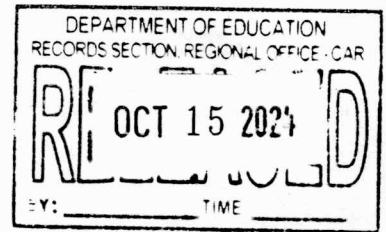




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



14 October 2024

REGIONAL MEMORANDUM

No. **727.2024**

CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) BATCH 3

To: Assistant Regional Director
 All Schools Division Superintendents
 All Regional Functional Division Chiefs
 All Others Concerned

1. In relation to RM No. 581, s. 2024, this Office announces the following dates covered and venue:

Activity	Date	Venue	Lodging	Meals
SHDP Batch 3 Module 1	October 22-25, 2024	Tugos Hotel, Naguilian Road, Baguio City	Check in: October 22, 2:00 PM Check-out: October 25, 12:00 NN	First meal: Dinner Last meal: PM Snack
Module 2	November 5-8, 2024	TBA	Check in: November 4, 2024 at 2:00 PM Check-out: November 8, 2024 at 12:00 NN	First meal: Dinner Last meal: PM Snack

2. Identified participants shall confirm their attendance on or before **October 17, 2024** via <https://tinyurl.com/NTconfCAR>

3. Attached are the following enclosures for reference and guidance:

- Enclosure 1: List of Participants
- Enclosure 2: List of Technical Working Group
- Enclosure 3: Activity Matrix
- Enclosure 4: Template for the concept paper

4. Participants are required to bring their laptop, extension cord, School Improvement Plan (SIP), other relevant data on performance indicators from the past three (3) years for the concept paper, as well as drafted concept paper.

5. All other provisions of the aforementioned memorandum shall remain in place.

6. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD or Lauren Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

HRDD/RCA/RM - Conduct of SHDP Batch 3
 October 14, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

<https://depedcar.ph>



Certificate No. PHP QMS
24 93 0192

List of Participants

No.	NAME	SEX	Division
1	MARY CHRISTINE ESCOBAR	F	Abra
2	BRIGITH BALNEG	F	Abra
3	ESTER GARCIA	F	Abra
4	EMMA P. MADRIAGA	F	Abra
5	CINDY MARIE ABADILLA	F	Apayao
6	RINA C. LUNGGAY	F	Apayao
7	JOEL DOLORES	M	Apayao
8	SHELLA PILAR	F	Apayao
9	LELANIE GAOIRAN	F	Apayao
10	JAY REX P. ALUPAY	M	Apayao
11	ANNIELYN M. GALLA	F	Apayao
12	RACHEL P. ANCHETA	F	Apayao
13	JASMERE REIGN C. GOROSPE	F	Apayao
14	JIMMY B. GARCIA	M	Baguio City
15	RANDY P. CAYAT	M	Baguio City
16	BENJIE MELCHOR L. NICOLAS	M	Baguio City
17	IMELDA P. MANG-OSAN	F	Benguet
18	VILMA ESTEBAN BALAODAN	F	Benguet
19	GERALD A. SALDA	M	Benguet
20	RESTY DIGAS SOLTERO	M	Benguet
21	DOLORES S. PAPLONOT	F	Benguet
22	GEMMA P. DICLAS	F	Benguet
23	JACQUELINE J. SALIW-EY	F	Benguet
24	ROSITA F. BOSANTOG	F	Benguet
25	WILMA M. COILAN	F	Benguet
26	VELASCO TIBANGGAY METWA	M	Benguet
27	TO BE IDENTIFIED BY SDO IFUGAO		Ifugao
28			Ifugao
29			Ifugao
30			Ifugao

