

REGIONAL MEMORANDUM

No. 310.2018

RECEIVED  
SEP 18 2018  
OFFICE OF THE REGIONAL DIRECTOR

September 14, 2018


**PRE-PLANNING CONFERENCE FOR THE CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) – FOUNDATION COURSE BATCH 1**

TO : Schools Division Superintendents  
Divisions of Abra, Baguio City, Benguet, Ifugao & Mt. Province  
All others concerned

1. In line with the conduct of the School Heads Development Program (SHDP) Foundation Course- Batch 1 scheduled on October to November, a pre-planning conference shall be conducted at the Regional Office, Wangal, La Trinidad, Benguet on September 24, 2018 at 9:00AM to 5:00PM.
2. The activity aims to plan for the smooth roll-out of the School Heads Development Program (SHDP) –Foundation Course in the region.
3. The participants to the above mentioned activity are the following:

RD May B. Eclar	Mildred Dapliyan – Mr. Province
ARD Bettina Daytec-Aquino	Nemia Lite – Mt. Province
Jerry Ymson – Baguio City	Grail Ayngan – Mt. Province
Marilyn Api-it - Baguio City	Jennifer Ande – OIC, HRDD
Gemma Lomboy - Baguio City	Rosmarie Dalang – EPS, HRDD
Lourdes Lomas-e – Baguio City	Emmanuela M. Gabol - HRDD
Teodora Botis – Baguio City	Margie Gardingan - HRDD
Sonia Dupagan – Benguet	Charline Balahyas - HRDD
Erlinda Quinoan – Benguet	
Rosita Agnasi - Benguet	
Ma. Teresa Cabcaban – Abra	
Pedro Villastique - Abra	
Oliver Tobiagon - Ifugao	
	Total = 21

4. Board and lodging of the participants shall be charged to HRTD funds while other incidental expenses relative to the attendance to the conference shall be charged against local funds subject to the usual accounting and auditing rules and regulations. First meal will be breakfast of September 18 while last meal will be dinner on the same day.
5. Immediate dissemination and compliance of this memorandum is enjoined.

  
**MAY B. ECLAR, PhD.,CESO V**  
Regional Director