



2509-1863

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

DIVISION MEMORANDUMNo. 701, s.2025

**CHANGE OF SCHEDULE ON THE CONDUCT OF THE TRAINING OF COACHES
AND MENTORS ON ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE
GUIDE TO EFFECTIVE MANAGEMENT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Others Concerned

1. In reference to **Regional Memorandum No. 1260, s. 2025** titled, "*Change of Schedule on the Conduct of the Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide To Effective Management*" and **Division Memorandum No. 539, s. 2025** titled, "*Rescheduling of the 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 that the schedule of the said activity is on **September 22-26, 2025** at NEAP Baguio City, not September 22-25, 2025 as earlier indicated. Details are as follows:

Participant	Activity	Old Schedule	New Schedule	Venue
Elsie C. Amorin, Education Program Supervisor	SHDP Intermediate Course: "Elevating School Leadership: An Intermediate Guide to Effective Management" - Batch 3	September 22-25, 2025	September 22-26, 2025	NEAP, Baguio City

2. The Opening Program will be held on Monday, September 22, 2025, 3:00 p.m. at NEAP Baguio City. All participants 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. The list of SDO-endorsed participants can be accessed through the link:
<https://tinyurl.com/PaxSHDPIntermediateCourse>.

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

5. Service Credits or Compensatory Overtime Credits (COCs) shall be granted to the participants if the activity falls on a local holiday, cancellation or suspension of classes, and work in Government Offices due to typhoon, flooding, other weather



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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 inquiries, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at 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. 1260, s. 2025
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

TRAINING PROGRAM

SGOD/HRDD/aff/DM_ChangeSchedCS3
September 19, 2025





Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1260, s. 2025

**CHANGE OF SCHEDULE ON THE CONDUCT OF THE TRAINING OF COACHES
AND MENTORS ON ELEVATING SCHOOL LEADERSHIP: AN INTERMEDIATE
GUIDE TO EFFECTIVE MANAGEMENT**

To: Schools Division Superintendents

1. In reference to the Memorandum 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 that the schedule of the said activity is on **September 22-26, 2025** at NEAP Baguio, not September 22-25, 2025 as earlier indicated.
2. The Opening Program will be held on Monday, September 22, 2025, 3:00 p.m. at NEAP Baguio. All participants 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. The list of SDO-endorsed participants can be accessed through the link: <https://tinyurl.com/PaxSHDPIIntermediateCourse>.
4. The participants' board and lodging shall be charged against the Human Resource Development (HRD) Funds. Travel expenses of shall be charged against SDO/School MOOE or local funds subject to usual accounting and auditing rules and regulations.
5. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on a local holiday, 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. Immediate dissemination of this Memorandum is desired.

For the Regional Director


ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Reference: DM-OUHROD-2025-1699
Encl: None
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING PROGRAM

HRDD/kmmb/RM_ChangeSchedCS3
September 18, 2025



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