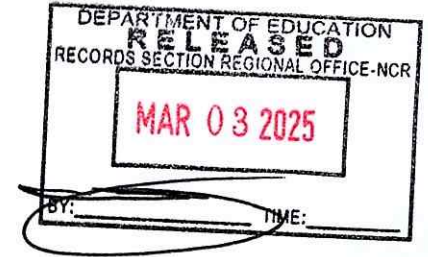




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2025- 191**

**TO :** **CECILLE G. CARANDANG, CESO V**  
Schools Division Superintendent, SDO Malabon

**NOEL D. BAGANO, CESO VI**  
OIC-Schools Division Superintendent, SDO Valenzuela

**HAJJI R. PALMERO**  
Chief Education Supervisor, HRDD NEAP

**FROM :** **OFFICE OF THE REGIONAL DIRECTOR**

**SUBJECT :** **PARTICIPANTS TO WORKSHOP ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR THE SCHOOL HEADS INDUCTION PROGRAM (SHIP)**

**DATE :** February 27, 2025

1. This is in reference to the Memorandum DM-OUHROD-2025-0511 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), informing the concerned Schools Division Offices and Functional Division about the above-captioned subject.

2. The following personnel are advised to attend the **series of scheduled activities**:

Name	Designation	School/Office	SDO/Station
Rodelio I. Perez Jr.	Principal	Col. Ramon Camus Integrated School	Malabon
Melvin Willy II B. Roque	Public School District Supervisor	SDO-CID	Valenzuela
Leah Ailah C. Vicencio	Senior Education Program Specialist	HRDD-NEAP	Regional Office



6 Misamis St., Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**Succeeding Key Activities**

Activity	Date	Venue	Registration Link and Deadline
Phase 3 Workshop on the Design and Development of Scope, Sequence, Sequence, and Module Outline of the SHIP TRPs	March 3-7, 2025	NEAP Marikina	<a href="https://tinyurl.com/SHIPP3ScopeandSequence">https://tinyurl.com/SHIPP3ScopeandSequence</a> February 28, 2025
Phase 4 Workshop on the Module and Mentor's Guide Content of the SHIP TRPs	April 21-25, 2025	NEAP Baguio	<a href="https://tinyurl.com/SHIPP4ModuleandMentorsGuide">https://tinyurl.com/SHIPP4ModuleandMentorsGuide</a> April 17, 2025
Phase 5 Workshop on the Training Design and Session Guides of the TRPs for the Capacity Building of the SHIP Coaches and Mentors	May 12-16, 2025	NEAP Marikina	<a href="https://tinyurl.com/SHIPP5TrainingDesignandSG">https://tinyurl.com/SHIPP5TrainingDesignandSG</a> May 8, 2025
Validation and Pilot Testing of TRPs for the SHIP Implementation	May 26-30, 2025	NEAP Marikina	<a href="https://tinyurl.com/SHIPValidationandPilotTest">https://tinyurl.com/SHIPValidationandPilotTest</a> May 22, 2025
Finalization of the TRPs for the Capacity Building of the SHIP Coaches and Mentors	July 7-11, 2025	NEAP Baguio	<a href="https://tinyurl.com/SHIPFinalizationofRPandCapB">https://tinyurl.com/SHIPFinalizationofRPandCapB</a> July 3, 2025

*Note: The schedule may subject to change. Exact venues will be announced through a separate advisory*

- The identified participants are requested to confirm their attendance through identified registration links. They are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
- Board and lodging of the participants will be charge against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to Regional Office/ Schools Division Office local funds subject to the usual accounting and auditing rules and regulations



6 Misamis St., Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>



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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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5. This Memorandum shall likewise serve as the official travel authority document of the identified participants.
6. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No.13, S. 2004 titled *Revised Guidelines on Grant of Vacation Service Credits for Teachers*, in case the activities will fall on weekends, holidays, and work suspension.
7. The *National Training of Coaches and Mentors for the SHIP Initial Implementation* will also be conducted this Year. Its final details and administrative arrangements will be announced through a separate advisory.
8. For other questions and concerns, kindly coordinate with **Ms. Julie Lyka Ignao**, Project Development Officer II, NEAP Professional Development Division, through email [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph), landline (02) 8715-9919, or Viber 09975670093.
9. Immediate dissemination and strict compliance with this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations



Republika ng Pilipinas


# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2025-0511

TO : **Regional Directors**  
**Schools Division Superintendents**  
**HRDD Chiefs / NEAP R Focal Persons**  
**All Others Concerned**

