



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 978, s.2025

UPDATED SCHEDULE OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (BATCH 2)

To: Assistant Schools Division Superintendent

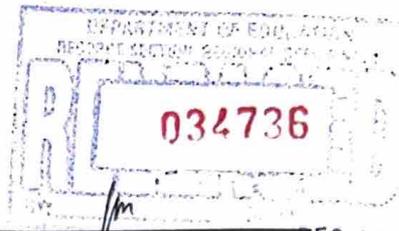
1. In reference to the Memorandum HRDD-2025-1695 titled: *Updated Schedule of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)*, the National Educators Academy of the Philippines (NEAP) issues the updated schedule of the program from January 12-16 to February 16-20, 2025 at NEAP Training Facility, Teachers Camp, Baguio City.
2. Participants are requested to bring their own laptops, chargers, and extension cords for the workshop.
3. Moreover, Participants are advised to check in on Day 0 (Monday) and check out on Day 5 (Friday)
4. Enclosed is the Memorandum HRDD-2025-1695 for reference.
5. Immediate dissemination of this memorandum is desired.

VILMA D. EDA / CESO V
Schools Division Superintendent





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Republic of the Philippines
Department of Education
REGION I

DEC 11 2025

MEMORANDUM
HRDD-2025- 1695

UPDATED SCHEDULE OF COACHES AND MENTORS ON STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL HEADS (BATCH 2)

- To: Schools Division Superintendents
- Schools Division of Alaminos City
 - Schools Division of Batac City
 - Schools Division of Candon City
 - Schools Division of Dagupan City
 - Schools Division of Ilocos Norte
 - Schools Division of Ilocos Sur
 - Schools Division of La Union
 - Schools Division of Laoag City
 - Schools Division of San Carlos City
 - Schools Division of San Fernando City
 - Schools Division of Urduyeta City
 - Schools Division of Vigan City

1. The National Educators Academy of the Philippines (NEAP) announces the updated schedule of the Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2). Details are as follows:

Activity	Date		Venue
	From	To	
Training of Coaches and Mentors on Stepping into School Leadership: An Onboarding Program for New School Heads (Batch 2)	January 12-16, 2026	February 16-20, 2026	NEAP Training Facility, Teachers Camp, Baguio City

2. The Schools Division Offices, through the SGOD-HRDS SEPS/EPS II, may access the names of their identified participants through the link: <https://tinyurl.com/ListofSHIP-Pax>.

3. Participants are requested to bring their own laptops, chargers, and extension cords for the workshop.

4. Participants are advised to check in on Day 0 (Monday) and check out on Day 5 (Friday). Below is the meal schedule.



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	Monday	Tuesday-Thursday	Friday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack	✓	✓	
Dinner	✓	✓	

5. All other provisions of the Regional Memorandum No. 837 s. 2025 are still in effect.
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.



TOLENTINO G. AQUINO
Director IV

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December 11, 2025

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