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Office of the Schools Division Superintendent

July 1, 2025

DIVISION MEMORANDUM
No. 296, s. 2025

CONDUCT OF THE STEPPING INTO SCHOOL LEADERSHIP: AN ONBOARDING PROGRAM FOR NEW SCHOOL LEADERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
School Heads
All others concerned

1. In reference to Regional Memorandum no. 837, s. 2025 titled "*Conduct of the Stepping into School Leadership: An Onboarding Program for New School Leaders*", this Office enjoined the following identified personnel to actively participate in this activity:

Activity	Date and Venue	Name	Position	School
Stepping into School Leadership: *An Onboarding Program for New School Leaders*	July 6-11, 2025 (inclusive of travel time) Venue: NEAP Baguio City	Nizza Irene J. Guieb	Principal I	Tebeng ES

2. Service Credits or Compensatory Time-Off (CTO) shall be granted to participants if the activity falls on weekends, holiday, or cancellation or

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suspension of classes and work in Government Offices due to typhoon, flooding, and other weather disturbances and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s, 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is applicable.

3. For technical assistance, please coordinate with SGOD-HRDS.

4. Immediate dissemination of this Memorandum is desired.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

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