



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 222, s. 2017

March 5, 2018

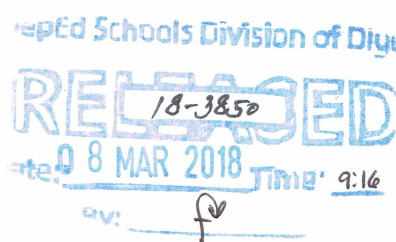
**ATTENDANCE TO CAPACITY BUILDING OF LEARNING FACILITATORS FOR
SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) INTERMEDIATE COURSE**

To: BEVERLY S. DAUGDAUG, EdD
Chief-Curriculum Implementation Division

Attention: Ida I. Juezan
Public Schools District Supervisor

1. Attached is Regional Memorandum No. 029, s. 2018 dated February 5, 2018 concerning the implementation of the School Heads Development Program (SHDP): Intermediate Course which capacity building of facilitators is scheduled tentatively on March 16-23, 2018 in a hotel in Region XII. Details on the final schedule and venue will be announced later through an advisory.
2. Relative to this, Mrs. Juezan is hereby directed to report to the said training.
3. Transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules
4. For your guidance and information.

WINNIE E. BATON, EdD, CESE
Officer-in- Charge
Office of the Schools Division Superintendent



Encls:

References: Regional Memo dated February 5, 2018

To be indicated in the Perpetual Index under the following subjects:

SUBJECT: Operation SHDP Training/Seminar-Workshop

iii: Capacity Building of Learning Facilitators for School Heads Development Program (SHDP) Intermediate Course
5 March 2018

Record



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) www.region11.depEd.gov.ph
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

February 5, 2018

REGIONAL MEMORANDUM
No. 029 s. 2018

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): INTERMEDIATE COURSE
FACILITATORS**

To : Schools Divisions Superintendents
(DepED RO XI)

1. In view of the implementation of the School Heads Development Program (SHDP): Intermediate Course which capacity building of facilitators is scheduled tentatively on March 16-23 in a hotel in Region XII, the following NEAP facilitators will be sent to attend the above-mentioned capacity building-training, to wit:

	Name	Division
1.	Arnel Zaragoza	Mati City
2.	Marlon Ebrado	Davao Del Norte
3.	Flor Ann Cosare	Davao Del Sur
4.	Ida Juezan	Digos City
5.	Marilyn Marcelo	Davao City
6.	Elsie Gagabe	Davao City
7.	Florence Victoria	HRDD
8.	Danilo Canda	HRDD

2. Information on the final schedule and venue of the said training will be announced later through an advisory.
3. Transportation and other incidental expenses shall be charge against local funds subject to the usual accounting and auditing rules and regulations.
4. For your guidance and information.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

HRDD/roh3
To be indicated in the perpetual index under the following headings
Training Seminar-workshop

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED
By: g 2018-02-0304
Date: 2/8/18 Time: 11:40 AM

RECEIVED 25/01/2018 01:22



Republic of the Philippines
Department of Education
DepEd Complex, Morales Avenue, Pasig City, Philippines
Direct Line: (632) 633-/202/68/-4146 Fax: (632) 631-3057



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2017-_____

FOR: Regional Directors
Regional Chiefs, Human Resource Development Division
Schools Divisions Superintendents
Elementary and Secondary School Heads
All Other Concerned

FROM: *Lorna A. Dino*
LORNA DIG DINO, Ph.D.
Undersecretary for Curriculum and Instruction

SUBJECT: **ADDITIONAL INFORMATION ON THE
CONDUCT OF THE CAPACITY BUILDING OF
LEARNING FACILITATORS FOR THE SCHOOL HEADS
DEVELOPMENT PROGRAM (SHDP) INTERMEDIATE
COURSE**

DATE: 15 December 2017

1. Please be advised that the Capacity Building of Learning Facilitators for the SHDP: Intermediate Course is rescheduled on the following dates and venues:

