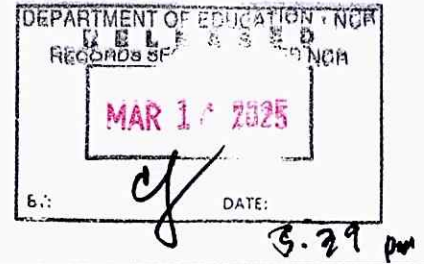




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2025- 268

TO : **CRISTITO A. ECO, CESO III**
Assistant Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent, SDO Manila

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

FROM : *for* **JOCELYN DR ANDAYA**
Regional Director, NCR
concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations
CRISTITO A. ECO
Director III
Officer-In-Charge
Office of the Regional Director

SUBJECT : **FINAL ARRANGEMENTS ON THE CONDUCT OF WRITESHOP ON THE DEVELOPMENT OF LEARNING RESOURCE PACKAGE FOR ADVANCED COURSE FOR SCHOOL HEADS DEVELOPMENT PROGRAM PHASES 1 AND 2**

DATE : **March 14, 2025**

1. This is in reference to the Advisory dated March 11, 2025 from Ms. Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), and Regional Memorandum ORD-2025-236 dated March 5, 2025 titled '*Participants to the Writeshop on the Development of Learning Resource Package for Advanced Course for School Heads Development Program Phases 1 and 2*', informing the concerned Schools Division Offices about the above-captioned subject.

2. Relative to the conduct of the above-captioned training, **Ms. Lilibeth S. Gozo, Principal IV of Malinta Elementary School**, will serve as identified **Additional Field Expert/Writer** together with the CORE NTWG/Writers from the National Capital Region.

3. In addition, the **Finalization of the Instructional Design and Learning Resource Package Phase** is scheduled on **June 16-20, 2025** at **NEAP Baguio**.

4. Other provisions/details stipulated on the Regional Memorandum cited in item no. 1 shall remain the same.

5. Immediate dissemination and strict compliance with this Memorandum is desired.



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Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

March 11, 2025

ADVISORY

Development and Finalization of the Learning Resource Package for Advanced Course for School Heads Development Program

1. This refers to Memorandum DM-OUHROD-2025-0344 titled "Advanced Course for the School Heads Development Program (SHDP)".
2. Relative to this, the **participants** are hereby informed that there are **additional writers** (refer to **Enclosure 1** for details) and a **change of date** relative to the Writeshop on the Development of Learning Resource Package for Advanced Course for School Head Development Program Phase 1 and 2 as follows:

Activities	Term of Reference	Date	Venue
Writeshop on the Development of Learning Resource Package (Phase 1)	Writer	March 17-21, 2025	NEAP Baguio
Writeshop on the Development of Learning Resource Package (Phase 2)	Writer	March 31-April 4, 2025	NEAP Marikina
Finalization of the Instructional Design and Learning Resource Package	Writer	June 16-20, 2025	NEAP Baguio

3. Specifically, the development activities aim to:
 - a. Develop a comprehensive Learning Resource Package (LRP) for Career Stages 3 and 4 of the SHDP, equipping school leaders with strategic tools and resources that foster transformative leadership, high-impact school management, and sustained educational excellence; and
 - b. Ensure alignment with the Philippine Professional Standards for School Heads (PPSSH) to elevate and refine the leadership competencies of school heads, ensuring that the program strengthens their proficiency and empowers them to lead with vision, innovation, and effectiveness.
4. In preparation for the upcoming development workshop, NEAP would like to invite the **identified NTWG members** to a **virtual meeting from 10:00 a.m. to 11:30 a.m.** and **additional field writers from 1:30 p.m. to 3:00 p.m.** on **14 March 2025 via MS Teams**. The primary agenda of this meeting is to set expectations for participants and clarify any concerns prior to the in-person development workshop. A separate email with further details about the meeting will be sent to the members.

