



**July 3, 2015**

**DIVISION MEMORANDUM**  
No. **388**, s. 2015

**GUIDELINES FOR PRINCIPALS' TRAINING PROGRAM**

**To: Assistant Superintendent  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 368, s. 2015, entitled, "**Guidelines for Principals' Training Program.**"
2. Immediate and wide dissemination of this Memorandum is directed.

  
**ARBEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



JUN 24 2015

REGIONAL MEMORANDUM

No. **368**, s. 2015

**GUIDELINES FOR PRINCIPALS' TRAINING PROGRAM**

To : Schools Division Superintendents/OICs  
Regional Chiefs

1. Enclosed is an Advisory from the National Educators of the Philippines (NEAP) dated January 13, 2015 re **Guidelines for Principals' Training Program**.
2. For details, refer to the attached communication.
3. The Guidelines on the Conduct of Foundational Training Course for School Heads, Letter from Dir. Lourdes D. Pantoja regarding on the issuance of NEAP Certification, and Training Impact Evaluation Form are contained in the following enclosures:
  1. Enclosure No. 1 – Guidelines on the Conduct of Foundational Training Course for School Heads
  2. Enclosure No. 2 – Letter from Dir. Lourdes D. Pantoja dated June 4, 2015
  3. Enclosure No. 3 – Training Impact Evaluation Form
4. Immediate and wide dissemination of this Memorandum is desired.

*Juliet A. Jeruta*  
**JULIET A. JERUTA**  
Director III  
Officer-In-Charge

JA/EBE, Jmgp

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
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414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EFA 2015: Kawapatan ng Lahat, Pananagutan ng Lahat"*



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ADVISORY\_NEAP\_2015-01

TO: Bureau Directors  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

SUBJECT: Guidelines for Principals' Training Program

DATE: January 13, 2015

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1. As agreed during the meeting with the Regional Directors on December 15, 2014, the Regional Office shall be allowed to conduct the Principals' Training Program subject to the guidelines to be issued by the National Educators Academy of the Philippines - Central Office (NEAP-CO). This is to facilitate the filling up of Principal items and the reclassification of Head Teacher and Principal positions pursuant to DepEd Order No. 97, s. 2011.
2. Towards this end, NEAP-CO reviewed the relevant policies and guidelines to inform the development of the training framework, systems, processes and guidelines. The Academy also conducted a focus group discussion attended by selected school principals, schools division superintendents and external resource persons to further enrich the guidelines.
3. Considering the varying development needs of school heads, the training program shall encompass three types of courses addressing the development need at every level of competency.
4. With the urgent need for NEAP accredited training for appointment to Principal I position and reclassification of HT and Principal positions in the field, the enclosed guidelines shall cover only the Foundational Training Course that can be conducted by the Regional Office. Pertinent guidelines shall be issued relative to the conduct of other training courses.
5. The Regional Offices are directed to submit to the NEAP-CO their training program schedule covering all the modules of the Foundational Training Course as soon as possible.
6. Queries relative to the guidelines may be addressed to NEAP Central Office c/o Professional Development Division thru [deped.neap@gmail.com](mailto:deped.neap@gmail.com) and (02) 635-4796 or 633-9455.

Please be guided accordingly.

*<original signed>*  
RIZALINO D. RIVERA  
Undersecretary



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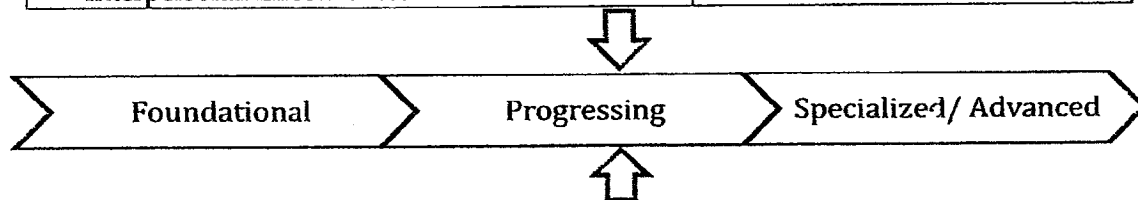
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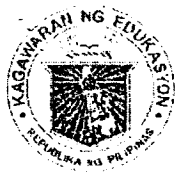
**Guidelines on the Conduct of Foundational Training Course for School Heads**