FROM :   
**WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

  
**CARMELA C. ORACION**  
*Assistant Secretary*  
*Human Resource and Organizational Development*  
*(National Educators Academy of the Philippines)*

SUBJECT : **WORKSHOPS ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR THE SCHOOL HEADS INDUCTION PROGRAM (SHIP)**

DATE : 26 February 2025

1. Pursuant to its mandate of providing needs-based and programmatic professional development programs for school heads to upgrade their skills and competencies in school leadership and management, the National Educators Academy of the Philippines (NEAP) will continue the development of **Training Resource Packages for the School Heads Induction Program (SHIP)**.
2. The SHIP aims to further enhance the competencies of *beginning school heads* as aligned with the Philippine Professional Standards for School Heads (PPSSH) for Career Stage 2. It has the following specific objectives:
  - a. Address the gap in professional accountability of school heads so they can reflect on and assess their own practice;
  - b. Immerse the school heads in school management processes, systems, and practices; and
  - c. Support beginning school heads with targeted professional development programs towards the attainment of Career Stage 2 competencies.

3. Building on the progress of the consultation meetings and writeshops held last year, the following **succeeding key activities** will be conducted to further develop the SHIP Training Resource Packages (TRPs):

Activity	Date	Venue	Registration Link and Deadline
Phase 3 Workshop on the Design and Development of Scope, Sequence, and Module Outline of the SHIP TRPs	03-07 March 2025	NEAP Marikina	<a href="https://tinyurl.com/SHIPP3ScopeandSequence">https://tinyurl.com/SHIPP3ScopeandSequence</a> 28 February 2025
Phase 4 Workshop on the Module and Mentor's Guide Content of the SHIP TRPs	21-25 April 2025	NEAP Baguio	<a href="https://tinyurl.com/SHIPP4ModuleandMentorsGuide">https://tinyurl.com/SHIPP4ModuleandMentorsGuide</a> 17 April 2025
Phase 5 Workshop on the Training Design and Session Guides of the TRPs for the Capacity Building of the SHIP Coaches and Mentors	12-16 May 2025	NEAP Marikina	<a href="https://tinyurl.com/SHIPP5TrainingDesignandSG">https://tinyurl.com/SHIPP5TrainingDesignandSG</a> 08 May 2025
Validation and Pilot Testing of TRPs for the SHIP Implementation	26-30 May 2025	NEAP Marikina	<a href="https://tinyurl.com/SHIPValidationandPilotTest">https://tinyurl.com/SHIPValidationandPilotTest</a> 22 May 2025
Finalization of the TRPs for the Capacity Building of the SHIP Coaches and Mentors	07-11 July 2025	NEAP Baguio	<a href="https://tinyurl.com/SHIPFinalizationofRPandCapB">https://tinyurl.com/SHIPFinalizationofRPandCapB</a> 03 July 2025

*Note: The schedule may be subject to change. Exact venues will be announced through a separate advisory.*

4. Relative to this, **the Regional Offices (ROs) are requested to authorize the identified field participants to attend the said activities as writers.** In case the identified writers will not be able to attend the activities, the ROs, through the HRDD Chiefs, may select alternative/replacement writers based on the following qualifications:
- Familiar with professional standards for school heads and supervisors as well as other related issuances/tools;
  - Knowledgeable on the development of training resource materials based on NEAP standards;
  - Has experience in professional development for school heads and supervisors as well as in performance assessment and training of school leaders;
  - Has experience in writing learning resources for school leaders; and
  - Committed to continuous improvement of school leaders.
5. For reference, attached are the **List of Participants (Enclosure 1)** and the **Indicative Program of Activities (Enclosure 2)** for each workshop.
6. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
7. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to Central Office/Regional Office/Schools Division Office/local funds subject to the usual accounting and auditing rules and regulations.

*ew*

8. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," in case the activities will fall on weekends, holidays, or work suspension.
9. Please note that a *National Training of Coaches and Mentors for the SHIP Initial Implementation* will also be conducted this year. Its final details and administrative arrangements will be announced through a separate advisory.
10. Should you have other questions and concerns, please coordinate with **Ms. Julie Lyka Ignao**, Project Development Officer II, NEAP Professional Development Division, through email [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph), landline (02) 8715-9919, or Viber 09975670093.
11. For immediate dissemination and appropriate action.