5. To facilitate proper coordination, we kindly request NTWG members and field writers to confirm their participation in both the **preparatory virtual meeting and the face-to-face development workshop for SHDP on or before March 13, 2025** through the following link: <https://tinyurl.com/Phase1-Registration-Advance>.
6. If any participants are unable to attend due to valid reasons, **Regional Offices (ROs)**, through the **Regional Directors**, are requested to submit a replacement **from the list of endorsed Regional Outstanding Principals** to NEAP's **Professional Development Division (PDD)** at least **three days prior** to the actual event. Submissions can be sent to the email address provided below.
7. Participants are entitled to service credit or Compensatory Time-Off (CTO) in accordance with DepEd Order 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, in case activities will fall on weekends or holidays.
8. Additionally, participants are requested to **bring their own laptops, chargers, and extension cords**, as well as copies of their **School Heads Development Program (SHDP) materials, equivalent professional development programs/interventions, and other relevant documents** that may serve as references during the workshop.
9. Board and lodging of the participants and the Program Management Team (PMT) shall be charged against the NEAP Human Resource Development (HRD) Funds. As to travel expenses, those of the PMT shall be charged against HRD Funds, while those of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
10. For reference, attached are the **List of Field Personnel** who will participate in the activity (*Enclosure 1*), **Indicative Program of Activities** (*Enclosure 2*), and **Meal Provision and Accommodation Details** (*Enclosure 3*).
11. For further information, please coordinate with **Mr. Dustin Troy R. Josen**, Senior Education Program Specialist of NEAP through email at neap.pdd@deped.gov.ph or landline (02) 8715-9919.
12. For immediate dissemination and appropriate action.

Carmela Oracion

CARMELA C. ORACION

Assistant Secretary

Human Resource and Organizational Development
(National Educators Academy of the Philippines)



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Department of Education

OFFICE OF THE ASSISTANT SECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1 – List of Participants

1.1 Writeshop on the Development of Learning Resource Package (Phases 1)

March 17 - 21, 2025 | NEAP - NCR, Baguio

1.2 Writeshop on the Development of Learning Resource Package (Phases 2)

March 31-April 4, 2025 | NEAP - NCR, Marikina

1.3 Finalization of the Instructional Design and Learning Resource Package

June 16-20, 2025 | NEAP Baguio

No.	Name of Participants	Position	Station
1	Alexander Simagala	PDO IV	NEAP- PDD Program Management Team
2	Dustin Troy R. Josen	SEPS	
3	Jufeel P. Pulvosa	PDO II	
4	Technical Assistant II		
5.	Welfare Officer		SDO
CORE NTWG / Writers			
6	Roderick A. Tadeo	Principal IV	SDO Olongapo City, Region III
7	Lorna R. Medrano	CES	SDO Lipa City, Region IV-A
8	Luz Osmeña	CES	QAD, Region IV-A
9	Irene U. Dayandante	PSDS	SDO Camarines Sur, Region V
10	Sylvia D. Villanueva	CES	SDO Northern Samar, Region VIII
11	Ebenezer A. Beloy	CES	SDO Manila, NCR
12	Filmore R. Caballero	CES	SDO Valenzuela, NCR
13	Renato Felipe Jr	PSDS	SDO Manila City, NCR
14.	Enerio Ebisa	CES	HRDD, Region X
Additional Field Experts / Writers			
15.	Fermin D. Gutierrez Jr.	Principal III	SDO Pangasinan I, Region I
16.	Maurico F. Angeles	PSDS	SDO Nueva Ecija, Region III
17.	Rosalie S. Cabarios	Principal III	SDO Tarlac City, Region III
18.	Aubrey A. Beredo	Principal III	SDO Oriental Mindoro, Region IV-B
19.	Lilibeth Gozo	Principal IV	SDO Valenzuela City, NCR
20.	Erda F. Buenafe	Principal IV	SDO Capiz, Region VI
22.	Lyna H. Basri	Principal IV	SDO Isabela City, Region IX
23.	Jane S. Andot	Principal IV	SDO Iligan City, Region X
24.	Jurgenne C. Dicdican	Principal III	SDO Agusan del Sur, CARAGA
External Expert (HEI/ TEI)			
25.	Felicia I. Yeban	Faculty	Philippine Normal University

