



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

**DIVISION MEMORANDUM**

No. 646, s.2025

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN FOR THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS**

TO: Assistant Schools Division Superintendent  
 School Head of VNHSW  
 All Others Concerned

- In reference to Regional Memorandum No. 1151, s. 2025, the National Educators Academy of the Philippines (NEAP) announces that the participants shall transition into the Practice Phase of the Engage-Practice-Consolidate (EPC) Program Model. In this phase, participants in the Stepping into School Leadership: An Onboarding Program for New School Heads are required to complete a one-month or a total of 40-hour asynchronous learning engagement.
- The asynchronous activities can be accessed through <https://training.deped.gov.ph>, with login guidance and FAQs available at <https://bit.ly/SHOPLMS>.
- The School Head Onboarding Program's (SHOP) asynchronous activities, based on participants' post-test results received via email on August 12, 2025, must be completed on or before **September 30, 2025**.
- The participant is **Mr. Glenn U. Tadena**, School Principal I of Vigan National High School West, with **Ms. Annie D. Pagdilao, CESO VI**, Assistant Schools Division Superintendent as the assigned coach/mentor.
- Assigned coaches/mentors shall guide the mentee through coaching and mentoring sessions and shall also check and validate the participants' asynchronous outputs using the prescribed rubric. Outputs signed and checked by the mentor shall be uploaded by the mentee in the LMS.
- Upon completing the asynchronous activities, participants will be issued a Certificate of Participation given by the Central Office through the LMS.
- Upon completing the asynchronous phase, participants shall implement a **Work Application Plan (WAP)** aligned with the PPSSH, setting milestones and collaborating with their coach/mentor until **March 31, 2026**.
- After the completion of its implementation, participants are expected to submit a completion report through the LMS until April 20, 2026.
- 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).
- Attached is the Regional Memorandum No. 1151, s. 2025 for further reference.
- Immediate dissemination of this Memorandum is desired.

Encl: Regional Memorandum No. 1151, s. 2025  
 Reference: As stated

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

SGOD/HRD/pgt/DM\_SHOP  
 September 5, 2025



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



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



2009-2025 8391

**REGIONAL MEMORANDUM**  
 No. 1151, s. 2025

**CONDUCT OF ASYNCHRONOUS ACTIVITIES AND WORK APPLICATION PLAN  
 FOR THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING  
 PROGRAM FOR NEW SCHOOL HEADS**

To: Schools Division Superintendents

1. In reference to Regional Memorandum No. 837, s. 2025 titled "Conduct of the Stepping into School Leadership: An Onboarding Program for New School Heads." dated June 27, 2025, following the completion of the 5-day face-to-face training, the National Educators Academy of the Philippines (NEAP) announces that the participants shall transition into the Practice Phase of the Engage-Practice-Consolidate (EPC) Program Model. In this phase, participants are required to complete a one-month or a total of 40-hour asynchronous learning engagement.
2. The asynchronous activities will be made available via the DepEd Learning Management System (LMS). Participants must login via <https://training.deped.gov.ph>. For further assistance and information on how to log in, access the tutorial video and other frequently asked questions using this link: [bit.ly/SHOPLMS](http://bit.ly/SHOPLMS).
3. The School Head Onboarding Program's (SHOP) asynchronous activities consist of learning tasks with differentiated activities. The participants' post-test results during the in-person training play a vital role in identifying the differentiated tasks that they have to accomplish. Participants will receive their post-test results and important reminders through their registered emails on August 12, 2025. They are expected to complete the asynchronous activities on or before **September 30, 2025**.
4. Participants, in coordination with their Schools Division Offices (SDOs) through the SGOD HRDS, shall choose their coach or mentor from within their respective SDOs. The coach/mentor must meet the following criteria:
  - a. Has an experience being a school head for at least 3 years
  - b. Must currently hold any of these positions: Principal II - IV, 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 guide the mentee through coaching and mentoring sessions and shall also check and validate the participants' asynchronous outputs using the prescribed rubric. Outputs signed and checked by the mentor shall be uploaded by the mentee in the LMS.

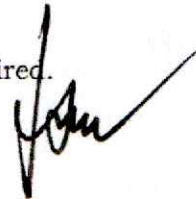


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6. For NEAP R1 and SGOD HRDS to track the participants' progress in the program, SGOD HRDS SEPS/EPS II and program participants are expected to accomplish a database containing the identified coaches and mentors. The database may be accessed through this link: [bit.ly/SHOPdatabasepilot](http://bit.ly/SHOPdatabasepilot).
7. Upon completing the asynchronous activities, participants will be issued a Certificate of Participation given by the Central Office through the LMS.
8. Upon successful completion of the asynchronous phase, participants shall proceed to the **Work Application Plan (WAP)**. This phase involves a workplace-based implementation of school leadership initiatives aligned with the Professional Standards for School Heads (PPSSH). **The prescribed completion of the WAP is until March 31 2026.** Participants must set milestones and are expected to collaborate regularly with their coach/mentor throughout the implementation period. The revised indicative activity matrix is also enclosed for your reference.
9. After the completion of its implementation, participants are expected to submit a completion report through the LMS until April 20, 2026.
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.



**TOLENTINO G. AQUINO**  
Director IV

Reference: RM No. 837, s. 2025  
Encl: None  
To be indicated in the Perpetual Index  
Under the following subjects:

TRAINING PROGRAM

HRDD/kmmb/RM\_SHOP-WAP  
September 1, 2025



DepEd R01



Document 8

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