*CEL*

**Enclosures:**

*Enclosure 1 – List of Participants for Each Workshop*

*Enclosure 2 – Indicative Program of Activities for Each Workshop*

**Copy furnished:**

**OFFICE OF THE SECRETARY**

**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

[NEAP-PDD/Antonio]



Republika ng Pilipinas

# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 1.1

### List of Participants

*Workshop on the Design and Development of the Scope and Sequence and Module Outline of the Resource Package for the School Head Induction Program (Phase III)*  
March 3-7, 2025

#### A. Program Management Team

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	John Carlo Astilla		Senior Education Program Specialist	- leads in the drafting and finalization of necessary documents and outputs; - discusses parameters and standards in the formation of the training resource package; and - drafts the annexes of the Implementing Guidelines which will be checked by the field participants, as applicable
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in drafting the resource package; and - leads daily debriefing of the PMT.
4	Ma. Carmila Clave		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and, - serves as technical support and photo documenter for the activity
8	Representative	NEAP-BHROD		- provide inputs pertaining to HRDD-related policies and directions
9	Representative			- provide inputs pertaining to HRDD-related policies and directions
10	Welfare Officer			- ensures medical needs of participants are appropriately addressed



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# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### B. Field Participants

A total of thirty (28) participants were recommended as writers by each region and were involved in the previous development of the resource package for the SHIP in 2024.

**Terms of Reference:** All the field participants/writers will be assigned to a specific domain of PPSSH in developing the resource package for SHIP together with the assigned Core TWG member. Specifically, these participants/writers will perform the following:

1. write the modules with differentiated tasks for newly appointed school head in their assigned domains and specific strand indicators;
2. develop the instructional design, session guides, and slide decks for the Training of Coaches, Mentors and Implementers; and
3. make the annexes and templates related to Monitoring and Evaluation of the program.

Field Participants TOR: Writers of the SHIP Training Resource Package			
	Name	Region	Position/Designation
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent
2	Narcie Ricky A. Apilado		Principal I
3	Framel C. Deperalta	II	Principal IV
4	Myline J. Respicio		Principal III
5	Marie Flo M. Aysip	III	Principal II
6	Ma. Aurea Rhodora Geronimo		Chief Education Supervisor, SGOD Chief
7	Riggette Ryan S. Ramos		Education Program Supervisor
8	Eleazar C. Magsino	IV-A	Public Schools District Supervisor
9	Magdaleno R. Lubigan		Principal IV
10	Bryan Pobe		Education Program Supervisor
11	Ma. Ciaralyn P. Valencia	IV-B	Principal III
12	Elwood L. Prias	V	Public Schools District Supervisor
13	Cristobal A. Sayago		Principal II
14	Joe-Bren Consuelo	VI	Education Program Supervisor
15	Additional Writers		
16	Carmencita B. Lopez	VII	Education Program Supervisor
17	Julieta M. Abellana		Principal II
18	Hera Paz B. Yamson	VIII	Principal IV





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# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

19	Judith V. Romageura		Assistant Schools Division Superintendent
20	Joel C. Delliva Jr.	IX	Principal II
21	Said M. Macabago		Public Schools District Supervisor
22	Wilma B. Obatay	X	Principal I
23	Genciano M. Cambalon		Principal II
24	Roberto R. Binag	XI	Principal III
25	Emilyn B. Borja		Principal II
26	Marigold G. Querimit		Public Schools District Supervisor
27	Henry Fritz H. Diaz	XII	Senior Education Program Specialist
28	Jocelyn M. Dinapo		Public Schools District Supervisor
29	Analou O. Hermocilla	CARAGA	Principal II
30	Nenita P. Sabino	CAR	Principal II
31	Melvin Willy Roque		Public Schools District Supervisor
32	Rodelio I. Perez Jr.		Principal
33	Leah Ailah C. Vicencio	NCR	Senior Education Program Specialist

\* In the event that the identified writers are not available for the scheduled series of activities, a replacement is requested. The said replacement will then be identified as the region's representative throughout the development and delivery phases of the program. The Regional Director through HRDD Chief may assign an alternative writer(s).

