



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 09 2025

MEMORANDUM
No. 447, s. 2025

**PRIMING EMPOWERED LEADERS:
THE SHAPE 2.0 OPERATIONAL AND STRATEGIC LEADERSHIP WORKSHOP**

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. Pursuant to the commitment of SDO Muntinlupa to uphold merit, fitness, and competence in school leadership, this office is pleased to announce the conduct of the above-captioned activity on **September 23-26, 2025**, at the SDO Activity Center as part of the second iteration of S.H.A.P.E. (*School Head Apprenticeship toward Priming and Empowerment*).
2. As identified through a rigorous needs assessment, our aspiring school leaders require continued and targeted support in core administrative and instructional leadership domains. This four-day training workshop is designed to bridge these competency gaps, equipping our NQESH passers with the essential knowledge, skills, and attitudes to lead our schools towards excellence effectively.
3. This training workshop aims to:
 - Provide high-quality inputs on critical school leadership and management functions.
 - Enhance operational competence in key areas, including financial management, learner welfare, and administrative processes.
 - Foster strategic thinking through the development of data-informed plans for school improvement, instructional supervision, and professional development.
 - Prepare participants for the subsequent shadowing and application project components of SHAPE 2.0.
4. The activity will be attended by the following:
Cohort 1: Officers-in-Charge (OICs) appointed from the first SHAPE program.
Cohort 2: Non-OIC 2023 NQESH Passers.
5. The detailed program of activities, including session topics and learning objectives, is attached as **Annex A**.

NUM-2025-447



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447



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6. A registration fee of Two Thousand Pesos (P2,000.00) per participant shall be paid to the Division Cashier, Ms. Maria Cristina F. Malacad, on or before September 20, 2025. The said amount shall be charged against the school's MOOE or local funds, subject to existing accounting and auditing rules and regulations.
7. For your information, guidance, and compliance.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

SCHOOL HEADS

PROGRAMS AND PROJECTS

FCM/Memo — Priming Empowered Leaders: The Shape 2.0 Operational and Strategic Leadership Workshop

447 /September 8, 2025

NUM-2025-447



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ANNEX A: SHAPE 2.0 OPERATIONAL AND STRATEGIC LEADERSHIP WORKSHOP MATRIX

Time	Topic	Learning Objectives
DAY 1: September 23, 2025		
8:00 AM - 8:30 PM	Opening Program	
8:30 AM - 12:00 PM	Lecture-Workshop 1: Data-Driven School Improvement: From Performance Review to Project Development & M&E Facilitator: Lilia A. Ricero, CESE Assistant Schools Division Superintendent	<ul style="list-style-type: none"> o Analyze school data (e.g., LAPG, NAT, attendance, dropout rates) to identify key improvement areas o Formulate strategic, measurable Priority Improvement Areas (PIAs). o Draft a Project Proposal for a specific PPA aligned with the SIP. o Develop a simple Monitoring & Evaluation (M&E) framework for the proposed PPA.
12:00 nn	Lunch	
1:00 PM - 4:30 PM	Lecture-Workshop 2: Strategic Instructional Supervision: Crafting a Focused Supervisory Plan Facilitator: Florante C. Marmeto EdD Curriculum Implementation Division	<ul style="list-style-type: none"> o Differentiate between clinical supervision, mentoring, and coaching. o Design an annual Instructional Supervisory Plan focused on improving teaching practice and learner achievement. o Utilize various observation tools and techniques for constructive feedback
DAY 2: September 24, 2025		
8:30 AM - 10:30 AM	Opening Program	
8:30 AM - 10:30 AM	Lecture-Workshop 3: Leading Collaborative Inquiry: Facilitating Professional Learning Communities (PLCs) Facilitator: Hilario G. Canasa Principal II, Putatan ES	<ul style="list-style-type: none"> o Plan and structure effective PLC sessions (e.g., LAC Sessions) based on school needs. o Apply facilitative leadership skills to encourage collaborative problem-solving and shared ownership among teachers. o Document PLC outcomes and integrate them into the school's L&D plan.
10:30 AM - 12:00 PM	Lecture-Workshop 4: Building Capacity: Preparing a Strategic	<ul style="list-style-type: none"> o Synthesize data from instructional supervision, PLC outputs, and