Regions	Dates		Venues	
	From	To	From	To
I, II, III, CAR	Dec 5-10, 2017	Feb 3-10, 2018	Region II	Region II
IV-A, IV-B, V, NCR	Dec 11-17, 2017	Feb 10-17, 2018	Region I	Region II
VI, VII, VIII, IX	Dec 18-23, 2017	March 8-15, 2018	Region XII	Region XII
X, XI, XII, CARAGA, ARMM	Dec 26-29, 2017	March 10-23, 2018	Region XII	Region XII

2. Four (4) Modules will be covered in the activity, which include Self-Mastery, Organizational Culture and Professional Development, Curricular and Instructional Innovation and Fiscal Sustainability and Principled Partnership. Considering these, there shall be two Learning Facilitators to be selected for each Module (please see attached distribution of the number of participants per Region). Moreover, the LFs shall be selected based on the following criteria:

- a. High level of communication and facilitation skills;
 - b. Ability to correctly read and appropriately respond to group processes as they emerge;
 - c. Ability to facilitate session and manage School Head as participants; and
 - d. Has sufficient academic background and/or work-related experience on the Intermediate Module key contents.
3. Aside from personal laptops, participants are likewise required to bring to the training venue soft copies of the following:
 - a. Current Enhanced School Improvement Plan (E-SIP)
 - b. Personnel Profile
 - c. Enhanced Basic Education Information System (EBEIS) data
 - d. School Report Card (SRC)
 - e. School Budget
 - f. List of current school partners and partners' profile (if available)
4. The transportation expenses of the participants shall be charged against local HRTD Funds subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.

Enclosure to the Additional Information on Intermediate Course Capacity Building of Learning facilitators;

CLUSTER I						
Regions	Self-Mastery	OCPD	CII	FSPP	HRDD CHIEF	Total
I	2	2	2	2	1	9
II	2	2	2	2	1	9
III	2	2	2	2	1	9
CAR	2	2	2	2	1	9
TOTAL						36

CLUSTER II						
Regions	Self-Mastery	OCPD	CII	FSPP	HRDD CHIEF	Total
IV-A	2	2	2	2	1	9
MIMAROPA	2	2	2	2	1	9
V	2	2	2	2	1	9
NCR	2	2	2	2	1	9
TOTAL						36

CLUSTER III						
Regions	Self-Mastery	OCPD	CII	FSPP	HRDD CHIEF	Total
VI	2	2	2	2	1	9
VII	2	2	2	2	1	9
VIII	2	2	2	2	1	9
IX	2	2	2	2	1	9
TOTAL						36

CLUSTER IV						
Regions	Self-Mastery	OCPD	CII	FSPP	HRDD CHIEF	Total
X	2	2	2	2	1	9
XI	2	2	2	2	1	9
XII	2	2	2	2	1	9
CARAGA	2	2	2	2	1	9
ARMM	2	2	2	2	1	9
TOTAL						45



Republic of the Philippines
Department of Education

Activity Request (AR)

AR No. 017-359

For

Approved
LORNA DIG DINO, Ph.D.

Director IV

OIC - Office of the Undersecretary
Curriculum and Instruction *at 8:45 AM*

From

JS
JOHN ARNOLD S. SIENA
Director IV, NEAP

Subject

ACTIVITY REQUEST

BCN - 1030
26,900,000.00
5-13-2000 (NEAP-PDD)
ALLOTMENT AVAILABLE 7,438,800.
7/6/17
SEYMEN C. BRIONES
Supervising Administrative Officer
NEAP, Office Director

