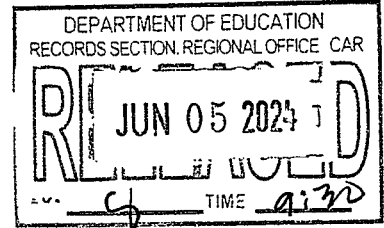




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



04 JUNE 2023

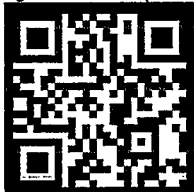
REGIONAL MEMORANDUM

No. 352.2024

UPDATES ON THE CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE 2024

To: Assistant Regional Director
 All Schools Division Offices
 All Others Concerned

1. Relative to the conduct of the SHDP Foundation Course this June and August 2024, the participants are required to submit a copy of the following documents in pdf copies using the naming convention and the link provided below:

DOCUMENT REQUIRED	NAMING CONVENTION
Enhanced School Improvement Plan	Juandelacruz_SDOAbra_ESIP
Sample Class Observation Tool Conducted	Juanadelacruz_SDOBaguio_COT
Drive Link / QR Code to save files	https://tinyurl.com/shdpSIPCOT 

2. Batch 1 participants who are from SDO Benguet, La Trinidad District, and the Regional Office Employees Program Management Team (pMT) will be accorded with one (1) day Compensatory Overtime Credit in attendance to the declared local holiday on June 14, 2024.

3. All other provisions in the Regional Memorandum No. 308, s. 2024 shall apply.

4. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address car.neapr@deped.gov.ph.

5. Immediate dissemination of and strict compliance with this memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV / Regional Director 

/HRDD/RCA/DeAn



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