



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 03 2025

MEMORANDUM
No. 499, s. 2025

S.H.A.P.E .

(School Head Apprenticeship Toward Priming And Empowerment)
COHORT 2 PRACTICUM AND 360° VALIDATION

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. Attached is the detailed work program outlining the procedures and evaluation mechanisms for the Practicum and 360° Validation components of the SHAPE Program for Cohort 2: Non-OIC Passers.

2. This proposal has been developed to ensure a structured, fair, and impactful bridge between the theoretical knowledge gained in the program and its practical application. The key components are designed to:

o **Immerse SHAPers in Real-World Scenarios (October 6-17, 2025); and**
Through an 80-hour, mentor-guided practicum, participants will apply learned concepts, develop critical administrative skills, and engage in reflective practice.

o **Provide a Holistic Competency Assessment (October 20-22, 2024).**
The 360° Validation process will utilize task simulation, confidential peer feedback, and a panel interview to deliver a multi-faceted evaluation of each participant's readiness and capabilities.

3. The document provides a comprehensive framework for implementation, including:

- o A clear rationale and objectives for each component.
- o A step-by-step procedure from mentor pairing to final evaluation.
- o Standardized rating sheets with criterion-based metrics to ensure objective and consistent assessment.

4. The specific weightings (40% for Practicum, 30% for 360° Validation) will contribute to the SHAPers' overall Cohort 2 rating.

NUM-2025-499



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5. Below is the list of Cohort 2 SHAPeRs and their respective mentors.

SHAPeR	Assigned Mentor
1. Abejar, Nelia	Dr. Jane May C. Valbuena
2. Daludug, Mary Jean	Dr. Shella C. Navarro
3. Guevarra, Gemini	Dr. Aurora S. Bartolaba
4. Medenilla, Arsenio	Dr. Raul T. Felix
5. Montojo, Edward	Dr. Jay Boy E. Evano
6. Trimidal, Zyra	Dr. Antonio B. Rocha

6. SHAPeRs and Mentors are expected to attend the Orientation on October 3, 2025, 9:30 AM at the SDO Mini-Conference Room.
7. The successful execution of these components will be instrumental in fulfilling the SHAPe Program's ultimate goal of developing strategic, competent, and high-impact administrative professionals.
8. 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

VMG/Memo — S.H.A.P.E (School Head Apprenticeship Toward Priming And Empowerment)
Cohort 2 Practicum And 360° Validation

499 _____/October 2, 2025

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SHAPE COHORT 2 PRACTICUM AND 360° VALIDATION

(For Cohort 2: Non-OIC Passers)

I. Rationale

This work program outlines the detailed procedures and evaluation mechanisms for the Practicum and 360° Validation components of the SHAPE Program for Cohort 2. These components are designed to bridge theory and practice, providing participants ("SHAPers") with real-world administrative experience and a multi-faceted assessment of their competencies.

II. Program Components

A. 80-Hour Off-Session Practicum (October 6-17, 2025)

a. Objective

To immerse SHAPers in real-world administrative scenarios under the guidance of a seasoned principal (mentor), enabling them to apply learned concepts, develop practical skills, and reflect on their professional growth.

b. Procedure

Phase 1: Selection and Pairing (Facilitated by SHAPE TWG)

- The SHAPE Technical Working Group (TWG) will identify and secure commitments from qualified mentors (e.g., seasoned principals).
- SHAPers will be paired with mentors based on areas of expertise, SHAPers' learning goals, and logistical considerations.

Phase 2: Mentoring Plan Development

- The SHAPER, with the active assistance and approval of the assigned mentor, shall prepare a detailed Mentoring Plan.
- This plan must outline the specific learning objectives, key tasks/projects to be undertaken, target deliverables, and a tentative timeline for the 40-hour engagement over a period of two (2) weeks.

Phase 3: Practicum Execution

- The SHAPER will undertake the activities as per the approved Mentoring Plan.
- Mentoring sessions should be flexible (in-person, virtual, or hybrid) but must be completed within the two-week timeframe.





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- The SHAPeR is required to maintain a Reflective Journal to document daily/weekly activities, challenges, insights, and lessons learned.
- **Phase 4: Monitoring and Submission**
 - The SHAPE TWG will conduct a monthly check-in with both the SHAPeR and the Mentor to track progress, address challenges, and ensure alignment with program goals.
 - The SHAPeR must submit the following to the SHAPE TWG:
 - Approved Mentoring Plan (Start of Practicum)
 - Weekly Reports (Submitted every Friday)
 - Performance Monitoring and Coaching Form (PMCF) - (To be completed mid-way and at the end)
 - Completion Report and Reflective Journal (End of Practicum)
- **Phase 5: Evaluation and Rating**
 - The mentor will evaluate the SHAPeR's overall performance based on the submitted deliverables, observed competencies, and professional disposition.
 - The Practicum Rating will account for 40% of the SHAPeR's overall Cohort 2 rating.