Name of Program(S)/Project(S)	School Heads Development Program: Intermediate Course Roll Out
Output Code(S) and Output(S) to be Produced	OC-17-NEAP-PDD-HRTD-C003 Activities to be Conducted
Specific Activities to be Undertaken to Produce the Output	Activity 1: Consultation Meeting Activity 2: Curriculum Development Activity 3: Final Consultation Activity 4: Capacity Building (Cluster 1) Activity 5: Capacity Building (Cluster 2) Activity 6: Capacity Building (Cluster 3) Activity 7: Capacity Building (Cluster 4) Activity 8: Post Activity Evaluation
Activity Code(S)	AC-17-NEAP-PDD-HRTD-C039 AC-17-NEAP-PDD-HRTD-C040 AC-17-NEAP-PDD-HRTD-C041 AC-17-NEAP-PDD-HRTD-C042 AC-17-NEAP-PDD-HRTD-C043 AC-17-NEAP-PDD-HRTD-C044 AC-17-NEAP-PDD-HRTD-C045 AC-17-NEAP-PDD-HRTD-C046

Financial Requirements

Activity 1:		
For Downloading	-	
Direct Payment	2,800	
Cash Advance	27,500	35,850-
Subtotal	27,500	
	36,650-	
Activity 2:		
For Downloading	-	
Direct Payment	895,000	902,380-
Cash Advance	20,500	7,120-
Subtotal	915,500	
	989,500-	
Activity 3:		
For Downloading	-	
Direct Payment	3,175	
Cash Advance	27,500	34,325-
Subtotal	31,500	
Activity 4:		
For Downloading	1,393,050	
Direct Payment	1,388,000	
Cash Advance	26,700	13,550-
Subtotal	1,414,700	
	1,486,600-	
Activity 5:		
For Downloading	-	
Direct Payment	1,388,000	389,850-
Cash Advance	26,700	13,550-
Subtotal	1,414,700	
	1,486,600-	
Activity 6:		
For Downloading	-	
Direct Payment	1,480,000	1,461,850-
Cash Advance	26,700	13,550-
Subtotal	1,514,700	
	1,486,600-	
Activity 7:		
For Downloading	-	
Direct Payment	2,000,000	1,992,800-
Cash Advance	34,700	16,650-
Subtotal	2,042,700	
	2,042,700-	
Activity 8:		
For Downloading	-	
Direct Payment	3,500	
Cash Advance	45,500	34,995-
Subtotal	45,500	
	38,495-	
TOTAL	7,438,800	
	7,318,945-	

Source of Funds	2017 HRTD																		
Administrative Arrangements	<table> <tr> <th>Date</th><th>Activities</th></tr> <tr> <td>22 to 24 July 2017</td><td>Consultation Meeting</td></tr> <tr> <td>27 Aug to 1 Sept 2017</td><td>Curriculum Development</td></tr> <tr> <td>Sept 2017</td><td>Final Consultation</td></tr> <tr> <td>15 to 20 Oct 2017</td><td>Capacity Building (Cluster 1)</td></tr> <tr> <td>19 to 24 Nov 2017</td><td>Capacity Building (Cluster 2)</td></tr> <tr> <td>2 to 8 Dec 2017</td><td>Capacity Building (Cluster 3)</td></tr> <tr> <td>10 to 15 Dec 2017</td><td>Capacity Building (Cluster 4)</td></tr> <tr> <td>18 to 19 Dec 2017</td><td>Post Activity Evaluation</td></tr> </table> Ms. Caroline Anne Miranda, Administrative Officer V of the Professional Development Division of this office will be the Special Disbursing Officer for this program.	Date	Activities	22 to 24 July 2017	Consultation Meeting	27 Aug to 1 Sept 2017	Curriculum Development	Sept 2017	Final Consultation	15 to 20 Oct 2017	Capacity Building (Cluster 1)	19 to 24 Nov 2017	Capacity Building (Cluster 2)	2 to 8 Dec 2017	Capacity Building (Cluster 3)	10 to 15 Dec 2017	Capacity Building (Cluster 4)	18 to 19 Dec 2017	Post Activity Evaluation
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18 to 19 Dec 2017	Post Activity Evaluation																		
Annexes	1. Activity Design/Program of Activities 2. List of Participants 3. Detailed Financial Requirements 4. Purchase Request																		

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.