DIVISION MEMORANDUM
NO. 068, s. 2017

SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE
TRANCHE 2 MODULES 1-3

To: Ms. Susan M. Taguiam
    Master Teacher-II
    Soong Elementary School
Mr. Efren M. Durano
    Master Teacher-I/SIC
    Dawis National High School

1. In lieu of Mr. Raquel Ramos and a School Head from Tagum City, you are hereby directed to attend the School Heads Development Program (SHDP) Foundation Course Tranche 2 Modules 1-3 which will be held on January 25-30, 2017, February 1-6, 2017 and March 1-7, 2017 at RELC-NEAP/LDC XI, Quirino Avenue, Davao City.

2. Meals, snacks and accommodation of the participant shall be charged to HRTD downloaded funds while travel expenses and other incidental expenses of the participant are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

3. For compliance and information.

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

[Signature]

RECEIVED
Date: FEB 01 2017
By: _______________

DEPARTMENT OF EDUCATION
REGION XI
Schools Division of Digos City
City of Digos

January 31, 2017

Tel. No. (082) 553-8375; 553-8376; 553-8396; 553-9170 Fax No. (082) 553-8376