B. 360° Validation (October 20-24, 2024)

a. Objective

To provide a holistic and multi-perspective assessment of a SHAPeR's competencies through task simulation, peer feedback, and a panel interview.

b. Procedure

Phase 1: Scheduling and Preparation (Facilitated by SHAPE TWG)

- The SHAPE TWG shall determine and communicate the official schedule for the validation activity.
- A validating team shall be composed of SHAPE mentors who are not the direct practicum mentor of the participant being assessed.

Phase 2: Three-Phase Validation Activity

- **Task Simulation:** The SHAPeR will be given a realistic, time-bound administrative task (e.g., drafting a response to a complex email, preparing a meeting agenda and minutes, analyzing a dataset). This assesses practical skills under pressure.



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- **Background Validation with Peers:** The validating team will confidentially solicit feedback from the SHAPER's peers within the cohort regarding their collaboration, communication, and teamwork skills.
- **Panel Interview:** The SHAPER will face a panel of validators for a structured interview. Questions will probe their problem-solving, critical thinking, ethical judgment, and understanding of administrative principles.
- **Phase 3: Evaluation and Rating**
 - The validating team will collate scores from all three phases.
 - The 360° Validation Rating will account for 30% of the SHAPER's overall Cohort 2 rating.

Annex 1



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MENTORING PLAN

A: Personal Information

- SHAPeR's Name:
- School:
- Mentor/Supervisor Name:
- Practicum Start Date:
- Practicum End Date:
- Total Hours Required:

B: Practicum Overview & Learning Objectives

- **Brief Description of Practicum Role & Key Responsibilities:**
(e.g., Assist in analyzing the 1st Quarter ESM Performance of Learners.)
-
- **Primary Learning Objectives:**
(List 3-5 SMART goals - Specific, Measurable, Achievable, Relevant, Time-bound.)
 1. Objective 1:
 2. Objective 2:
 3. Objective 3:

C: Mentoring & Support Strategy

- **Scheduled Meeting Frequency:** *(e.g., Weekly one-on-one meetings every Monday at 10:00 AM)
- **Meeting Format:** (e.g., In-person, Video Call)
- **Key Discussion Topics for Meetings:** (e.g., Progress on objectives, feedback on work, upcoming tasks, challenges.)
- **Method of Feedback:** (e.g., Verbal feedback during meetings, written feedback on shared documents, formal mid-term review.)

D: Agreement and Signatures

By signing below, we acknowledge that we have reviewed this Mentoring Plan and agree to the objectives, responsibilities, and support strategy outlined above.

ShAPeR's Signature: _____ **Date:** _____

Mentor Signature: _____ **Date:** _____



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Annex 2:

WEEKLY REPORT
(Submitted every Friday)

- **SHAPeR's Name:**
- **Mentor's Name:**
- **Week Ending:** (e.g., Friday, October 17, 2025)
- **Week #:** (e.g., Week 1 of 2)

1. Summary of Activities & Tasks Completed

(List what you accomplished this week. Be specific.)

- Task 1:
- Task 2:
- Task 3:

2. Progress Toward Learning Objectives

(Connect your tasks to the objectives in your Mentoring Plan.)

- Related to Objective 1:
- Related to Objective 3:

3. Challenges Encountered & Solutions

(Be honest and proactive. This shows problem-solving skills.)

- Challenge:
- Solution/Action:

4. Plans & Goals for Next Week:

(This shows you are organized and forward-thinking.)

- Goal 1:
- *Goal 2:

5. Questions for Mentor/Feedback Requested:

(This ensures you get the support you need.)



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Annex 3

PERFORMANCE MONITORING AND COACHING FORM (PMCF)

This is a formal evaluation tool, used for mid-term and final review.

- **SHAPeR's Name:**
- **Mentor's Name:**
- **Review Period:** Mid-Practicum Final
- **Date of Review:**

Instructions: Please rate the student's performance on the following competencies. Use the scale: **1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations.**

Competency Area	Rating (1-3)	Specific Examples & Comments for Reinforcement/Improvement
Job Knowledge & Skills (Understands tasks, uses relevant skills)		
Quality of Work (Accuracy, thoroughness, timeliness)		
Initiative & Motivation (Proactive, self-starter, seeks new tasks)		
Communication Skills (Verbal, written, active listening)		
Teamwork & Collaboration (Works well with others, respectful)		
Problem-Solving & Critical Thinking (Analyzes issues, proposes solutions)		



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Competency Area	Rating (1-3)	Specific Examples & Comments for Reinforcement/Improvement
Professionalism & Work Ethic <i>(Punctual, reliable, adheres to policy)</i>		

Summary of Strengths:

(Mentor to complete - highlight key areas where the SHAPER excels.)

