auditing rules and regulations.

4. Service Credits or Compensatory Overtime Credits (COCs) 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 and the "Updated Guidelines on Grant of Vacation Service Credits to Teachers" and CSC-DBM Joint Circular No. 2, s. 2004 on "Non-Monetary



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Remuneration for Overtime Service Rendered”, whichever is appropriate and applicable.

5. For other details and information, please see attached Regional Memorandum No. 1001, s. 2025.
6. For inquiries, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.

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



Encl: Regional Memorandum No. 1001, s. 2025

Reference: As stated

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

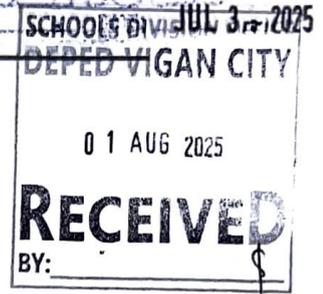
SGOD/HRD/aff/DM\_ReschedulingSHDPIIntermediateCourse  
August 8, 2025



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Republic of the Philippines  
Department of Education  
REGION I



REGIONAL MEMORANDUM  
No. 1001, s. 2025

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

To: Schools Division Superintendents

1. In reference to DM-OUHROD-2025-1699 with the subject Conduct of the School Heads Development Program Intermediate Course "Elevating School Leadership: An Intermediate Guide to Effective Management," the National Educators Academy of the Philippines (NEAP) announces the adjustments in venue and schedule of the activities. Details are as follows:

| Activity   | Schedule              | Venue            |
|--|-----------------------|------------------|
| Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 1 | October 6-10, 2025    | NEAP Baguio City |
| Training of School Heads on "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 2 | September 1-5, 2025   | NEAP Baguio City |
| Training of Coaches and Mentors on "Elevating School Leadership: An Intermediate Guide to Effective Management"    | September 22-25, 2025 | NEAP Baguio City |

2. The **Opening Program** for Batch 2 will now be held on **Sunday, August 31, 2025, at 3:00 p.m.** at **NEAP Baguio**. All participants and resource persons are advised to arrive at the venue no later than 12:00 noon on the same day. Dinner will be the first meal to be served.



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3. The list of SDO-endorsed participants can be accessed through the link: <https://tinyurl.com/PaxSHDPIIntermediateCourse>.

4. The updated list of Resource Persons for Batch 2 is listed below for reference.

| Name  | Division      |
|---|---------------|
| <i>Resource Persons<br/>Batch 2 September 1-5, 2025</i> |               |
| Christian Giron   | Ilocos Sur    |
| Carina Untalasco  | Pangasinan I  |
| Ma. Criselda G. Ochang                                  | Urdaneta City |

5. The resource persons, the program management team, and participants' board and lodging shall be charged against the Human Resource Development (HRD) Funds. Travel expenses shall be charged against SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.

6. 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.

7. 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).

8. 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\_ReschedulingSHDPIIntermediate  
July 31, 2025



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HRDD250892

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