1. Pursuant to DepEd Order No. 97, s. 2011 requiring the certification of trainings of applicants for Principal I positions and applicants for reclassification to HT I-VI and PII-P-IV by the National Educators' Academy of the Philippines, these **Guidelines on the Conduct of Foundational Training Course for School Heads** shall be adopted.
2. For purposes of NEAP certification of training of aspirants for principal positions and those who are applying for reclassification of their Head Teacher and Principal items, the Regional Offices may conduct the Training Courses for School Heads subject to the standards and requirements provided in these guidelines.
3. The training program shall be developmental in approach and shall be based on the following framework which builds on the National Competency-Based Standards for School Heads as stipulated in DepEd Order No. 32, s.2010:

NGSBS SH Domains	21 <sup>st</sup> Century Skills
1. School Leadership 2. Instructional Leadership 3. Creating a Student Centered Learning Climate 4. HR Management and Professional Development 5. Parent Involvement and Community Partnership 6. School Management and Operations 7. Personal & Professional Attributes and Interpersonal Effectiveness	Communication, Information, Media & Technology Life & Career Skills Innovation



Human Resource Development Support Systems					
Development Needs Assessment System	Profesional Development Planning System	Program Designing System	Program Delivery System	Quality Assurance System	Accreditation & Certification System



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4. There are two types of training courses that may be provided by the NEAP-Regional Office (NEAP-R), namely Foundational Training Course for school heads and Principals' Development Course for principals. The table below shows the types of training, target participants, and program coverage.

Training Program	Target Participants	Program Coverage
<b>School Heads' Foundational Course</b>	<ul style="list-style-type: none"> <li>➤ Would-be principals who have passed the NQESH</li> <li>➤ Head Teachers, Teachers-In-Charge, Officers-in-Charge of Schools</li> <li>➤ School Heads (including principals) who have been assessed to be needing basic training program regardless of number of years as a school head</li> </ul>	Five module course covering all 7 competency domains
<b>Progressing Principals Training Course</b>	<ul style="list-style-type: none"> <li>➤ Those who are already serving as principals and whose competency level is at least basic/beginning.</li> </ul>	All competency domains but should be higher than basic training Specific domains that are assessed to be an urgent concern of a big number of school heads.
<b>Advanced/Specialized Course for Principals (will be provided by NEAP Central Office)</b>	<ul style="list-style-type: none"> <li>➤ Experienced principals and those that have shown exemplary performance in managing and leading their schools and have the potential to assume higher responsibilities.</li> <li>➤ May be appropriate for principals of Senior High Schools.</li> </ul>	Specific domains and topics that will be relevant to the group to further push their capabilities to a higher level and to prepare them for higher responsibilities

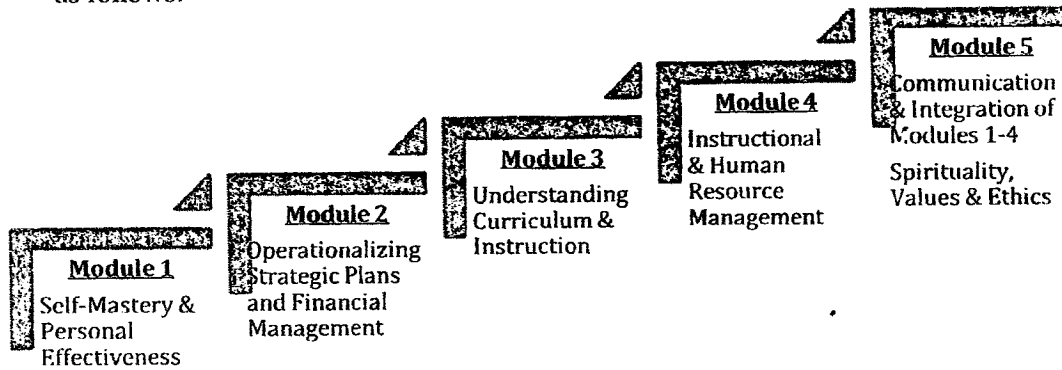
5. Priority should be given to NQESH passers who have not taken the Basic Training Course for School Heads.
6. All training proposals should be submitted to the NEAP-CO via email for evaluation and quality assurance at least one (1) month prior to the scheduled training. The training proposal should include the following:
- Training design (topics on a per day basis, module requirements)
  - List of resource persons and their qualifications
  - Indicative budget
  - Target participants
  - Date and Venue