\*\* The identified replacements must meet the following requirements:

- Familiar with Philippine Professional Standards for School Heads and Philippine Professional Standards for Supervisors as well as other related issuances/tools;
- Knowledgeable on the development of training resource materials based on NEAP standards;
- Has experience in professional development for school heads and supervisors as well as school leaders' performance assessment and training;
- Has been a writer of learning resources for school leaders; and
- Commits to continuous improvement of school leaders



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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 1.2

#### List of Participants

Workshop on the Module and Mentor's Guide Content of the Resource Package for the  
School Head Induction Program (Phase IV)

April 21-25, 2025

#### A. Program Management Team

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP- PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	John Carlo Astilla		Senior Education Program Specialist	- leads in the drafting and finalization of necessary documents and outputs; - discusses parameters and standards in the formation of the training resource package; and - drafts the annexes of the Implementing Guidelines which will be checked by the field participants, as applicable
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in drafting the resource package; and - leads daily debriefing of the PMT.
4	Ma. Carmila Clave		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and, - serves as technical support and photo documenter for the activity
8	Representative	NEAP- BHROD		- provide inputs pertaining to HRDD-related policies and directions
9	Representative			- provide inputs pertaining to HRDD-related policies and directions
10	Welfare Officer			- ensures medical needs of participants are appropriately addressed



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# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### B. Field Participants

A total of thirty (28) participants were recommended as writers by each region and were involved in the previous development of the resource package for the SHIP in 2024.

**Terms of Reference:** All the field participants/writers will be assigned to a specific domain of PPSSH in developing the resource package for SHIP together with the assigned Core TWG member. Specifically, these participants/writers will perform the following:

1. write the modules with differentiated tasks for newly appointed school head in their assigned domains and specific strand indicators;
2. develop the instructional design, session guides, and slide decks for the Training of Coaches, Mentors and Implementers; and
3. make the annexes and templates related to Monitoring and Evaluation of the program.

Field Participants TOR: Writers of the SHIP Training Resource Package			
	Name	Region	Position/Designation
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent
2	Narcie Ricky A. Apilado		Principal I
3	Framel C. Deperalta	II	Principal IV
4	Myline J. Respicio		Principal III
5	Marie Flo M. Aysip	III	Principal II
6	Ma. Aurea Rhodora Geronimo		Chief Education Supervisor, SGOD Chief
7	Riggette Ryan S. Ramos		Education Program Supervisor
8	Eleazar C. Magsino	IV-A	Public Schools District Supervisor
9	Magdaleno R. Lubigan		Principal IV
10	Bryan Pobe		Education Program Supervisor
11	Ma. Ciaralyn P. Valencia	IV-B	Principal III
12	Elwood L. Prias	V	Public Schools District Supervisor
13	Cristobal A. Sayago		Principal II
14	Joe-Bren Consuelo		Education Program Supervisor
15	Additional Writers	VI	
16	Carmencita B. Lopez	VII	Education Program Supervisor
17	Julieta M. Abellana		Principal II
18	Hera Paz B. Yamson	VIII	Principal IV
19	Judith V. Romageura		Assistant Schools Division



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# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

		IX	Superintendent
20	Joel C. Delliva Jr.		Principal II
21	Said M. Macabago	X	Public Schools District Supervisor
22	Wilma B. Obatay		Principal I
23	Genciano M. Cambalon	XI	Principal II
24	Roberto R. Binag		Principal III
25	Emilyn B. Borja	XII	Principal II
26	Marigold G. Querimit		Public Schools District Supervisor
27	Henry Fritz H. Diaz		Senior Education Program Specialist
28	Jocelyn M. Dinapo	CARAGA	Public Schools District Supervisor
29	Analou O. Hermocilla		Principal II
30	Nenita P. Sabino	CAR	Principal II
31	Melvin Willy Roque	NCR	Public Schools District Supervisor
32	Rodelio I. Perez Jr.		Principal
33	Leah Ailah C. Vicencio		Senior Education Program Specialist

\* In the event that the identified writers are not available for the scheduled series of activities, a replacement is requested. The said replacement will then be identified as the region's representative throughout the development and delivery phases of the program. The Regional Director through HRDD Chief may assign an alternative writer(s).

\*\* The identified replacements must meet the following requirements:

- Familiar with Philippine Professional Standards for School Heads and Philippine Professional Standards for Supervisors as well as other related issuances/tools;
- Knowledgeable on the development of training resource materials based on NEAP standards;
- Has experience in professional development for school heads and supervisors as well as school leaders' performance assessment and training;
- Has been a writer of learning resources for school leaders; and
- Commits to continuous improvement of school leaders



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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 1.3

### List of Participants

*Workshop on the Training Design and Session Guides of the Resource Package for the Capacity Building of Coaches and Mentors of School Head Induction Program (Phase V)*  
May 12-16, 2025