Enclosure 2 – Indicative Program of Activities

**Indicative Program of Activities
1.1 Writeshop on the Development of Learning Resource Package (Phase 1)
March 17 - 21, 2025 | NEAP Baguio**

Time	Day 0 March 16	Day 1 March 17	Day 2 March 18	Day 3 March 19	Day 4 March 20	Day 5 March 21	
8:30 - 9:00 AM	Arrival of Participants	Arrival of Participants Registration and Health Break	Preliminaries				Presentation and Finalization of Slide Deck/Worksheet/Activity Sheets, and Assessments
9:00 - 10:00 AM			Session 2 Recommendations and Process for Developing Slide Deck/Worksheet/Activity Sheets, and Assessments	Workshop 2 Development of Worksheet / Activity Sheet	Workshop 3 Development of Assessments		
10:00 - 10:20 AM							
10:20 AM - 12:00 PM							
12:00 - 1:30 PM		Lunch Break					
1:30 - 2:00 PM		Opening Program	Workshop 1 Development of Slide Deck	Continuation of Workshop 2	Continuation of Workshop 3	Closing Program Departure from Venue	
2:00 - 3:00 PM		Program Background					
3:20 - 4:30 PM		Session 1: Principles and Standards in the Design and Development of Slide Deck/Worksheet/Activity Sheets, and Assessments	Presentation of Outputs	Presentation of Outputs	Presentation of Outputs		
4:30 - 4:45 PM		Reminders and Daily Evaluation					
4:45 - 5:00 PM		PMT Debriefing					

Indicative Program of Activities
1.2 Writeshop on the Development of Learning Resource Package (Phase 2)
March 31 - April 4, 2025 | NEAP Marikina

Time	Day 0 March 30	Day 1 March 31	Day 2 April 1	Day 3 April 2	Day 4 April 3	Day 5 April 4		
8:30 - 9:00 AM	Arrival of Participants	Arrival of Participants Registration and Health Break	Preliminaries					
9:00 - 10:00 AM			Session 2 Recommendations and Process for Developing Session Guides and Self-Paced/LAC Modules	Continuation of Workshop 1	Continuation of Workshop 3	Presentation and Finalization of Session Guides and Self-Paced/LAC Modules		
10:00 - 10:20 AM								
10:20 - 10:40 AM								
10:40 - 12:00 PM		Lunch Break						
12:00 - 1:30 PM		<ul style="list-style-type: none"> • Opening Program • Program Background 	Workshop 1 Development of Session Guides	Presentation of Outputs	Presentation of Outputs	Closing Program		
1:30 - 2:00 PM						Departure from Venue		
2:00 - 3:00 PM		Session 1: Principles and Standards in the Design and Development of Session Guides and Self-Paced/LAC Modules	Presentation of Outputs	Workshop 3 Development of Self-paced/LAC Modules				
3:20 - 4:30 PM								
4:30 - 4:45 PM					Reminders and Daily Evaluation			
4:45 - 5:00 PM	PMT Debriefing							

Indicative Program of Activities
1.3 Finalization of the Instructional Design and Learning Resource Package
June 16-20, 2025 | NEAP Baguio

Time	Day 0 June 15	Day 1 June 16	Day 2 June 17	Day 3 June 18	Day 4 June 19	Day 5 June 20	
8:30 - 9:00 AM	Arrival of Participants	Arrival of Participants	Preliminaries				
9:00 - 10:00 AM		Registration and Health Break	Workshop 1: Finalization of Slide Decks and Assessments	Workshop 2: Finalization of Session Guides and Activity Sheets/Worksheets	Workshop 3: Finalization of Self-Paced/LAC Modules	Presentation and Finalization	
10:00 -10:20 AM							
10:20 -10:40 AM							
10:40 - 12:00 PM							
12:00 - 1:30 PM			Lunch Break				
1:30 - 2:00 PM			Opening Program Program Background	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 3	Closing Program
2:00 - 3:00 PM							Departure from Venue
3:20 - 4:30 PM			Session 1: Updates: Status of the Development LRPs				
4:30 - 4:45 PM			Reminders and Daily Evaluation				
4:45 - 5:00 PM		PMT Debriefing					