All training proposals shall follow the standard training design the details of which will be issued in a separate issuance.



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7. For Foundational Training Course, the standard general training design below shall as follows:



	Module 1	Module 2	Module 3	Module 4	Module 5
Re-entry Action Plan (REAP)	Plan on Infusing Integrity in School Operations	Operationalized School Improvement Plan	Supervision on Curriculum & Instruction Plan	Human Resource Management Plan	Integrated Change Innovation
Number of days	5 days	5 days	5 days	5 days	5 days
Percentage Score	20%	20%	20%	20%	20%

8. The evaluation of the performance of participants will be based on the implementation of their action plans. The following criteria shall be the basis of rating:

Feasibility of the Proposal	-	20%
Replicability of the Action Plan	-	25%
Impact on the school improvement	-	40%
Efficiency of Implementation	-	15%
Overall Total		100%

9. The participant should be able to obtain a rating of at least 80% to be admitted to the next module where the participant is given feedback on the action plan implementation.
10. The participant should obtain an overall rating of at least 80 percent to be able to get a certification from NEAP-CO.
11. NEAP-R should evaluate the action plan proposal and the action plan implementation with the support of the Schools Division Office. The Regional Office shall be given the prerogative as to the timing of the module delivery provided the participants are able to implement their module action plan prior to the conduct of the next module.
12. While NEAP-CO is still on the process of the developing the national and regional facilitators' pool, the Regional Office may avail themselves of the services of learning service providers (LSPs) provided they are credible institution/ organization with good track record. The regional office should subject their potential LSPs to thorough



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evaluation prior to engaging their services. This will be valid until guidelines for certification of facilitators' pool and learning service providers will be released.

13. The NEAP-CO shall perform monitoring and evaluation and quality assurance work with respect to the training programs of the Regional Office.

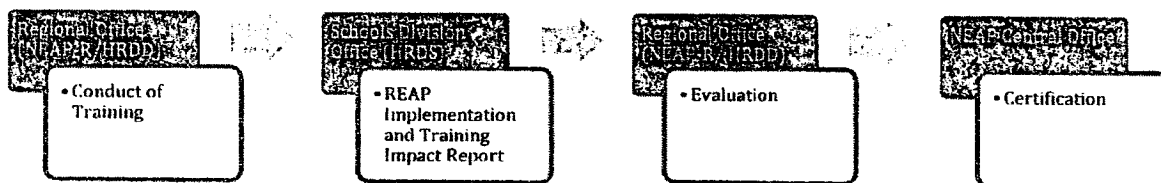
**ROLE OF NEAP-CO**

<b>PRE-TRAINING</b>	Evaluation and QA of Training Design of NEAP-R, Regional Master Plan for Principals' Professional Development
<b>DURING TRAINING</b>	Quality Assurance of Training Delivery
<b>POST-TRAINING</b>	Evaluation of Results and Impact Recommendation to Improve Practice and Policy Processing of Certification after the 5 modules

**Certification Process:**

14. Upon completion of the 5-module training program and evaluation of the REAP, the Regional Director shall endorse to NEAP-CO the NEAP-R report on REAP implementation of the training participants for certification of the training.
15. For reclassification of HT and Principal Positions, a separate set of guidelines shall be issued as regards training program that may be conducted by the region.
16. However, trainings attended by incumbent HT and principals who are applying for reclassification may have their trainings accredited and certified provided these trainings were conducted within five (5) years during submission for certification, are at least 3 days each and should not have been used for previous promotion. Such accreditation and certification may be done either by
  - a. Submission of proof of impact of the training on school performance and improvement in school operations or any aspect that training hopes to address.
  - b. Implementing a REAP, if not yet done, and should be supervised by the Division (HRDS), and evaluated by the NEAP-R or by submitting a report on the implementation of the REAP.