#### A. Program Management Team

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	John Carlo Astilla		Senior Education Program Specialist	- leads in the drafting and finalization of necessary documents and outputs; - discusses parameters and standards in the formation of the training resource package; and - drafts the annexes of the Implementing Guidelines which will be checked by the field participants, as applicable
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in drafting the resource package; and - leads daily debriefing of the PMT.
4	Ma. Carmila Clave		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and, - serves as technical support and photo documenter for the activity
8	Representative	NEAP-BHROD		- provide inputs pertaining to HRDD-related policies and directions
9	Representative			- provide inputs pertaining to HRDD-related policies and directions
10	Welfare Officer			- ensures medical needs of participants are appropriately addressed



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## Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### B. Field Participants

A total of thirty (28) participants were recommended as writers by each region and were involved in the previous development of the resource package for the SHIP in 2024.

**Terms of Reference:** All the field participants/writers will be assigned to a specific domain of PPSSH in developing the resource package for SHIP together with the assigned Core TWG member. Specifically, these participants/writers will perform the following:

1. write the modules with differentiated tasks for newly appointed school head in their assigned domains and specific strand indicators;
2. develop the instructional design, session guides, and slide decks for the Training of Coaches, Mentors and Implementers; and
3. make the annexes and templates related to Monitoring and Evaluation of the program.

Field Participants TOR: Writers of the SHIP Training Resource Package			
	Name	Region	Position/Designation
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent
2	Narcie Ricky A. Apilado		Principal I
3	Framel C. Deperalta	II	Principal IV
4	Myline J. Respicio		Principal III
5	Marie Flo M. Aysip	III	Principal II
6	Ma. Aurea Rhodora Geronimo		Chief Education Supervisor, SGOD Chief
7	Riggette Ryan S. Ramos		Education Program Supervisor
8	Eleazar C. Magsino	IV-A	Public Schools District Supervisor
9	Magdaleno R. Lubigan		Principal IV
10	Bryan Pobe		Education Program Supervisor
11	Ma. Ciaralyn P. Valencia	IV-B	Principal III
12	Elwood L. Prias	V	Public Schools District Supervisor
13	Cristobal A. Sayago		Principal II
14	Joe-Bren Consuelo		Education Program Supervisor
15	Additional Writers	VI	
16	Carmencita B. Lopez	VII	Education Program Supervisor
17	Julieta M. Abellana		Principal II
18	Hera Paz B. Yamson	VIII	Principal IV
19	Judith V. Romageura		Assistant Schools Division



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# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

		IX	Superintendent
20	Joel C. Delliva Jr.		Principal II
21	Said M. Macabago		Public Schools District Supervisor
22	Wilma B. Obatay	X	Principal I
23	Genciano M. Cambalon		Principal II
24	Roberto R. Binag	XI	Principal III
25	Emilyn B. Borja		Principal II
26	Marigold G. Querimit		Public Schools District Supervisor
27	Henry Fritz H. Diaz	XII	Senior Education Program Specialist
28	Jocelyn M. Dinapo		Public Schools District Supervisor
29	Analou O. Hermocilla	CARAGA	Principal II
30	Nenita P. Sabino	CAR	Principal II
31	Melvin Willy Roque		Public Schools District Supervisor
32	Rodelio I. Perez Jr.		Principal
33	Leah Ailah C. Vicencio	NCR	Senior Education Program Specialist

\* In the event that the identified writers are not available for the scheduled series of activities, a replacement is requested. The said replacement will then be identified as the region's representative throughout the development and delivery phases of the program. The Regional Director through HRDD Chief may assign an alternative writer(s).

\*\* The identified replacements must meet the following requirements:

- Familiar with Philippine Professional Standards for School Heads and Philippine Professional Standards for Supervisors as well as other related issuances/tools;
- Knowledgeable on the development of training resource materials based on NEAP standards;
- Has experience in professional development for school heads and supervisors as well as school leaders' performance assessment and training;
- Has been a writer of learning resources for school leaders; and
- Commits to continuous improvement of school leaders



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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### Enclosure 1.4

#### List of Participants

*Validation and Pilot test of Resource Package for the Implementation of School Head Induction Program  
May 26-30, 2025*

#### A. Program Management Team

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP- PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	John Carlo Astilla		Senior Education Program Specialist	- leads in the drafting and finalization of necessary documents and outputs; - discusses parameters and standards in the formation of the training resource package; and - drafts the annexes of the Implementing Guidelines which will be checked by the field participants, as applicable
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in drafting the resource package; and - leads daily debriefing of the PMT.
4	Ma. Carmila Clave		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and, - serves as technical support and photo documenter for the activity
8	Welfare Officer			