No.	NAME	SEX	Division
31	TO BE IDENTIFIED BY SDO IFUGAO		Ifugao
32			Ifugao
33			Ifugao
34	JOHNY G. MACABABBAD	M	Kalinga
35	JESSIE JAMES A. CARDINAL	M	Kalinga
36	REGIE A. MARIBBAY	M	Kalinga
37	REGIE C. JUAN	M	Kalinga
38	JANICE O. GONGON	F	Kalinga
39	ELSA AMOGAWEN	F	Kalinga
40	NICOLAS SAGALON	M	Kalinga
41	HERMAN D. FILLAG	M	Kalinga
42	JOY N. BAGNINIT	F	Kalinga
43	AILEEN P. CABAL	F	Mt. Province
44	ALFREDO JR. T. PINEDA	M	Mt. Province
45	BAUDER P. LANGKIA	M	Mt. Province
46	EVANGELINE B. SANTOS	F	Mt. Province
47	LESTER M. HORA	M	Mt. Province
48	MARILOU O. PAPSA-AO	F	Mt. Province
49	MILDRED A. DAPLIYAN	F	Mt. Province
50	ROGER WYMARK TARIAGAO	M	Mt. Province
51	ROBERT L. BALNEG	M	Tabuk City
52	ANDREW G. BANATAO	M	Tabuk City
53	MATT DOMINGO B. PACLAY	M	Tabuk City
54	MARY JANE G. GUMABOL	F	Tabuk City
55	CELSO U. PAGUEL JR.	M	Tabuk City
56	RICKY D. SIMANGAN	M	Tabuk City

List of Technical Working Group

ROLE	POSITION	OFFICE
Training Management/ Consultant/ Program Manager	Regional Director	
1. Estela P. Leon-Cariño EdD, CESO III,		
2. Rosita C. Agnasi	Officer In-Charge	HRDD
Learning Managers:		
3. Laureen B. Likigan	SEPS	HRDD
4. Elvernice S. Fanged	EPS II	HRDD
Facilitators		
Module 1	PSDS	SDO Baguio City
5. Rosanna Dizon		
6. Evelyn Bongalon,		SDO Tabuk City
Module 2:		
7. Ray Abanilla, SDO Abra		
8. Warly E. Kindiawan		
Resource Speakers/ Subject-matter Expert		
9. Ronald B. Castillo, CESO V	Asst. Regional Director	
10. Jennifer P. Ande	CES	CLMD
Rosita C. Agnasi	OIC Chief	HRDD
11. Cristina L. Paquit	CAO	Finance Division
12. Nover Keithley S. Mente	EPS	CLMD
13. Sasha Joseph L. Daganos	EPS	HRDD
14. Dr. Leonarda R. Aguinalde	Training and Development Practitioner	
15. Geraldine Gawi	PSDS	SDO Ifugao
16. Atty. Edward Magalgalit	Attorney III	Legal Unit
17. Atty. Vanessa Flora	Attorney IV	Legal Unit
18. Engr. Christopher B. Hadsan	Engineer III	ESSD
19. Engr. Margarette Gomeyac	Draftsman II	ESSD
20. Evangeline Malag	PDO II	ESSD
Laureen B. Likigan	SEPS,	NEAPR
Elvernice S. Fanged	EPS II	NEAPR
21. Joven B. Agtani	EPS II	SDO Benguet
M&E Coordinator		
22. Florence E. Balictan	EPS	QAD
Documenter		
23. Warly E. Kindiawan	DM II	HRDD
Secretariat		
24. Jefferson Villena	ADAs III	HRDD
Logistics Officer		
25. Marvin John C. Flores	ADAs I	HRDD

Activity Matrix**SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE 2024****Batch 3: October 21-25, 2024 & November 4-8, 2024****Schedule of Activities****Batch 3: Module 1 (October 21-25, 2024)**