Enclosure 3

MEAL PROVISION AND ACCOMMODATION DETAILS

**1.1 Writeshop on the Development of Learning Resource Package (Phase 1)
March 17-21, 2025 | NEAP Baguio**

Meals	March 16, 2025 Sunday	March 17, 2025 Monday	March 18, 2025 Tuesday	March 19, 2025 Wednesday	March 20, 2025 Thursday	March 21, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

Check-in: March 16, 2025 - 2:00 p.m.

Check-out: March 21, 2025 - 2:00 p.m.

**1.2 Writeshop on the Development of Learning Resource Package (Phase 2)
March 31-April 4, 2025 | NEAP-NCR, Marikina**

Meals	March 30, 2025 Sunday	March 31, 2025 Monday	April 1, 2025 Tuesday	April 2, 2025 Wednesday	April 3, 2025 Thursday	April 4, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

Check-in: March 30, 2025 - 2:00 p.m.

Check-out: April 4, 2025 - 2:00 p.m.

**1.3 Finalization of the Instructional Design and Learning Resource Package
June 16-20, 2025 | NEAP Baguio**

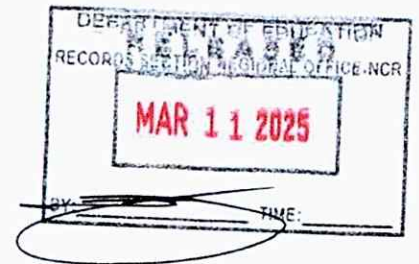
Meals	June 15, 2025 Sunday	June 16, 2025 Monday	June 17, 2025 Tuesday	June 18, 2025 Wednesday	June 19, 2025 Thursday	June 20, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

Check-in: June 15, 2025 - 2:00 p.m.

Check-out: June 20, 2025 - 2:00 p.m.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2025- 236

TO : **CRISTITO A. ECO, CESO III**
Assistant Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent, SDO Manila

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

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **PARTICIPANTS TO THE WRITESHOP ON THE DEVELOPMENT OF LEARNING RESOURCE PACKAGE FOR ADVANCED COURSE FOR SCHOOL HEADS DEVELOPMENT PROGRAM PHASES 1 AND 2**

DATE : **March 5, 2025**

1. This is in reference to the Advisory dated February 26, 2025 from Dir. Jennifer E. Lopez, Director IV of National Educator's Academy of the Philippines (NEAP), and Memorandum DM-OUHROD-2025-0344 from Dr. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Ms. Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), informing the concerned Schools Division Offices about the above-captioned subject.

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

No.	Name of Participants	Position	Station
1	Ebenezer A. Beloy	Chief Education Supervisor	SDO Manila
2	Filmore R. Caballero	Chief Education Supervisor	SDO Valenzuela
3	Renato Felipe Jr.	Public School District Supervisor	SDO Manila



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





Republic of the Philippines
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Succeeding Key Activities

Activity	New Date and Venue
Writeshop on the Development of Learning Resource Package for Advanced Course for School Head Development Program (Phase 1)	March 17-21, 2025 NEAP Baguio
Writeshop on the Development of Learning Resource Package for Advanced Course for School Head Development Program (Phase 2)	March 31-April 4, 2025 NEAP Marikina

3. The identified participants are requested to confirm their attendance through identified registration link:

<https://tinyurl.com/Phase1-Registration-Advance>



4. Attached is the List of Participants (Enclosure 1), Indicative Program of Activities (Enclosure 2), and Meal Provision and Accommodation Details (Enclosure 3), for reference.