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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## B. Field Participants who will serve as Resource Speakers

	Name	Region	Position/Designation	Terms of Reference
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent	Serves as the resource speaker for Module 4
2	Marie Flo M. Aysip	III	Principal II	Serves as the resource speaker for Module 3
3	Ma. Aurea Rhodora Geronimo		Chief Education Supervisor SGOD Chief	Serves as the resource speaker for Module 5
4	Judith V. Romaguera	IX	Assistant Schools Division Superintendent	Serves as the resource speaker for Mentors Guide
5	Said M. Macabago	X	Public Schools District Supervisor	Serves as the resource speaker for Module 2
6	Melvin Willy Roque	NCR	Public Schools District Supervisor	Serves as the resource speaker for Module 1

## C. Field Participants who will serve as Validators

A total of 64 participants, identified by each region, are tasked to validate the training resource package of School Heads Induction Program.

Particularly, the validators will evaluate the acceptability of all the drafted modules for SHIP.

<b>Slots Allocated of Nominated Participants per Region</b> (Preferably has a background on implementing regional initiated induction programs for school heads and/or familiar with Philippine Professional Standards for School Heads)			
Schedule and Regions	School Heads (Preferably 10 years and up in service)	Public School District Supervisors (PSDS)	Assistant Schools Division Superintendent (ASDS)
<b>Batch 1: May 26-28, 2025</b>			
Region VI	2	1	1
Region VII	2	1	1
Region VIII	2	1	1
Region IX	2	1	1
Region X	2	1	1
Region XI	2	1	1
Region XII	2	1	1
CARAGA	2	1	1
<b>TOTAL</b>		<b>32</b>	
<b>Batch 2: May 28-30, 2025</b>			
CAR	2	1	1
NCR	2	1	1



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Region I	2	1	1
Region II	2	1	1
Region III	2	1	1
Region IV-A	2	1	1
Region IV-B	2	1	1
Region V	2	1	1
<b>TOTAL</b>		<b>32</b>	



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## Enclosure 1.5

### List of Participants

*Finalization of the Resource Package and Capacity Building of Coaches and Mentors for the School Head Induction Program  
July 7 – 11, 2025*

#### A. Program Management Team

No.	Name	Office	Position/Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	John Carlo Astilla		Senior Education Program Specialist	- leads in the drafting and finalization of necessary documents and outputs; - discusses parameters and standards in the formation of the training resource package; and - drafts the annexes of the Implementing Guidelines which will be checked by the field participants, as applicable
3	Richie Carla Vesagas		Senior Education Program Specialist	- assists in drafting the resource package; and - leads daily debriefing of the PMT.
4	Ma. Carmila Clave		Education Program Specialist II	- serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - assist in documenting the activity
6	Ann Christine Sison		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets;
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates; and, - serves as technical support and photo documenter for the activity
8	Representative	NEAP-BHROD		- provide inputs pertaining to HRDD-related policies and directions
9	Representative			- provide inputs pertaining to HRDD-related policies and directions
10	Welfare Officer			- ensures medical needs of participants are appropriately addressed



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## B. Field Participants

A total of thirty (28) participants were recommended as writers by each region and were involved in the previous development of the resource package for the SHIP in 2024.

**Terms of Reference:** All the field participants/writers will be assigned to a specific domain of PPSSH in developing the resource package for SHIP together with the assigned Core TWG member. Specifically, these participants/writers will perform the following:

1. finalize the modules with differentiated tasks for newly appointed school head in their assigned domains and specific strand indicators;
2. finalize the instructional design, session guides, and slide decks for the Training of Coaches, Mentors and Implementers; and
3. finalize the annexes and templates related to Monitoring and Evaluation of the program.

Field Participants TOR: Writers of the SHIP Training Resource Package			
	Name	Region	Position/Designation
1	Nestor C. Heraña	I	Assistant Schools Division Superintendent
2	Narcie Ricky A. Apilado		Principal I
3	Framel C. Deperalta	II	Principal IV
4	Myline J. Respicio		Principal III
5	Marie Flo M. Aysip	III	Principal II
6	Ma. Aurea Rhodora Geronimo		Chief Education Supervisor, SGOD Chief
7	Riggette Ryan S. Ramos		Education Program Supervisor
8	Eleazar C. Magsino	IV-A	Public Schools District Supervisor
9	Magdaleno R. Lubigan		Principal IV
10	Bryan Pobe	IV-B	Education Program Supervisor
11	Ma. Ciaralyn P. Valencia		Principal III
12	Elwood L. Prias	V	Public Schools District Supervisor
13	Cristobal A. Sayago		Principal II
14	Joe-Bren Consuelo	VI	Education Program Supervisor
15	Additional Writers		
16	Carmencita B. Lopez	VII	Education Program Supervisor
17	Julieta M. Abellana		Principal II



