



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



DIVISION MEMORANDUM
No. 1055, S. 2018

30 October 2018

**PARTICIPATION IN THE SCHOOL HEADS DEVELOPMENT
PROGRAM (SHDP): FOUNDATION COURSE – Phase 4
AS FACILITATORS AND CLASS MANAGERS**

TO:	IDA I. JUEZAN	PSDS
	EVANGELINE A. HERNAN	EPS
	ANALIZA C. ALMAZAN	EPS
	FRANCIS JUDE D. ALCOMENDRAS	AO-V
	RONALD B. DEDACE	SEPS – HRD
	CECILE C. UY	EPS – HRD
	ELESER P. MATEO	EPS – SMM&E

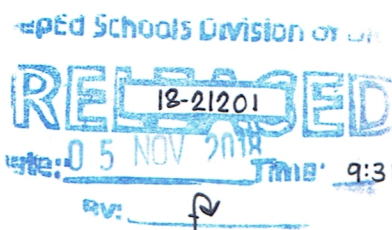
1. This has reference to the attached Regional Memo No. 203, s.2018, dated 30 October 2018, entitled "*School Heads Development Program (SHDP): Foundation Course – Phase 4*" for the new Principal's Test Passers, scheduled on November and December 2018 at the Hotel de Crisbelle, Digos City and the Ritz Hotel, Bo. Obrero, Davao City, wherein you have been identified as either one of the facilitators or class managers.
2. Relative to this, you are hereby directed to attend the said activity. For your reference on your tasks and schedules, please see enclosures.
3. Travel expenses shall be charged against local funds while meals and snacks shall be charged against Regional Office funds subject to the usual accounting and auditing rules and regulations.
4. For your guidance and compliance.

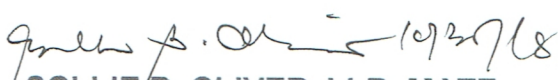
WINNIE E. BATOON, EdD

Office-In-Charge

Office of the Schools Division Superintendent

For and in the absence of the SDS:




SOLLIE B. OLIVER, LLB, MATE
Chief Education Supervisor, SGOD
Officer-In-Charge

Encl: As stated

To be indicated in the Perpetual Index under the following subjects: SHDP Foundation Course; School Heads Training
CUY-HRD: 30 Oct 2018: Participation in the School Heads Development Program (SHDP): Foundation Course – Phase 4 as
Facilitators and Class Managers



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REGION XI
Davao City



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

October 30, 2018

REGIONAL MEMORANDUM

No. 203 s. 2018

SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP):
FOUNDATION COURSE - Phase 4

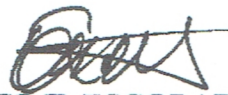
To : **Schools Divisions Superintendents, Davao Region**

1. To enhance the leadership and management skills of the school heads as school manager and community leader, the phase 4 of the School Heads Development Program: Foundation Course will be conducted in the month of November to December 2018 in the venues stipulated below. Please see attached training matrix for your reference and information.
2. Along this line, Schools Division Offices are advised to send their untrained school heads in the SHDP foundation course according to the number of slots given to their division. Number of slots is also reflected in the matrix below.

Venue	Schedule	Division	Number of Participants	Total
Tagum City	Module 1: TBA Module 2: TBA Module 3: TBA	Davao Del Norte	60	
		Davao City	20	
		Mati City	8	
		IGACOS	5	
		Panabo City	5	98
The Ritz Hotel, Bo. Obrero, Davao City	Module 1: Nov 6-11, 2018 Module 2: Nov 23-28, 2018 Module 3: Dec 3-9, 2018	Davao Oriental	60	
		Digos City	3	
		Tagum City	2	
		ComVal	32	97
Hotel de Crisbelle, Digos City	Module 1: Nov 5-10, 2018 Module 2: Nov 19-24, 2018 Module 3: Dec 3-9, 2018	Davao Occidental	20	
		Davao Del Sur	85	105
GRAND TOTAL			300	300

