



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors/Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

**CONDUCT OF PROJECT SHAPE 3.0 (SCHOOL HEADS APPRENTICESHIP TOWARD
PRIMING AND EMPOWERMENT) FOR POTENTIAL SCHOOL LEADERS**

1. In line with the commitment of this Office to foster a culture of excellence and ensure the continuous professional growth of human resources as stipulated in Siklab DUNONG, this Office announces the conduct of Project SHAPE 3 on May 4-6, 2026, at the SDO Student Center.
2. Project SHAPE 3 is a specialized simulation-based assessment designed to identify and refine the leadership competencies of aspiring school heads. By placing candidates in controlled, high-stakes environments, the program seeks to bridge the gap between theoretical pedagogical knowledge and the practical, multifaceted demands of school management.
3. The three-day intensive assessment will utilize an Assessment Center (AC) approach, featuring the following competency-based exercises:
 - **Administrative In-Basket Simulation:** Participants will assume the role of an incumbent school head tasked with managing a complex workload within a strict duration. This involves analyzing and resolving a variety of urgent memoranda, financial reports, and community concerns to evaluate their ability to prioritize tasks and make sound administrative decisions.
 - **Interactive Role-Play Scenario:** This exercise replicates critical interpersonal challenges, such as mediating disputes with difficult stakeholders or coaching underperforming subordinates. Candidates must demonstrate high levels of emotional intelligence, negotiation prowess, and conflict-resolution skills.
 - **Leaderless Group Discussion (LGD):** Candidates will be presented with a systemic educational issue to solve as a collective, without a designated chairperson. This allows the assessment team to observe natural leadership emergence, collaborative spirit, and the ability to influence and communicate effectively within a peer group.



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- **Behavioral Competency Interview:** A structured, evidence-based dialogue focusing on the candidate's professional history and leadership philosophy. The interview assesses alignment with the Department's core values and the specific managerial standards required for effective school governance.
- **Strategic Planning and Resource Management Exercise:** An evaluative task requiring the formulation of a comprehensive School Improvement Plan (SIP) or project proposal. This measures the candidate's capacity for long-term visioning, resource optimization, and logical goal-setting.

4. The Schedule and the List of Participants are as follows:

Schedule:

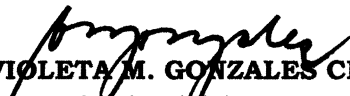
- Day 1 (May 4): Opening Program, In-Basket Simulation, and Planning Exercise.
- Day 2 (May 5): Role-Play Scenarios and Leaderless Group Discussions.
- Day 3 (May 6): Competency Interviews and Closing Plenary.

Expected participants:

• Edward R. Montojo	Asst SH Designate	Lakeview IS
• Gemini M. Guevarra	Asst. SH Designate	SESPA
• Kristine Joan D. Barredo	Master Teacher I	Tunasan ES
• Nelia G. Abejar	Head Teacher VI	MNHS
• John William B. Cajano	Head Teacher III	Tunasan NHS

5. Registration Fee of Two Thousand Pesos (P2,000.00) is intended to cover expenses for materials, and meals shall be charged against the School Local Funds, subject to the standard accounting and auditing rules and regulations.

6. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Encl: none

Reference: as stated

To be indicated

Under the following:

SCHOOL HEADS SIMULATION
TRAINING

UN-2026-163



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