



February 17, 2017

REGIONAL MEMORANDUM
 No. **054-2017**

PLANNING MEETING OF THE TRAINING TEAM FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE COLLOQUIUM

RECEIVED
 FEB 20 2017
 DEPED-CAR Time: _____

To: **Schools Division Superintendents**
 All Divisions
RO Chiefs of Divisions
 CLMD, QAD, HRDD & HRDD

1. In line with the completion of the three (3) modules of the School Heads Development Program (SHDP): Foundation Course, the Regional Office will conduct a planning meeting for the colloquium at NEAP CAR, DepED CAR, Wangal, La Trinidad, Benguet on February 23, 2017 from 8:00 am to 5:00 in the afternoon.
2. The meeting aims to a) prepare rubrics for the evaluation of the implementation of the participants' application project implementation paper; b) review attendance and outputs of participants; and c) plan for the activities during the Colloquium.
3. Participants to the planning meeting are the following:

I. Schools Division Offices – Training Team

SDS/ASDS		
SGOD Chief		
NEAP Facilitators		
	a) Cluster 1 (Abra & Apayao)	16
	b) Cluster 2 (Baguio & Benguet)	18
	c) Cluster 3 (Ifugao & Mountain Province)	14
	d) Cluster 4 (Kalinga & Tabuk City)	12

II. Regional Office

Consultants	OIC - RD Beatriz G. Torno	2
	OIC - ARD Soraya T. Faculo	
HRDD		6
QAD		1
ICT		1
Maintenance		1

2. Each division/cluster is requested to bring a summary of participants' attendance with corresponding number of hours and checklist of outputs in the three modules.
3. The participants from the Divisions of Abra, Apayao, Benguet, Ifugao, Kalinga, Mountain Province and Tabuk City will be accommodated for overnight on February 22, 2017 at NEAP R. Breakfast, lunch and 2 snacks shall be served on February 23, 2017. Transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules.
4. Please be guided accordingly.

SORAYA T. FACULO
 Chief Education Supervisor
 Officer In-Charge
 Office of the Assistant Regional Director

PLANNING MEETING FOR THE SHDP: FOUNDATION COURSE COLLOQUIUM
NEAP R, DepED-CAR, Wangal, La Trinidad, Benguet

SCHEDULE OF ACTIVITIES
February 23, 2017

TIME	ACTIVITIES	FOCAL
7:30 – 8:00	Registration	Charline
8:00 – 8:30	Opening Program	Margie
8:30 – 10:00	Preparation of Rubrics – Evaluation of Application Project Implementation Paper	Marie
10:00 – 10:30	Break	
10:30 – 12:00	Review of Attendance and Outputs of Participants	Marie
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Finalization of Rubrics Finalization of List of Participants for the Colloquium	Marie
3:00 – 3:15	Break	
3:15 – 5:00	Finalization of Activities for the Colloquium	Marie
	OD	Emma

HRDD/leiram

HRDD	6
QAD	
ICT	
Maintenance	

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