



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



January 3, 2018

Regional Memorandum

010.2018

SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE

**TO: Schools Division Superintendents
Heads, Public and Private Secondary Schools
All Others Concerned**

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1. In line with Republic Act No. 9155 or the *Governance of Basic Education Act of 2001* that specifies that a school head shall be both an instructional leader and administrative manager and Republic Act. No. 10533 or the *Enhanced Basic Education Act of 2013* that stipulates that principals shall undergo workshops and training to enhance their skills on their role as academic, administrative and community leaders, the Department of Education (DepED), Cordillera Administrative Region through the Human Resource Development Division (HRDD) of the Regional Office, shall conduct the rollout of the School Heads Development Program (SHDP): Foundational Course on the following schedules;

Module	Date	Venue
Module 1	January 22 to 28, 2018	Hotelinda Suites at Vigan City
Module 2	February 6 to 11	Brentwood Apartelle, Baguio City
Module 3	February 19 to 24, 2018	Brentwood Apartelle, Baguio City

2. The SHDP is intended to improve the capacity of the school heads to manage their schools as well as prepare aspirants to handle the responsibilities of a school head. The program design is anchored on the National Competency-Based Standards for School Heads (NCBSSH).

3. The participants to these trainings are the following:

a. National qualifying Examination for Principals/National Qualifying Examination for School Heads/Principals' Test Passers (2008- 2016), including SHs who have not attended the SHDP: Foundation Course or the SHDP Specialized Course on Senior High School (SHDP-SHS);

b. Incumbent SHS or Schools Division Office-designated teachers-in-charge (TICs) or officers-in-charge (OICs) of elementary, secondary or integrated schools who passed the Regional Qualifying examination for Principals before 2008 without NEAP accredited training or those who have not passed the Principal's Test; and

c. Regional Training Management Team composed of the trainers, facilitators, class managers and Quality Assurance and Monitoring and Evaluation (QAME) monitors.

4. The following are the expected number of participants from SDOs and are requested to proceed to the training venue on Day 0 or before the start of the training proper.

	Division	No. of Pax
1	Abra	7
2	Apayao	10
3	Baguio City	7

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434

4	Benguet	15
5	Ifugao	12
6	Kalinga	11
7	Mt. Province	12
8	Tabuk City	11
Total		85

4. Division Offices are also requested to submit the list of participants using the table below on or before January 17, 2018 thru the following email address;

- Depedcar@gmail.com or hrdd.depedcar@gmail.com

Division: _____

Name of Participants	Male	Female	School /Official Station	Contact Number

5. The participants are requested to bring their own laptop, pocket wifi and other important documents related to the training.

6. The Regional Management Team is requested to attend as trainer or facilitator, class manager and to monitor and evaluate the conduct of the said training. They are as follows;


	Name		Division
1	RD May B. Eclar	ORD	RO
2	ARD Bettina D. Aquino	ORD	RO
3	Marilyn Apiit	Chief Trainer	Baguio City
4	Jennifer Ande	Chief Trainer	RO
5	Jerry Ymson	Chief Trainer	Baguio City
6	Rosita Agnasi	Chief Trainer	Benguet
7	Nemia Lite	Trainer/Facilitator	Mt. Province
8	Marilyn Tolbe	Trainer/Facilitator	Benguet
9	Nancy Rosado	Trainer/Facilitator	Benguet
10	Teodora Botis	Trainer/Facilitator	Baguio City
11	Dolores Comom	Trainer/Facilitator	Baguio City
12	Allan Gobrin	Trainer/Facilitator	Apayao
13	Jasmine Bringas	Trainer/Facilitator	Abra
14	Juanito Padawan Jr.	Trainer/Facilitator	Ifugao
15	Oliver Tubiagon	Trainer/Facilitator	Ifugao
16	Esther Rizaldo	Trainer/Facilitator	Benguet
17	Brenda Ducusin	Trainer/Facilitator	Ifugao
18	Maksim Botillas	QAME	RO
19	Emmanuela Gabol	Class Manager	RO
20	Rosmarie Dalang	Class Manager	RO
21	Margie Gardingan	Secretariat	RO
22	Charline Balahyas	Secretariat	RO
22	Dr. Agnes Calatan/Health Personnel (Baguio City)	Medical Personnel	RO/Baguio City

7. Participants and the Regional Management Team shall be entitled to CTOs during the conduct of the training in lieu of Saturdays, Sundays and Holidays as per CSC and DBM Joint Circular No. 2, s.2015.

8. Meals, snacks, accommodation, and training materials shall be charged against downloaded HRTD Funds, while the transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.

9. The first meal to be served will be dinner of Day 0 and the last meal will be lunch and PM snack on the last day of seminar.

10. Immediate and widest dissemination of this Memorandum to all concerned is desired.


MAY B. ECLAR, PhD, CESO V
Officer-In-Charge
Office of the Regional Director

HRDD/jpa