5. The participants are advised to check in on Day 0 (Sunday), 2:00 p.m. and check out on Day 5 (Friday), 2:00 p.m.

6. The participants are reminded to be ready with materials/references related to their School Heads Development Program or any equivalent to be used during the workshops, as well as bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

7. Board and lodging of the participants will be charge to NEAP HRD Fund while their transportation, per diem, and other incidental expenses shall be charged to their SDO local funds subject to the usual accounting and auditing rules and regulations.

8. For other questions and concerns, kindly coordinate with **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP PDD through email at neap.pdd@deped.gov.ph.




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





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

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



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@depd.gov.ph
Website: <http://www.depedncr.com.ph>



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

February 26, 2025

ADVISORY

Writershop on the Development of Learning Resource Package for Advanced Course for School Heads Development Program Phases 1 and 2

1. This refers to **OM-OUHROD-2025-0344** with the subject "**Advanced Course for School Heads Development Program.**"
2. Relative to this, the National Technical Working Group and writers are hereby informed that there is a change of date relative to the Writershop on the Development of Learning Resource Package for Advanced Course for School Heads Development Program Phase 1 and 2 as follows:

Activity	Original Date	New Date and Venue
Writershop on the Development of Learning Resource Package for Advanced Course for School Head Development Program (Phase 1)	March 3 – 7, 2025	March 17-21, 2025 NEAP Baguio
Writershop on the Development of Learning Resource Package for Advanced Course for School Head Development Program (Phase 2)	March 17-21, 2025	March 31-April 4, 2025 NEAP Marikina

3. Please confirm your participation by **March 7, 2025**, through the following registration link: <https://tinyurl.com/Phase1-Registration-Advance>.
4. Attached is the **List of participants** (Enclosure 1), **Indicative Program of Activities** (Enclosure 2), and **Meal Provision and Accommodation Details** (Enclosure 3) for your reference.
5. Should you have further clarifications, please do not hesitate to contact **Ms. Ailene F. Duterte**, Senior Education Program Specialist of NEAP PDD through email at neap.pdd@deped.gov.ph.


JENNIFER E. LOPEZ
Director IV





Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1 – List of Participants

1.1 Writeshop on the Development of Learning Resource Package (Phases 1)

March 17 - 21, 2025 | NEAP Baguio

1.2 Writeshop on the Development of Learning Resource Package (Phases 2)

March 31 - April 4, 2025 | NEAP - NCR, Marikina

No.	Name of Participants	Position	Station
1	Alexander T. Simagala	PDO IV	NEAP- PDD Program Management Team
2	Dustin Troy R. Joson	SEPS	
3	Jufeel P. Pulvosa	PDO II	
4	Technical Assistant II		
CORE NTWG			
5	Roderick A. Tadeo	Principal IV	SDO Olongapo City, Region III
6	Lorna R. Medrano	CES	SDO Lipa City, Region IV-A
7	Luz Osmeña	CES	QAD, Region IV-A
8	Irene U. Dayandante	PSDS	SDO Camarines Sur, Region V
9	Sylvia D. Villanueva	CES	SDO Northern Samar, Region VIII
10	Ebenezer A. Beloy	CES	SDO Manila, NCR
11	Filmore R. Caballero	CES	SDO Valenzuela, NCR
12	Renato Felipe Jr	PSDS	SDO Manila City, NCR
13	Enerio Ebisa	CES	HRDD, Region X
External Experts (HEIs/ TELs)			
14	Felicia I. Yeban	Faculty	Philippine Normal University
15	External Expert Writer		
16	External Expert Writer		
17	External Expert Writer		
18	External Expert Writer		



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Department of Education
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Enclosure 2 – Indicative Program of Activities