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18	Hera Paz B. Yamson	VIII	Principal IV
19	Judith V. Romageura		Assistant Schools Division Superintendent
20	Joel C. Delliva Jr.	IX	Principal II
21	Said M. Macabago		Public Schools District Supervisor
22	Wilma B. Obatay	X	Principal I
23	Genciano M. Cambalon		Principal II
24	Roberto R. Binag	XI	Principal III
25	Emilyn B. Borja		Principal II
26	Marigold G. Querimit		Public Schools District Supervisor
27	Henry Fritz H. Diaz	XII	Senior Education Program Specialist
28	Jocelyn M. Dinapo		Public Schools District Supervisor
29	Analou O. Hermocilla	CARAGA	Principal II
30	Nenita P. Sabino	CAR	Principal II
31	Melvin Willy Roque		Public Schools District Supervisor
32	Rodelio I. Perez Jr.		Principal
33	Leah Ailah C. Vicencio	NCR	Senior Education Program Specialist



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**Enclosure 2.1**

**ACTIVITY MATRIX**  
*Workshop on the Design and Development of the Scope and Sequence and Module Outline of the Resource Package for  
 the School Head Induction Program (Phase III)*  
 Mar. 3 - 7, 2025

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 a.m.- 9:00 a.m.	Arrival and Registration	Preliminaries			
9:00 a.m. - 10:00 a.m.					
10:00 a.m.- 10:20 a.m.		Workshop 1: Scope and Sequence of the SHIP	Workshop 2: Module Outline Writing	Workshop 3: Initial Module/ course Writing	Finalization of Outputs
	AM Health Break				



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10:20 a.m. - 12:00 noon	Opening Program	Continuation: Workshop 1	Workshop 2: Module Outline Writing	Workshop 3: Initial Module/ course Writing	Submission of Outputs
12:00 noon - 1:00 p.m.		Lunch Break			
1:00 p.m. - 3:00 p.m.	Session 1: Discussion of Training Design and Delivery framework of SHIP and Mgmt. Directions	Continuation: Workshop 1	Workshop 2: Module Outline Writing	Presentation of draft module/course	Closing Program
3:00 p.m. - 3:20 p.m.	PM Health Break				Departure
3:20 p.m.- 4:45 p.m.	Session 2: Overview of the PSS	Continuation: Workshop 1	Workshop 2: Module Outline Writing	Continuation of Presentation	



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4:45 p.m.- 5:00 p.m.	Reminders and Evaluation	
5:00 p.m.- 6:00 p.m.	PMT Debriefing	



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### Enclosure 2.2

#### ACTIVITY MATRIX

*Workshop on the Module and Mentor's Guide Content of the Resource Package for the School Head Induction Program*  
(Phase IV)  
April 21 - 25, 2025

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 a.m.- 9:00 a.m.	Arrival and Registration	Session 2: Learning Resource Standards	Continuation: Workshop 1	Continuation: Workshop 2	Finalization and submission of Outputs
9:00 a.m. - 10:00 a.m.					
10:00 a.m.- 10:20 a.m.	Opening Program	Continuation: Session 2	Continuation: Workshop 1	Continuation: Workshop 2	Continuation: Finalization and
10:20 a.m. - 12:00 noon					



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12:00 noon - 1:00 p.m.					submission of Outputs
1:00 p.m. - 3:00 p.m.	Session 1: Discussion of previous Output and Updates on Mgmt. Directions	Workshop 1: Drafting of Modules	Workshop 2: Module Outline Writing	Continuation: Workshop 2	Closing Program
3:00 p.m. - 3:20 p.m.	PM Health Break				Departure
3:20 p.m.- 4:45 p.m.	Continuation of Session 1	Continuation: Witeshop 1	Witeshop 2: Mentor's Guide Writing	Continuation: Witeshop 2	
4:45 p.m.- 5:00 p.m.	Reminders and Evaluation				
5:00 p.m.- 6:00 p.m.	PMT Debriefing				



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### Enclosure 2.3

#### ACTIVITY MATRIX

*Workshop on the Training Design and Session Guides of the Resource Package for the Capacity Building of Coaches and Mentors of School Head Induction Program (Phase V)*  
 May 12 - 16, 2025

