



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 17 2025

MEMORANDUM
No. 277, s. 2025

IMPLEMENTATION OF S.H.A.P.E. 2.0
(School Head Apprenticeship toward Priming And Empowerment):
A PRE-RECRUITMENT ONBOARDING MECHANISM FOR ASPIRING SCHOOL HEADS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
SHAPE-TWG
2023 NQESH Passers
Others Concerned

1. This Office hereby informs the field of the implementation of the above-captioned program in July-October 2025.
2. The first edition of SHAPE provided the basis for designating five (5) 2023 *National Qualifying Examinations for School Heads (NQESH)* passers as Officer-in-Charge (OICs) in schools with no school heads.
3. SHAPE 2.0 seeks to address the professional development needs of two (2) cohorts comprising the 13 original participating 2023 NQESH Passers— (1) those assigned as OICs, and (2) those not yet assigned as OICs.
4. Its terminal objectives are as follows:

Cohort 1- Officers-in-Charge (OICs)

Provide targeted support to newly appointed OICs in understanding using the crucial interplay between and among essential knowledge, skills, and leadership competencies in addressing areas for further improvement in terms of managing their schools, fostering a positive learning environment, and aligning their practices with institutional goals and educational standards

Cohort 2-Non-OIC NQESH Passers

Provide Non-OIC NQESH Passers further opportunities to develop strategic leadership skills, learn efficient resource management, enhance understanding of how to use data-driven decision-making to effectively support curriculum implementation, teacher development, and student achievement, build effective communication strategies for stakeholders, promote inclusive, positive, and safe school environments and manage change and innovation to adapt to educational trends.



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5. For Cohort 2, each component shall correspond to points. The SHAPers shall be ranked based on their total scores to determine prioritization in assigning officers-in-charge (OICs) in schools where needs exist.
6. The program components, expected participants, and timeline are as follows:

Component	Participating Cohorts	Timeline
Training Workshop It is a three-day master class designed to provide high-quality inputs related to the development needs of the passers based on the unique needs of Muntinlupa public schools.	Cohort 1 and 2	July 2025
Practicum An 80-hour off-session practicum engagement to be completed over two months designed to allow SHAPers to immerse in real-world administrative experiences under the mentorship of seasoned principals.	Cohort 2	August-September, 2025
360° Validation It is a validation activity, involving three-phases: (1) task simulation, background validation with peers, and panel interview.	Cohorts 2	October, 2025

7. All concerned are directed to refer to the matrix below for the details of the preparatory activities.

Preparatory Activity	Date, Time and Venue	Participants
Coordination Meeting	June 23, 2025, 9:00 AM, OSDS	SEF-TWG
SHAPE 2.0 Launch	June 26, 2025, 9:00 AM, SDO Conference Room	SEF TWG 2023 NQESH Passers
Needs Assessment	June 30, 2025, 9:00 AM, SDO Conference Room	SEF TWG 2023 SH Passers

8. The approved work program is enclosed for your reference.
9. For your information, guidance, and compliance.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Encl: As stated

To be indicated in the **Perpetual Index**
Under the following subjects

SCHOOL HEADS

PROGRAMS AND PROJECTS

JBE/Memo — Implementation of S.H.A.P.E. 2.0 (School Head Apprenticeship toward Priming and Empowerment): A Pre-Recruitment Onboarding Mechanism for Aspiring School Heads

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