1.1 Writeshop on the Development of Learning Resource Package (Phase 1)
March 17-21, 2025 | NEAP Baguio

Time	Day 0 March 16	Day 1 March 17	Day 2 March 18	Day 3 March 19	Day 4 March 20	Day 5 March 21	
8:30 - 9:00 AM	Arrival of Participants	Arrival of Participants and Registration	Preliminaries				
9:00 - 10:00 AM			Session 2 Recommendations and Process for Developing Slide Deck/Worksheet/ Activity Sheets, and Assessments	Workshop 2 Development of Worksheet/ Activity Sheet	Workshop 3 Development of Assessments	Presentation and Finalization of Slide Deck/Workshe ct/Activity Sheets, and Assessments	
10:00 - 10:15 AM		Health Break					
10:15 - 10:40 AM		Opening Program	Continuation of Session 2	Continuation of Workshop 2	Continuation of Workshop 3	Closing Program	
10:40 - 12:00 PM		Program Backgroun					
12:00 - 1:30 PM		Lunch Break					
1:30 - 2:00 PM		Session 1: Principles and Standards in the Design and Development of Slide Deck/Worksheet/ Activity Sheets, and Assessments	Workshop 1 Development of Slide Deck	Continuation of Workshop 2	Continuation of Workshop 3	Departure from Venue	
2:00 - 3:00 PM							
3:00 - 3:15 PM		Health Break					
3:15 - 4:30 PM		Continuation of Session 1	Presentation of Outputs	Presentation of Outputs	Presentation of Outputs		
4:30 - 4:45 PM		Reminders and Daily Evaluation					
4:45 - 5:00 PM		PMT Debriefing					





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Indicative Program of Activities
1.2 Writeshop on the Development of Learning Resource Package (Phase 2)
March 31 - April 4, 2025 | NEAP-NCR, Marikina

Time	Day 0 March 30	Day 1 March 31	Day 2 April 1	Day 3 April 2	Day 4 April 3	Day 5 April 4	
8:30 - 9:00 AM	Arrival of Participants	Arrival of Participants and Registration	Preliminaries				
9:00 - 10:00 AM			Session 2 Recommendations and Process for Developing Session Guides and Self- Paced/ LAC Modules	Continuation of Workshop 1	Continuation of Workshop 3	Presentation and Finalization of Session Guides and Self-Paced/ LAC Modules	
10:00 - 10:15 AM		Health Break					
10:15 - 10:40 AM		Opening Program Program Background	Continuation of Session 2	Presentation of Outputs	Continuation of Workshop 3	Closing Program	
10:40 - 12:00 PM							
12:00 - 1:30 PM		Lunch Break					
1:30 - 2:00 PM		Session 1: Principles and Standards in the Design and Development of Session Guides and Self-Paced/ LAC Modules	Workshop 1 Development of Slide Deck	Workshop 3 Development of Self-paced/LAC Modules	Presentation of Outputs	Departure from Venue	
2:00 - 3:00 PM							
3:00 - 3:15 PM		Health Break					
3:15 - 4:30 PM		Continuation of Session 1	Presentation of Outputs	Presentation of Outputs	Presentation of Outputs		
4:30 - 4:45 PM	Reminders and Daily Evaluation						
4:45 - 5:00 PM	PMT Debriefing						





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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3 - Meal Provision and Accommodation Details

**1.1 Writeshop on the Development of Learning Resource Package (Phase 1)
 March 17-21, 2025 | NEAP Baguio**

Meals	March 16, 2025 Sunday	March 17, 2025 Monday	March 18, 2025 Tuesday	March 19, 2025 Wednesday	March 20, 2025 Thursday	March 21, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

Check-in: March 16, 2025 - 2:00 p.m.
 Check-out: March 21, 2025 - 2:00 p.m.

**1.1 Writeshop on the Development of Learning Resource Package (Phase 2)
 March 31-April 4, 2025 | NEAP-NCR, Marikina**

Meals	March 30, 2025 Sunday	March 31, 2025 Monday	April 1, 2025 Tuesday	April 2, 2025 Wednesday	April 3, 2025 Thursday	April 4, 2025 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

Check-in: March 30, 2025 - 2:00 p.m.
 Check-out: April 4, 2025 - 2:00 p.m.





