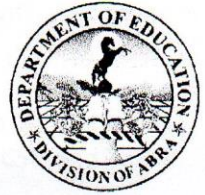




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE
Bangued, Abra



January 18, 2018

Division Memorandum
No. 009 s. 2018

SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE

**TO: Public Schools District Supervisors
School Heads, Elem. & Secondary
All Other Concerned**

1. In line with Republic Act No. 9155 or the Governance of Basic Education that specifies that a school head shall be both an instructional leader and administrative manager and Republic Act. No. 10533 of the Enhanced Basic Education Act of 2013 that stipulates that principals shall undergo workshops and training to enhance their skills on their role as academic, administrative and community leaders, the Department of Education, Cordillera Administrative region through the Human Resource Development Division (HRDD) of the regional Office, shall conduct the rollout of the School Heads Development Program (SHDP): Foundation Course on the following schedules:

| Module | Date | Venue |
|----------|------------------|----------------------------------|
| Module 1 | Jan. 22-28, 2018 | Hotelinda Suites at Vigan City |
| Module 2 | Feb. 6-11, 2018 | Brentwood Apartelle, Baguio City |
| Module 3 | Feb. 19-24, 2018 | Brentwood Apartelle, Baguio City |

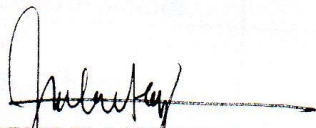
2. The SHDP is intended to improve the capacity of the school heads to manage their schools as well as prepare aspirants to handle the responsibilities of a school head. The program design is anchored on the National Competency-Based Standards for School Heads (SHDP-SHS).

3. The participants to these trainings are the following:

(Please see attached list of participants)

4. The participants from SDOs are requested to proceed to the training venue on Day 0 or before the start of the training proper.

5. The participants are requested to bring their own laptop, pocket wifi and other important documents related to the training.
6. Participants and the Regional Management Team shall be entitled to CTOs during the conduct of the training in lieu of Saturdays, Sundays and Holidays as per CSC and DBM Circular No. 2, s. 2015.
7. Meals, snacks, accommodation and training materials shall be charged against downloaded HRTD Funds, while transportation expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.
8. The first meal to be served will be dinner of Day 0 and the last meal will be lunch and PM snack on the last day of seminar.
9. Immediate and widest dissemination of this Memorandum to all concerned is desired.

for the 
IRENE S. ANGWAY
OIC-Schools Division Superintendent




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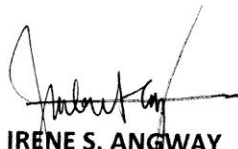
**LIST OF PARTICIPANTS TO THE
SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE**

| NAME OF PARTICIPANTS | MALE | FEMALE | SCHOOL/OFFICIAL STATION | CONTACT NO. |
|----------------------|------|--------|----------------------------|-------------|
| Rico Tubadeza Jr. | / | | Lagangilang Central School | |
| Urbana Valeros | | / | Daldalao Elem. School | |
| Maricel Carsola | | / | Manayday Elem. School | |
| Alex Ferras | / | | Tineg National HS | |
| Dina San Miguel | | / | Malapao Elem. School | |
| Anita Divina | | / | Pantoc Elem. School | |
| Brenda Soriano | | / | Silet Elem. School | |

Prepared by:


CARMELITA B. BICERA
EPS II – HRD

NOTED:


IRENE S. ANGWAY
OIC-Schools Division Superintendent