Date / Time	Activity / Topic	Key Personnel
October 21, 2024 9:00-12:00 nn	PMT and RP Coordination Meeting	c/o HRDD
October 21, 2024 3:00pm Onwards	Check In Registration	Warly E. Kindiawan & NEAP Personnel
October 22, 2024 7:30am-8:00 am	Registration and Attendance	Jefferson Villena Margie Gardingan
8:01am-9:00am	Opening Program Preliminary Activities	Marvin Flores Emmanuela Gabol
	Checking of Attendance & House Rules	Elvernice S. Fanged EPS II, NEAPR
	Statement of Purpose	Rosita C. Agnasi OIC Chief, HRDD/NEAPR
	Welcome Remarks & Message	Estela P. Leon-Cariño Regional Director
	Pre-Test	Laureen B. Likigan SEPS, NEAPR
9:00am-10:00am	Domain 3: Improving Learners Performance through Hybrid Learning	Estela P. Leon-Cariño EdD, CESO III Regional Director
10:01am-10:20am	Health Break	
10:20am-12:00nn	Domain 3: Improving Learners Performance through Hybrid Learning	
1:00pm-3:00pm	Domain 1: Enhanced School Improvement Plan	Ronald B. Castillo, CESO V Asst. Regional Director
3:00pm-3:20pm	Health Break	
3:20pm-5:00pm	Continuation: Enhanced School Improvement Plan	Ronald B. Castillo, CESO V Asst. Regional Director
5:00-5:15	Evaluation of Participants	
5:15pm-6:30pm	Journal Writing/Action Planning	c/o HRDD
5:30pm-6:00pm	Evaluation and Debriefing (PMT and RPs)	Florence E. Balictan EPS, QAD
Facilitators: Evelyn Bongalon and Rosanna Dizon		
October 23, 2024 7:45am-8:15 am	Management of Learning	c/o Abra
8:15am-10:00am	Domain 2: School Sites Acquisition	Atty. Edward Magalalit Attorney III, Legal Unit
10:00am-10:30am	Health Break	
10:30am-12:00nn	Domain 2: Site Development Plan	Engr. Margarette Gomeyac Engineer III, ESSD
1:00pm-2:30pm	Domain 2: School Safety for Disaster Preparedness	Evangeline Malag PDO II, ESSD
2:30pm-3:00 pm	Health Break	
3:00pm-5:00pm	Domain 2: School Financial Management	Cristina L. Paquit CAO, Finance Division
5:00pm-5:30pm	Evaluation and Debriefing	Florence E. Balictan EPS, QAD
5:00pm-6:30pm	Action Plan preparation	
Facilitators: Evelyn Bongalon and Rosanna Dizon		
	Management of Learning	c/o Apayao and Baguio City

October 24, 2024 7:45am-8:15am		
8:15am-10:00 am	Domain 3/5: Gender Responsive Basic Education Policy	Atty. Vanessa Flora Attorney IV, Legal Unit
10:00am-10:30am	Health Break	
10:30am-12:00nn	Domain 3/5: Child Rights	
1:00pm-3:00pm	Domain 3: MATATAG Agenda and Curriculum	Jennifer P. Ande CES, CLMD
3:00pm-3:30pm	Health Break	
3:30pm-5:00pm	Concept Paper Development	Rosita C. Agnasi OIC Chief, HRDD/NEAPR
5:00pm-5:30 pm	Evaluation and Debriefing	Florence E. Balictan, EPS-QAD
5:00pm-7:00pm	Concept Paper Writing	

Facilitators: Evelyn Bongalon and Rosanna Dizon

October 25, 2024 7:45 - 8:15 am	Management of Learning	c/o Benguet
8:15 - 10:00 am	Continuation: Concept Paper Development	Rosita C. Agnasi OIC Chief, HRDD/NEAPR
10:00-10:30am	Health Break	
10:30 -12:00nn	Concept Paper Workshop	c/o HRDD
1:00 - 2:30 pm	Presentation and Critiquing of Outputs	ARD Ronald B. Castillo Rosita C. Agnasi
2:30 - 3:00 pm	Health Break	
3:30 - 4:00 pm	Evaluation	Florence E. Balictan EPS, QAD
4:00 - 4:30 pm	Closing Program	c/o HRDD