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Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0344

TO: Regional Directors (III, IV-A, V, VII, X, and NCR)
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: **ADVANCED COURSE FOR SCHOOL HEADS DEVELOPMENT PROGRAM**

DATE: 17 February 2025

- Pursuant to Republic Act (RA) No. 9155 "Governance of Basic Education Act of 2001" and R.A. No. 10533 "Enhanced Basic Education Act of 2013" which provide legal foundation for the establishment of a decentralized governance structure in the education sector and the empowerment of school heads towards effective school leadership and management, school heads must be equipped with the necessary knowledge and skills to successfully carry out their duties and responsibilities which include improving teacher quality and ultimately enhancing learner achievement.
- In this regard, the National Educators Academy of the Philippines (NEAP) will conduct the following developmental workshops/activities for an **Advanced Course for School Heads Development Program** focusing on transformational leadership, policy advocacy, and coaching and mentoring among others:

Activity	Date	Venue	Expected Participants
Workshop on the Development of Instructional Design	17-21 February 2025	NEAP Baguio	Field Experts and External Experts

Writeshop on the Development of Learning Resource Packages (LRPs) - Phase 1	03-07 March 2025	NEAP Marikina	Field Experts and External Experts
Writeshop on the Development of LRPs - Phase 2	17-21 March 2025		
Quality Assurance and Validation of the Instructional Design and LRPs	21-25 April 2025		
Finalization of the Instructional Design and LRPs	16-20 June 2025		
Training of NEAP Faculty	30 June - 09 July 2025		

3. The objectives of the developmental workshops are as follows:
 - a. Design professional development (PD) programs that are aligned with the Philippine Professional Standards for School Heads (PPSSH), ensuring that they contribute to the elevation and refinement of the leadership competencies of school heads to an exceptional level of proficiency;
 - b. Develop a comprehensive LRP for the School Heads Development Program, with the aim of providing school leaders with strategic tools and resources that foster transformative leadership and high-impact school management; and
 - c. Ensure that the PD programs meet the necessary criteria for accreditation by the Professional Regulation Commission (PRC), guaranteeing that they uphold the highest standards of educational leadership.
4. In preparation for this series of activities, **the National Technical Working Group (NTWG) will hold a virtual meeting on 14 February 2025, 10:00 a.m. – 12:00 p.m.** via *Microsoft Teams*, to discuss the following: program overview; NTWG terms of reference; and clarification of issues and concerns. Meeting details/credentials will be sent to the identified NTWG members through email.
5. For confirmation of attendance, the participants are enjoined to register through the link <https://bit.ly/SHDPAAdvanceWI> for the preparatory virtual meeting and the in-person developmental workshops **on or before 13 February 2025**.
6. For reference, attached are the *List of Participants (Enclosure 1)* and the *Indicative Program of Activities (Enclosure 2)* for each workshop.
7. The participants are advised to check in on Day 0 (Sunday), 3:00 p.m. and check out on Day 5 (Friday), 12:00 p.m. Please see the meal schedule below.

Meals	Day 0 Sun	Day 1 Mon	Day 2 Tue	Day 3 Wed	Day 4 Thu	Day 5 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

8. The participants are reminded to be ready with materials/references related to their School Heads Development Program or any equivalent to be used during the workshops, as well as bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
9. 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.
10. As to the other activities such as *Quality Assurance and Validation, Finalization, and Training of NEAP Faculty*, final details and administrative arrangements will be announced through separate advisories.
11. Should you have other questions and concerns, please coordinate with **Ms. Ailene Duterte**, Senior Education Program Specialist, NEAP Professional Development Division, through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
12. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 - List of Participants for Each Workshop

Enclosure 2 - Indicative Program of Activities for Each Workshop

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[NEAP/Duterte/Palvosaj]