Empowerment Adaptability Goal-Oriented Leadership Excellence

3. In addition, Compensatory Time Off (CTO) will be granted to the training management, facilitators, class managers, QAME monitors, and participants on training days that fall on a Saturday and Sunday.
4. Transportation expenses of the participants shall be charged against local funds while food and accommodation will be charged to regional funds subject to usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of this Memorandum is earnestly enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

DEPARTMENT OF EDUCATION ROXAS
RECORDS SECTION
RELEASED
By: 911 / 10010 - 10000
Date: 03/1/10 Time: 2:00 PM

HRDD/rh3

To be indicated in the perpetual index under the following headings
Training workshop

Empowerment Adaptability Goal-Oriented Leadership Excellence



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SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) :
FOUNDATION COURSE-Phase 4
List of Facilitators and Class Managers

Module 1

Cluster	No. of Pax	Class	Facilitators	Class Manager
1 Venue: Tagum City TBA	108	1	Susan Salazar Hilda A. Opeña Arnel S. Zaragosa Day 6: Lourdes A. Navarro	Leah Saavedra
		2	Arlyn B. Lim Gloria Subong Allan Balisbis Day 6: Rebecca C. Sagot	Jaycel P. Labrador
2 The Ritz Hotel, Bo. Obrero, Davao City Module 1: Nov. 6-11, 2018	107	1	Alvin G. Lancian Arlenor Abelardo Renee Jabines Day 6: Janette Esteban Analiza Almazan	Sandy G. Yee
		2	Marlon G. Ebrado Djhoane C. Aguilar Nancy Sumagaysay Day 6: Antonio L. Palma Gil	Febbie Kirstin L. Ibita
3 Venue: Hotel de Crisbelle, Digos City Module 1: Nov. 5-10, 2018	115	1	Almer T. Davis Flor Ann B. Cosare Evangeline A. Hernan Day 6: Marcia May Ibahan Analiza Almazan	Ronald B. Dedace
		2	Ida I. Juezan Aurora O. Mellorida Elizabeth A. Bernaldez Day 6: Vicente Laburado Christopher Felipe	Lemuel Madulin
TOTAL	330	6		

Venue: Hotel de Crisbelle, Digos City
 Date: November 5 – 10, 2018

MODULE 1: THE SCHOOL HEAD AS INSTRUCTIONAL LEADER						
Time	Day 1 Nov. 5, 2018	Day 2 Nov. 6, 2018	Day 3 Nov. 7, 2018	Day 4 Nov. 8, 2018	Day 5 Nov. 9, 2018	Day 6 Nov. 10, 2018
7:45 – 8:00	Arrival and Registration	MOL	MOL	MOL	MOL	MOL
8:00 – 8:30						
8:30 – 9:00						
9:00 – 9:30						
9:30 – 10:00		Session 1B: Who are Our Learners Facilitators: Class 1: Ronald Dedace Class 2: Lemuel C. Madulin	Session 2B.1: Curriculum Standards Class 1: Flor Ann B. Cosare Class 2: Ida I. Juezan	Session 2D: K to 12 Pedagogies	Session 3: Special Interest Programs	Session 5 ALS and ADM Facilitators: Class 1: Marcia May Ibañan Class 2: Vicente Laburado
10:00 – 10:30	Opening Program and Course Overview Facilitator: Darilyn M. Cande, EdD Ronald Dedace Lemuel C. Madulin	Session 1C: DepED VMV Facilitators: Class 1: Flor Ann B. Cosare Class 2: Aurora O. Mellorida	Session 2B.2 Daily Lesson Planning and Daily Lesson Log Class 1: Almer T. Davis Class 2: Aurora A. Mellorida	Facilitators: Class 1: Ronald Dedace Class 2: Lemuel C. Madulin	Facilitators: Class 1: Evangelina Herman Class 2: Elizabeth A. Bernaldez	Session 6: LRMDS Facilitators: Class 1: Analiza Almesan Class 2: Christopher Felipe
10:30 – 11:00						
11:00 – 11:30						
11:30 – 12:00						
12:00 – 1:00						
1:00 – 1:30	Session 1: Leading from Within 1 Facilitators: Class 1: Evangelina A. Herman Class 2: Aurora O. Mellorida	Session 1D: What is a Learner Centered School? Facilitators: Class 1: Evangelina A. Herman Class 2: Ida I. Juezan	Session 2C: Classroom Assessment Class 1: Evangelina Herman Class 2: Elizabeth A. Bernaldez	Session 2E: Contextualization Facilitators: Class 1: Almer T. Davis Class 2: Aurora A. Mellorida	Session 4: Learner Support Facilitators: Class 1: Flor Ann B. Cosare Class 2: Ida I. Juezan	Integration Session: Instructional Leadership Facilitators: Class 1: Almer T. Davis Class 2: Aurora A. Mellorida
1:30 – 2:00						
2:00 – 2:30						
2:30 – 3:00						
3:00 – 3:30	Session 1A Understanding the Learner's Context Facilitators: Class 1: Flor Ann B. Cosare Class 2: Ida I. Juezan	Session 2A: K to 12 Curriculum Facilitators: Class 1: Almer T. Davis Class 2: Elizabeth A. Bernaldez				Closing Program Facilitators: Class 1: Ronald Dedace Class 2: Lemuel C. Madulin
3:30 – 4:00						
4:00 – 4:30						
4:30 – 5:00						
5:00 - onwards	Online Evaluation					