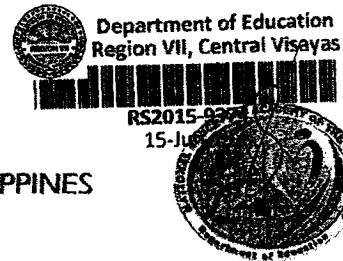
Below is the flow chart of the certification process.



17. The impact of training and/or the REAP for every training must obtain a rating of least 80% for it to be submitted for accreditation and certification.
18. Certification of the training may be done by NEAP C.O. upon the favorable recommendation of the Regional Director who should exercise due diligence in evaluating the reports of the NEAP-R.



Republic of the Philippines  
Department of Education  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**  
DepEd Complex, Meralco Avenue, Pasig City



4 June 2015

**Dr. JULIET A. JERUTA**  
Officer-In-Charge  
DepEd Region VII  
Sudlon, Lahug, Cebu City

Dr. Jeruta:

This is with reference to a number of requests being submitted to the National Educators Academy of the Philippines (NEAP) for the issuance of a certification of trainings attended by some school heads as part of the requirements for reclassification.

Please note that the Undersecretary of Regional Operations has issued an unnumbered memorandum dated 13 January 2015, entitled "**Guidelines for Principals' Training Program**" and which has been forwarded to the different regional and division offices, stating thus:

"X x x

19. *X x x trainings attended by incumbent HT and principals who are applying for reclassification may have their trainings accredited and certified provided these trainings were conducted within five (5) years during submission for certification, are at least 3 days each and should not have been used for previous promotion. Such accreditation and certification may be done either by*
  - c. *Submission of proof of impact of the training on school performance and improvement in school operations or any aspect that training hopes to address*
  - d. *Implementing a reap, if not yet done, and should be supervised by the Division (HRDS), and evaluated by NEAP-R or by submitting a report on the implementation of the REAP.*
20. *The impact of training and/or REAP for every training must obtain a rating of at least 80% for it to be submitted for accreditation and certification.*
21. *Certification of the training may be done by NEAP CO upon the favorable recommendation of the Regional Director who should exercise due diligence in evaluating the reports of the NEAP-R."*

As such, the Academy appeals for your assistance in informing the applicants for reclassification to be guided by the aforesaid policy. Enclosed herein is the said guidelines and the template for the evaluation of the impact of training.

Thank you very much.

  
**MA. LOURDES D. PANTOJA**  
Director III



**EVALUATION OF THE IMPACT OF TRAINING**

TITLE OF THE TRAINING: \_\_\_\_\_

INCLUSIVE DATES: \_\_\_\_\_

VENUE: \_\_\_\_\_

IMPLEMENTED/DELIVERED/MANAGED BY: \_\_\_\_\_

**PART I – ACTION PLAN AND JEL EVALUATION**

Please rate the training participant along the following items:

Item	Strongly Agree	Agree	Disagree	Strongly Disagree
<b>ACTION PLAN IMPLEMENTATION</b>				
1. Action Plan responds to the need of the school				
2. Action Plan shows learning from the training attended				
3. Action Plan was implemented efficiently				
4. Action Plan has satisfactorily achieved its objectives				
<b>JOB-EMBEDDED LEARNING</b>				
1. Job-Embedded Learning contract reflects competency-focus of the training attended				
2. Training participant shows the desired competencies targeted by the training attended				

**Note: Attach supporting documents where applicable**

**PART II- CRITICAL INCIDENTS**

Write below any critical incidents which show how the training participant has demonstrated the training competencies not captured in the questionnaire above (Use additional sheets if needed).

DATE	SITUATION/TASK	ACTION	RESULT

**Note: Attach supporting documents where applicable**

Evaluated by: \_\_\_\_\_

Noted: \_\_\_\_\_, Regional Director