Areas for Future Development:

(Mentor to complete - provide constructive, actionable feedback.)

Goals for Remainder of Practicum / Post-Practicum:

(Jointly agreed upon goals based on this review.)

- 1.
- 2.

Signatures:

SHAPER: _____ Date: _____

Mentor: _____ Date: _____

Annex 4



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COMPLETION REPORT AND REFLECTIVE JOURNAL
(End of Practicum)

This is your final summary and personal reflection.

- **SHAPer's Name:**
- **Practicum Period:** (Start Date) to (End Date)
- **Mentor's Name:**
- **Final Report Date:**

Part A: Completion Report (Factual Summary)

- **1. Executive Summary of Role and Responsibilities:**
(A concise paragraph summarizing your overall role, department, and primary duties.)
- **2. Key Projects & Accomplishments:**
(List the most significant projects you worked on or completed. Use bullet points.)
 - Project A: [Project Name] - [Brief description of your role and the outcome].
 - Accomplishment: [e.g., "Streamlined the filing process, reducing retrieval time by 15%"].
- **3. Summary of Learning & Skill Development:**
(List the technical and soft skills you have developed. Be specific.)
 - **Technical Skills:** (e.g., Salesforce CRM, SEO analysis, financial modeling in Excel)
 - **Professional Skills:** (e.g., Client communication, project management, professional networking)

Part B: Reflective Journal (Personal Insight)

- **1. Overall Experience Reflection:**
(In paragraph form, reflect on your journey. What was the most valuable aspect of this experience? How did it align with your career goals?)
- **2. Key Challenges and Lessons Learned:**
(Describe a significant challenge you faced and, most importantly, what you learned from overcoming it. This demonstrates growth.)
- **3. Self-Evaluation of Growth:**
(How have you changed professionally and personally? What are your strengths as a professional, and what areas are you now more aware need continued development?)
- **4. Feedback on the Practicum Program:**
(Provide constructive feedback for your academic institution and the host organization to help improve the program for future students.)
- **5. Acknowledgments:**
(A brief thank you to your mentor, colleagues, and the organization for the opportunity and support.)

SHAPer's Signature: _____

Date: _____



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SHAPE Cohort 2 Practicum and 360° Validation
(For Cohort 2: Non-OIC Passers)
Rating Sheets

A. Practicum

Instructions: Please rate the SHAPER's performance based on the following criteria. Use a scale of 1 to 5, where 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent.

Criteria	Weight	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)	Score (Weight x Rating)
1. Quality of Work & Deliverables	30%	Incomplete, inaccurate	Meets minimal standards	Accurate and complete	High-quality, thorough	Exceptional, exceeds expectations	
2. Initiative & Proactiveness	20%	Requires constant direction	Seeks guidance when needed	Self-directed on routine tasks	Proactively identifies issues	Anticipates needs and acts	
3. Administrative Competence	25%	Lacks key administrative skills	Demonstrates basic skills	Competent in core functions	Highly skilled and efficient	Expert-level application	
4. Professionalism & Ethics	15%	Unreliable, unprofessional	Generally reliable	Consistently professional and ethical	Exemplary conduct, builds trust	A role model for others	
5. Reflection & Learning Agility	10%	Fails to reflect or learn	Superficial reflection	Learns from experience	Deep reflection, applies learning	Transforms learning into innovation	
Total Score	100%						/ 100

B. 360° Validation Rating Sheet

Instructions: Please rate the SHAPER's performance in each phase. The final score is the average of the three phase scores.

Part 1: Task Simulation (Weight: 40% of Validation Score)

Task: *[Brief description of the simulation task, e.g., "Draft a memo addressing an office conflict"]*

Criteria	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)	Score
Accuracy & Completeness						
Clarity & Organization						
Adherence to Format/Protocol						
Time Management						
Subtotal (Sum of scores / 20) x 40%						/ 40

Part 2: Background Validation with Peers (Weight: 20% of Validation Score)

Based on confidential peer feedback.

Criteria	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)	Score
Collaboration & Teamwork						
Reliability & Dependability						
Communication Skills						
Subtotal (Sum of scores / 15) x 20%						/ 20

Part 3: Panel Interview (Weight: 40% of Validation Score)

Criteria	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)	Score
Communication & Articulation						
Critical Thinking & Problem-Solving						
Depth of Administrative Knowledge						

Criteria	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)	Score
Professional Poise & Composure						
Ethical Reasoning						
Subtotal (Sum of scores / 25) x 40%						/ 40

III. Summary of Overall Rating for Cohort 2 Participants

The overall rating for each SHAPeR in Cohort 2 will be computed as follows:

Component	Weight
A. Practicum Rating	40%
B. 360° Validation Rating	30%
C. Other Components (e.g., Pre-session outputs, exams)	30%
TOTAL	100%