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 a.m.- 9:00 a.m.	Arrival and Registration	Session 3: Training Design and Session Guides Standards	Presentation of draft training design	Continuation: Witeshop 2	Finalization and submission of Outputs
9:00 a.m. - 10:00 a.m.					
10:00 a.m.- 10:20 a.m.	Opening Program	Workshop 1: Training Design Writing	Revision of Training Design	Presentation of draft Session Guides	Continuation: Finalization and
10:20 a.m. - 12:00 noon					

AM Health Break



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12:00 noon - 1:00 p.m.					submission of Outputs
Lunch Break					
1:00 p.m. - 3:00 p.m.	Session 1: Updates on Mgmt. Directions and Content of	Continuation: Writeshop 1	Workshop 2: Session Guides Writing	Continuation of Presentation	Closing Program
3:00 p.m. - 3:20 p.m.	PM Health Break				Departure
3:20 p.m. - 4:45 p.m.	Session 2: Discussion of Initial Draft of Resource Package of SHIP	Continuation: Writeshop 1	Continuation: Writeshop 2	Revision of Session Guides	
4:45 p.m. - 5:00 p.m.	Reminders and Evaluation				
5:00 p.m. - 6:00 p.m.	PMT Debriefing				



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### Enclosure 2.4

**ACTIVITY MATRIX**  
*Validation and Pilot test of Resource Package for the Implementation of School Head Induction Program*  
 May 26 - 30, 2025

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 a.m. - 9:00 a.m.	Arrival and Registration	Workshop 1: Validation of Module Outline	Workshop 2: Validation of Mentor's Guide	Workshop 1: Pilot test Proper	Continuation of Pilot testing
9:00 a.m. - 10:00 a.m.					
10:00 a.m. - 10:20 a.m.	Opening Program	Continuation: Workshop 1	Continuation: Workshop 2 Closing Program	Continuation of Pilot testing	Submission of Outputs
10:20 a.m. - 12:00 noon					
12:00 noon - 1:00 p.m.		Lunch Break			

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1:00 p.m. - 3:00 p.m.	Session 1: Updates on Mgmt. Directions and Design and Delivery Framework	Continuation: Writeshop 1	Opening Program Session 1: Updates on Mgmt. Directions and Design and Delivery Framework	Continuation of Pilot testing	Closing Program
3:00 p.m. - 3:20 p.m.	PM Health Break				
3:20 p.m. - 4:45 p.m.	Session 2: Discussion of Content of Resource Package of SHIP	Continuation: Writeshop 1	Session 2: Instructions for Pilot Test of Resource Package	Continuation of Pilot testing	Departure
4:45 p.m. - 5:00 p.m.	Reminders and Evaluation				
5:00 p.m. - 6:00 p.m.	PMT Debriefing				



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### Enclosure 2.5

#### ACTIVITY MATRIX

*Finalization of the Resource Package and Capacity Building of Coaches and Mentors for the School Head Induction Program*  
July 7 - 11, 2025

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 a.m.- 9:00 a.m.	Arrival and Registration	Preliminaries			
9:00 a.m. - 10:00 a.m.					
10:00 a.m. - 10:20 a.m.		Workshop 1: Revision of Training Resource Package	Workshop 2: Revision of Mentor's Guide	Workshop 3: Finalization of Resource Package and Mentor's Guide	Presentation of Finalized Outputs
10:00 a.m.- 10:20 a.m.		AM Health Break			
10:20 a.m. - 12:00 noon	Opening Program	Continuation: Workshop 1	Continuation: Workshop 2	Continuation of Workshop 3	Submission of Finalized Outputs



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12:00 noon - 1:00 p.m.	Lunch Break				
1:00 p.m. - 3:00 p.m.	Session 1: Updates on Mgmt. Directions and Recapitulation of Validation Processes	Presentation of Output and Critiquing	Presentation of Output and Critiquing	Continuation of Workshop 3	Closing Program
3:00 p.m. - 3:20 p.m.	PM Health Break				Departure
3:20 p.m. - 4:45 p.m.	Session 2: Presentation of Results of Validation	Continuation: Presentation of Output and Critiquing	Continuation: Presentation of Output and Critiquing	Continuation of Workshop 3	
4:45 p.m. - 5:00 p.m.	Reminders and Evaluation				
5:00 p.m. - 6:00 p.m.	PMT Debriefing				



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