



Republic of the Philippines
Department of Education
Caraga Region XIII
Butuan City



August 13, 2018

REGIONAL MEMORANDUM

No. 455, s. 2018



**REGIONAL ROLL-OUT OF THE SCHOOL HEADS DEVELOPMENT
PROGRAM (SHDP): FOUNDATION COURSE BATCH 4**

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. The National Educators Academy of the Philippines in collaboration with the Human Resource Development Division shall conduct the **Regional Roll-Out of the School Heads Development Program (SHDP): Foundation Course Batch 4** on dates specified below. The venue will be announced later.

Module	Dates to Conduct
1 A The School Head as a Leader	October 1-2, 2018
1 B The School Head as an Instructional Leader	October 3-7, 2018
2 The School Head as an Organizational Leader	October 22-27, 2018
3 The School Head as Steward and Exemplar	November 12-17, 2018

2. The objectives of this 19-day training course are as follows:
Terminal Objective:

The school heads should be able to acquire leadership and management competencies which will enable them to continuously and effectively transform schools.

Enabling Objectives:

- Exemplify school leadership roles, responsibilities, and accountabilities through strategic planning and decision-making thereby empowering change in the organization;
- Apply leadership, management, communication and interpersonal KSAs that will enable them to demonstrate sound ethical and professional practices;
- Demonstrate instructional leadership competencies to establish and sustain a child-centered environment;
- Develop high performing teachers and staff through strict adherence to Human Resource Management and Development processes;
- Gain capabilities in managing and maintaining the integrity and efficiency of fiscal and other school processes thru ICT integration; and
- Strengthen stakeholders' partnership in order to achieve desired learning outcomes.

3. Please see the Enclosures herein for reference:

Enclosure No. 1: Allotment of Participants by Schools Division Office (SDO)

Enclosure No. 2: Administrative Guidelines

4. Participants to this activity NQEP/NQESH/ Principals' Test Passers (2008-2017) and who have not attended the SHDP Specialized Course on SHS, and Incumbent Schools Division Office-designated Teachers In-Charge (TICs) or Officers In-Charge (OICs) of elementary, secondary or integrated schools who passed the regional qualifying examination for Principals before 2008 without NEAP accredited training or those who have not passed the Principal's Test
5. All participants, facilitators, and Program Management Team (PMT) members are required to register online through <https://tinyurl.com/shdpfcB4> not later than **September 7, 2018**. Failure to do so would mean an open slot for the other SDOs. The Division HRD-in charge shall then submit the **Travel Authority** of the official participants, facilitators and PMT members through email at hrdddeped13@gmail.com on or before **September 28, 2018**.
6. The expected time of arrival is at 2:00 PM of day 0 in every module. Their accommodation to the training venue shall be first come, first served basis. First meal to be served is dinner.
7. The SGOD Chief from the twelve (12) Schools Division Office shall attend the first opening program on October 1, 2018 at 8:00 in the morning to monitor the attendance of their respective participants.
8. The participants are expected to prioritize their attendance in this nineteen (19) days live-in training and must assign OICs/TICs during their absence under the direct supervision and monitoring of the designated Public Schools District Supervisor. No proxy is allowed.
9. Training costs, which cover board and lodging of the participants, management staff & facilitators, supplies & materials, and contingency shall be charged against the SARO No. OSEC-13-18-8453, while the travel, per diem, and incidental expenses of participants, facilitators, guests, monitors, and PMT members shall be charged against local funds, subject to usual accounting and auditing rules and regulations.
10. In accordance with Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*, the participants, facilitators, guests, monitors, and members of the PMT shall be entitled to Compensatory Time-Off (CTO).
11. For queries and clarifications, all concerned may contact the Region's HRDD through (085) 342-8207 local 103 or call/text Ms. Zenylou Frias through mobile no. 09223133414.
12. Immediate dissemination of this Memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Encl.: As stated

Reference: DepEd Memorandum No. 192, s. 2016

To be indicated in the PERPETUAL INDEX under the following subjects:

BASIC EDUCATION	PROGRAMS	SCHOOLS
OFFICIALS	PROJECTS	TRAINING PROGRAMS

hrdd/05/zif
08/13/2018

Enclosure No. 1 to Regional Memorandum No. ____, s. 2018

**REGIONAL ROLL-OUT OF THE SCHOOL HEADS DEVELOPMENT
PROGRAM (SHDP): FOUNDATION COURSE BATCH 4**

Allotment of Participants by Schools Division Office

Division	Number of Slots
Agusan del Norte	10
Agusan del Sur	98
Bayugan City	10
Bislig City	10
Butuan City	11
Cabadbaran City	7
Dinagat Islands	14
Siargao Islands	13
Surigao City	12
Surigao del Norte	17
Surigao del Sur	91
Tandag City	7
TOTAL	300

ADMINISTRATIVE GUIDELINES

Billeting and Accommodation

Upon arrival, please proceed to the information/front desk for your rooming assignment. Charges for the advance/extended accommodation shall be charged against personal funds.

Training Proper (Schedule of Arrival, Meals and Check-out)

Participants are expected to arrive to be in the venue at 1:00 PM of Day 0. Registration of participants will be at the designated function hall. Details of schedule of arrival, meals, and check out are indicated below:

Module 1 A&B

Meals	Day 0 (Arrival @ 1:00 PM) (Jan. 15)	Days 1-6 (Jan. 16-21)	Day 7 (Check-out before 12 NN) (Jan. 22)
Breakfast	X	✓	✓
AM Snack	X	✓	✓
Lunch	X	✓	✓
PM Snack	X	✓	✓
Dinner	✓	✓	X

Module 2

Meals	Day 0 (Arrival @ 1:00 PM) (Feb. 12)	Days 1-5 (Feb. 13-17)	Day 6 (Check-out before 12 NN) (Feb. 18)
Breakfast	X	✓	✓
AM Snack	X	✓	✓
Lunch	X	✓	✓
PM Snack	X	✓	✓
Dinner	✓	✓	X

Module 3

Meals	Day 0 (Arrival @ 1:00 PM) (Mar. 12)	Days 1-5 (Mar. 13-17)	Day 6 (Check-out before 12 NN) (Mar. 18)
Breakfast	X	✓	✓
AM Snack	X	✓	✓
Lunch	X	✓	✓
PM Snack	X	✓	✓
Dinner	✓	✓	X

Attendance

All participants are expected to stay for the whole duration of the said activities. In case the participant was not able to finish the activity due to some unavoidable reasons, only the **Certificate of Appearance** will be issued.

Attire

Smart-casual wear.

Medical Needs

It is the responsibility of the participants to make necessary provisions with regards to their health problems. Hence, they should not forget their maintenance medicines. Only over-the-counter (OTC) medicines will be provided, if needed.

Post Training

Participants are expected to complete the online evaluation before the closing program. Check-out time shall be strictly observed. It is the responsibility of each participant to check their personal belongings before leaving the venue.