Facilitators: Evelyn Bongalon and Rosanna Dizon

Batch 3: Module 2 (November 4-8, 2024)

Date / Time	Activity / Topic	Key Personnel
November 4, 2024 3:00 pm Onwards	Check In Registration	Waryl E. Kindiawan & NEAP Personnel
November 5, 2024 7:45 - 8:00 am	Registration and Attendance	Jefferson Villena Margie Gardingan
8:00 - 9:00 am	Opening Program Preliminary Activities	Lauren B. Likigan Elvernice S. Fanged
	Checking of Attendance & House Rules	Elvernice S. Fanged EPS II, NEAPR
	Statement of Purpose	Rosita C. Agnasi OIC Chief, HRDD/NEAPR
	Welcome Remarks & Message	Ronald B. Castillo Assistant Regional Director
9:00am-10:00am	Domain 4: Collaborative Expertise	Nover Keithley S. Mente EPS, CLMD
10:00-10:20am	Health Break	
10:20am-11:00am	Domain 4: Collaborative Expertise	
11:00am - 12:00nn	PD Development: Design and Development Standards	Lauren B. Likigan SEPS, NEAPR
12:00nn-1:00pm	Lunch break	
1:00pm - 1:30pm	PD Development: Session Guide and Slide Decks	
1:30pm - 3:20 pm	Domain 4: PD Development: WAP	
3:20pm-3:40pm	Health break	
3:40pm - 5:00pm	Domain 4: School Rewards & Recognition & Scholarships	Elvernice S. Fanged EPS II, NEAPR
5:00 - 5:30 pm	Evaluation and Debriefing (PMT, RPs)	Florence E. Balictan, EPS, QAD
5:00 - 6:30 pm	Action Planning on Hybrid Learning	

Facilitators: Ray Abanilla & Waryl Kindiawan

November 6, 2024 7:45 – 8:15 am	Management of Learning	c/o Ifugao
8:15 – 9:15 am	Domain 4: Performance Management	Sasha Joseph Daganos EPS-HRDD
9:15am-10:00am	Domain 4: Coaching and Mentoring	Ronald B. Castillo Assistant Regional Director
10:00–10:20 am	Health Break	
10:20 – 12:00 noon	Domain 4: Coaching and Mentoring	Elvernice S. Fanged EPS II, NEAPR
1:00 – 3:00 pm	Domain 4: Socio-Emotional Learning	Joven B. Agtani EPS II, SDO Benguet
3:00 – 3:20 pm	Health Break	
3:30 – 5:00 pm	Domain 5: Gender Equality, Disability and Social Inclusion	Geraldine Gawi PSDS, Ifugao
5:00 – 5:30 pm	Evaluation and Debriefing (PMT, RPs)	Florence E. Balictan EPS, QAD
5:00 - 6:30pm	Preparation of Coaching and Mentoring Plan	
Facilitators: Ray Abanilla & Warly Kindiawan		
November 7, 2024 7:45 – 8:15 am	Management of Learning	c/o Kalinga
8:15 – 10:00 am	Domain 5: Management of Diverse Relationships	Dr. Leonarda R. Aguinale Training and Development Practitioner
10:00 – 10:30am	Health Break	
10:30 – 12:00 noon	Domain 5: Management of Diverse Relationships	
1:00 – 2:30 pm	Application Project Development	Rosita C. Agnasi OIC Chief, HRDD/NEAPR
2:30 – 3:00 pm	Health Break	
3:00 – 5:00 pm	Application Project Development	Rosita C. Agnasi OIC Chief, HRDD/NEAPR
5:00 – 5:30 pm	Evaluation and Debriefing (PMT, RPs)	Florence E. Balictan EPS, QAD
5:00 - 6:30pm	Journal Writing	c/o HRDD
Facilitators: Ray Abanilla & Warly Kindiawan		
November 8, 2024 7:45 – 8:15 am	Management of Learning	c/o Mt. Province & Tabuk City
8:15 – 12:00 noon	Application Project Workshop	c/o HRDD
1:00 – 2:30 pm	Presentation and Critiquing of AP Proposal	ARD Ronald B. Castillo Rosita C. Agnasi
2:30 – 3:00 pm	Health Break	
3:00 – 3:30 pm	Post Test	c/o HRDD
3:30 – 4:00 pm	Insights	Participants
	Ways Forward	Rosita C. Agnasi
	Distribution of Certificates and Remarks	ARD Ronald B. Castillo, CESO V
	Closing Prayer	Participants
4:00 – 4:30 pm	Evaluation and Debriefing	Florence E. Balictan EPS, QAD
Facilitators: Ray Abanilla & Warly Kindiawan		