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Time	Topic	Learning Objectives
	Learning and Development (L&D) Plan Facilitator: Shella C. Navarro Principal IV, Muntinlupa ES	IPCRF to identify teacher development needs. Formulate a coherent Annual L&D <ul style="list-style-type: none"> o Plan that is strategic, responsive, and budget-conscious.
1:00 PM - 3:00 PM	Lecture-Workshop 5: Fiscal Stewardship: Managing the Request, Utilization, and Liquidation of MOOE Ms. Karina Medina Division Accountant	<ul style="list-style-type: none"> o Explain the guidelines for the proper and ethical utilization of MOOE. o Prepare a budget proposal and procurement request aligned with AIP and MOOE guidelines
3:00 PM - 4:30 PM	Lecture-Workshop 6: Entrepreneurial Leadership: Management of School Canteen Operations Facilitator: Dr. Leonaida Gutierrez Education Program Supervisor Technology and Livelihood Education	<ul style="list-style-type: none"> o Ensure canteen operations comply with DepEd's policy on healthy food and sanitation (DepEd Order 8, s. 2007 & DepEd Order 14, s. 2017). o Apply basic financial management principles for canteen profitability and sustainability. o Develop a simple canteen improvement plan.
DAY 3: September 25, 2025 (Simulation)		
8:30 AM - 10:30 AM	Simulation 1: Leading Collaborative Inquiry: Facilitating Professional Learning Communities (PLCs) Facilitator: Hilario G. Canasa Principal II, Putatan ES	<ul style="list-style-type: none"> o Apply facilitative leadership skills to encourage collaborative problem-solving and shared ownership among teachers.
10:30 AM - 12:00 PM	Simulation 2: Building Capacity: Preparing a Strategic Learning and Development (L&D) Plan Facilitator: Shella C. Navarro Principal IV, Muntinlupa ES	<ul style="list-style-type: none"> o Present a coherent Annual L&D Plan that is strategic, responsive, and budget-conscious.
1:00 PM - 3:00 PM	Simulation 3: Fiscal Stewardship: Managing the Request, Utilization, and Liquidation of MOOE	<ul style="list-style-type: none"> o Execute the proper liquidation process with complete supporting documents.





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Time	Topic	Learning Objectives
	Ms. Karina Medina Division Accountant	
3:00 PM - 4:30 PM	Simulation 4: Entrepreneurial Leadership: Management of School Canteen Operations Facilitator: Dr. Leonaida Gutierrez Education Program Supervisor Technology and Livelihood Education	<ul style="list-style-type: none"> Execute the proper liquidation process with complete supporting documents.
<ul style="list-style-type: none"> DAY 3: September 26, 2025 		
8:30 AM - 10:30 AM	<ul style="list-style-type: none"> Opening Program 	
8:30 AM - 12:00 AM	Lecture-Workshop 7: The Child-Centered School: Ensuring Learners' Rights and Protection Facilitator: Ma. Regalee A. Olarte OIC-Chief Supervisor School Governance and Operations Division	<ul style="list-style-type: none"> Identify different forms of child abuse, bullying, and discrimination in the school setting. Execute the mandated child protection procedures and protocols (DepEd Order 40, s. 2012, and others).
1:00 PM - 4:00 PM	Lecture-Workshop 8: Due Process and Resolution: Handling Grievance and Administrative Complaints Facilitator: Atty. Erness Faith Regacho-Espanto Attorney III	<ul style="list-style-type: none"> Differentiate between a grievance and an administrative complaint. Navigate the step-by-step procedure for handling grievances as per CSC and DepEd guidelines. Appreciate the fundamentals of due process and the importance of documentation in administrative cases.
4:00 PM - 4:30 PM	Synthesis, Commitment Setting, and Closing Program	