Class Managers:
 Class 1: Ronald Dedace
 Class 2: Lemuel C. Madulin



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Module 2

Cluster	No. of Pax	Class	Facilitators	Class Manager
1 Venue: Tagum City TBA	108	1	Ramel Pilo Gina Silvestre Alma Mercado	Marnelly Jane Bernal
		2	Juanito Lapeceros Cecilia M. Esnardo Grace D. Pontillas	Ivy Palomo
2 The Ritz Hotel, Bo. Obrero, Davao City Module 2: Nov. 23-28, 2018	107	1	Elsie E. Gagabe Gierzon B. Rosa Maria Luz Tan	Dennis Alcano
		2	Marcelino Cabana Jr. Lilia Ortilano Maria Angelita Perpetua G. Suelto	Mary Grace Iray
3 Venue: Hotel de Crisbelle, Digos City Module 2: Nov. 19-24, 2018	115	1	Eric C. Tubat Rita L. Rellenos Elven L. Caraballe	Cecille Uy
		2	Raymond Aquino Elenita Bernales Ruben F. Asan	Lanie Remolino
TOTAL	330	6		

Venue: Hotel de Crisbelle, Digos City
Date: November 19 - 24, 2018

MODULE 2: THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL						
Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:45 – 8:00	Arrival and Registration	MOL	MOL	MOL	MOL	MOL
8:00 – 8:30						
8:30 – 9:00						
9:00 – 9:30						
9:30 – 10:00						
10:00 – 10:30	Opening Program and Course Overview	School Based Management	School Processes	Continuous Improvement	School Improvement Plan	Partnership and Communication
10:30 – 11:00						
11:00 – 11:30						
11:30 – 12:00						
	Danilo M. Canda Cecille Uy Larrie Remolino					
12:00 – 1:00	School Based Management	School Processes	Continuous Improvement	Continuous Improvement	School Improvement Plan	Integration Session: Instructional Leadership
1:00 – 1:30						
1:30 – 2:00						
2:00 – 2:30						
2:30 – 3:00						
3:00 – 3:30						
3:30 – 4:00	Closing Program					
4:00 – 4:30						
4:30 – 5:00						

