

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



Office of the Regional Director Tel.No. (074)422-1318; Fax: 422-4074; Office of the ARD Tel. No.: 309-3013;
Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187

September 15, 2016

REGIONAL MEMORANDUM

No. 262.2016

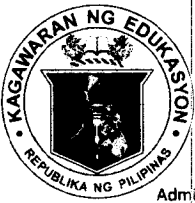
SEP 16 2016

**PLANNING MEETING FOR THE TRAINING TEAM FOR THE SCHOOL HEADS
DEVELOPMENT PROGRAM: FOUNDATIONAL COURSE**

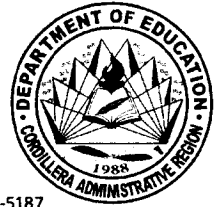
To: **Schools Division Superintendent**
All Divisions
RO Chiefs of Divisions

I. In line with the conduct of the School Heads Development Program: Foundational Course for School Heads to be conducted from November, 2016 to February 2017, the following members of the Regional and Division Training Team will be attending the planning meeting at NEAP R, DepED CAR, Wangal, La Trinidad, Benguet on September 23, 2016 at 8:00 a.m. to 5:00 pm.

I.	Executive Committee	OIC - RD Beatriz G. Torno OIC - ARD Soraya T. Faculo
II.	HRDD	7
	QUAD	4
	ICT	1
III.	SDS/ASDS	8
	Division Focal Persons	8
	Division HR (1 per Division)	8
	Division M & E (1 per Division)	8
	NEAP R Learning Facilitators –	
	Team A	Team D
	Carmel Meris	Georaloy Palao-ay
	Jennifer Ande	Nemia Lite
	Virginia Batan	Shalymar Cailin
	Marina Tabangcura	Gemma Lomboy
	Ma. Teresa Cabcaban	Lourdes Lomas-e
	Team B	Jovelyn Balantin
	Francis Peckley	Joseph Manonggit
	Marciana Aydinan	Conchita Wagawag
	Wilfredo Bagsao	Jennifer Duran
	Macarthy Malanes	Merlyne Gumatay
	Team C	Marilyn Api-it
	Sonia Dupagan	Allan Gobrin
	Jeanie Claire Bocalan	Victor Fernandez
	Jerry Ymson	Imelda Velo
	Herminia Osting	Mildred Dapliyan
	Cristeta Igualdo	Edgar Delgado
	Marilyn Tolbe	Gemmalyng Bangayan
	Imelda T. Licyang	Remedios Quiño
	Abegail Tumapang	Dolores Anecang
	Jasmine Bringas	Xylene Grail Kinomis
	Erlinda Quinuan	
	Evangeline Dulnuan	
	Learning Facilitators –	
	Ma. Medea Vallejo	Marivic Wandagan




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2. Participants are requested to bring their laptops and are expected to have activated their depED email addresses. The Division offices are likewise requested to submit tentative dates (19 days, 3 modules) for the conduct of the roll-out.
3. The participants from the Divisions of Abra, Apayao, Ifugao, Kalinga, Mountain Province, Tabuk City and Benguet (far districts) will be accommodated for overnight on September 22, 2016 at NEAP R. Breakfast, lunch and 2 snacks shall be served on September 23, 2016. Transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules.
4. Attached are list of Division clustering with number of participants in each cluster and matrix for reference.
5. Please be guided accordingly.


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

School Heads Development Program (SHDP): FOUNDATIONAL COURSE

Module 1 Nov. 6-12, 2016
 Module 2 Dec. 4-10, 2016
 Module 3 Jan. 8-15, 2017

SEP 16 2016
BC

CLUSTER

CLUSTER 1

DIVISION	# of PAX	# OF PAX PER CLASS						VENUE
		1	2	3	4	5	6	
Abra	202	34	34	33	33	34	34	To be decided during the planning meeting
Apayao	94	16	16	16	16	15	15	
TOTAL	296	50	50	49	49	49	49	

CLUSTER 2

DIVISION	# of PAX	# OF PAX PER CLASS						VENUE	
		1	2	3	4	5	6		7
Baguio City	75	11	11	11	11	11	10	10	To be decided during the planning meeting
Benguet	250	36	36	36	35	35	36	36	
TOTAL	325	47	47	47	46	46	46	46	

CLUSTER 3

DIVISION	# of PAX	# OF PAX PER CLASS					VENUE
		1	2	3	4	5	
Ifugao	62	13	13	12	12	12	To be decided during the planning meeting
Mountain Province	196	39	39	39	40	39	
TOTAL	258	52	52	51	52	51	

CLUSTER 4

DIVISION	# of PAX	# OF PAX PER CLASS				VENUE
		1	2	3	4	
Kalinga	127	32	32	32	31	To be decided during the planning meeting
Tabuk City	70	18	17	17	18	
TOTAL	197	50	49	49	49	

GRAND TOTAL 1,076

PRE-PLANNING MEETING FOR THE SHDP: FOUNDATIONAL COURSE
NEAP-R, DepED-CAR, Wanggal, La Trinidad, Benguet

SEP 16 2016
[Signature]

SCHEDULE OF ACTIVITIES
 September 23, 2016

TIME	ACTIVITIES	FOCAL PERSON
6:30-7:30	Breakfast	
7:30-8:00	Registration	Marie
8:00-8:30	OPENING PROGRAM	Ruth
8:30-9:15	ORIENTATION	Emy
9:15-10:15	Google Drive, Docs & Forms	Jumar
10:15-10:30	Break	
10:15-12:00	GROUP ACTIVITY Group 1 – SDS/SADS Group 2 - NEAP Learning Facilitators School Heads Group 3 – HR Group Group 4 – M & E Group	Emy Marie Emma Margie
12:00-1:00	Lunch	
1:00-3:00	Continuation of Group Activity	
3:00-3:15	Break	
3:15-5:00	Reporting and Submission of Group Output	Marie
5:00-6:00	Clearing House	Emy