Concept Paper Template

Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office of _____
SCHOOL_____

**SCHOOL HEADS DEVELOPMENT PROGRAM
FOUNDATION COURSE**

CONCEPT PAPER

Welcome to the School Heads Development Program (SHDP) -Foundation Course! The SHDP is a systematic competency-based educational leadership and management development program that aims to enable school heads to lead and manage K-12 schools in the 21st century.

Participants of the Foundation Course are new school heads, school heads that need training to be promoted to principal, and other candidates who are being considered for the position who do not have prior experience as school head. It is a three-module course that covers the **principal's role in delivering the curriculum and core programs, managing school processes, strategic human resource management and development, fiscal management, partnership, and leadership.**

The requirements for a Certificate of Completion include complete attendance in the course and the implementation of an **Application Project** as proof of learning. **The Project requires the participant to identify a specific area of school operations that require improvement and that will deliver the best impact on school measures in three (3) to six (6) months.** In this project, the principal is expected to **apply learned competencies in improving the school.** The participant will be required to present significant milestones achieved at the end of each month.

An entry requirement to the Course is the submission of a duly accomplished Concept Note that identifies three (3) specific areas of school operations that need significant improvement in the school. The area for consideration include:

1. Leading Strategically
2. School leadership: SBM, SIP, CI, Partnership
3. Strategic Human Resource Development
4. Fiscal Management

By the end of this two-module course, the participant will be asked to select one of these three areas as a project.

Please adhere to the word limit requirement.

SHDP Foundational Course Concept Paper

Name of Participant			Current Position		
Name of School					
Division					
Introduction <i>maximum of 100 words</i>	What is your understanding of DepEd's vision and mission? What is the role of your school in delivering DepEd's vision and mission?				
Problem Description	Nominate three issues and/or concerns in your school that you would like to work on in this course. You will be helped in clarifying and selecting the final problem for your Application Project. (See attached sheet for the course coverage. This will help guide you in your problem selection). For each problem, answer the following questions. Give <u>quantifiable</u> or <u>observable</u> indicators.				
	(1) What is the problem? (<i>maximum 20 words</i>) (2) When does the problem happen? (<i>maximum 20 words</i>) (3) Where does the problem happen? (<i>maximum 20 words</i>) (4) Who are affected by the problem? (<i>maximum words</i>)				
	Problem 1				
	Problem 2				
Problem 3					

SHDP Foundational Course Concept Paper

Statement of Project Objective	What result do you want to see after solving the problem? Give <u>quantifiable</u> or <u>observable</u> indicators. (maximum of 50 words)	
	Problem 1	
	Problem 2	
	Problem 3	
Benefits of solving the problem	(1) Who benefits from solving this problem? Be specific. If possible, give exact numbers. (maximum 50 words)	
	(2) What is the exact benefit to them? (maximum 50 words)	
	(3) How will solving this problem contribute to achieving DepEd's vision and mission? (maximum 75 words)	
	Problem 1	
	Problem 2	
	Problem 3	
Your signature over printed name		Date submitted