TRAINING MATRIX FOR MODULE 2: THE SCHOOL HEAD AS AN ORGANIZATIONAL LEADER

MODULE 2: THE SCHOOL HEAD AS AN ORGANIZATIONAL LEADER (6 Days)							
Time	Day 0 Dec. 9	Day 1 Dec. 10	Day 2 Dec. 11	Day 3 Dec. 12	Day 4 Dec. 13	Day 5 Dec. 14	Day 6 Dec. 15
7:45 – 8:00		Preliminary Activity	*MOL *Prayer *Energizer *Insight sharing	*MOL *Prayer *Energizer *Insight sharing	*MOL *Prayer *Energizer *Insight sharing	*MOL *Prayer *Energizer *Insight sharing	*MOL *Prayer *Energizer *Insight sharing
8:00 – 8:30							
8:30 – 9:00		The School as an Organization	Enhanced School Improvement Plan	School-Based Management	School-Based Management	Continuous Improvement	Partnership and Communication
9:00 – 9:30							
9:30 – 10:00		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:00 – 10:30							
10:30 – 11:00							
11:00 – 11:30		Marcelino C. Cabana, Jr.	Marcelino C. Cabana, Jr.	Arnel S. Saragoza	Arnel S. Saragoza		
11:30 – 12:00							
12:00 – 12:30							
12:30 – 1:00		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00 – 1:30							
1:30 – 2:00							
2:00 – 2:30	Arrival and Registration	Enhanced School Improvement Plan	Enhanced School Improvement Plan	School-Based Management	Continuous Improvement	Continuous Improvement	Critiquing of Application Project
2:30 – 3:00							
3:00 – 3:30	Opening Program and Course Overview	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
3:30 – 4:00							
4:00 – 4:30							
4:30 – 5:00	*Application Project Kumustahan	Marcelino C. Cabana, Jr.	Marcelino C. Cabana, Jr.	Arnel S. Saragoza			Integration Session: Organizational Leadership and closing
5:00 – 5:30		Leadership Reflection	Leadership Reflection	Leadership Reflection	Leadership Reflection	Leadership Reflection	
5:30 – 6:00							



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Module 3

Cluster	No. of Pax	Class	Facilitators	Class Manager
1 Venue: Tagum City TBA	108	1	Gay P. Taguiran Glenn Separis, CPA Leah Fariolen	Rey Pueblo
		2	Evangeline C. Bongcac Ma. Lourdes M. Quesada, CPA Alma Mercado	Nenita G. Tuazon
2 The Ritz Hotel, Bo. Obrero, Davao City Module 3: Dec. 3-9, 2018	107	1	Dennis Y. Belarmino, CPA Engr. Norberto Manlangit, MPA Neil Michael de Asis	Resadel delos Santos
		2	Phoebe Gay L. Refamonte, CPA Cherry Ann M. Verana Gerard Pil	Eleser Mateo
3 Venue: Hotel de Crisbelle, Digos City Module 3: Dec. 3-9, 2018	115	1	Adelina G. Fernandez, CPA Manolito G. Amondoron Mary Metche A. Fiel	Winnie Malanas
		2	Queen Anne Alburoto, CPA Francis Jude D. Alcomendras Joel Villahermosa	Jennifer B. Apolinales
TOTAL	330	6		

MODULE 3: EMBRACING THE LEADERSHIP ROLE							
Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:45 – 8:00	Arrival and Registration	MOL	MOL	MOL	MOL	MOL	MOL
8:00 – 8:30							
8:30 – 9:00							
9:00 – 9:30							
9:30 – 10:00							
10:00 – 10:30	Opening Program and Course Overview	HR Management	Fiscal Management	Fiscal Management	Fiscal Management	Fiscal Management	Leadership
10:30 – 11:00							
11:00 – 11:30						Leadership	
11:30 – 12:00							
12:00 – 1:00							
1:00 – 1:30	HR Management	HR Management	Fiscal Management	Fiscal Management	Fiscal Management	Leadership	Closing Program
1:30 – 2:00							
2:00 – 2:30							
2:30 – 3:00							
3:00 – 3:30							
3:30 – 4:00							
4:00 – 4:30							
4:30 – 5:00		HR Management Learning Action Cell (LAC)					