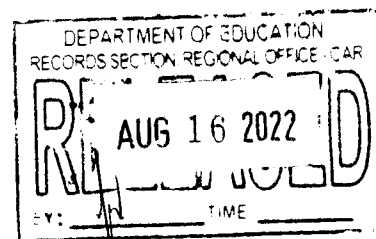




Republic of the Philippines
Department of Education
Cordillera Administrative Region



August 12, 2022

REGIONAL MEMORANDUM

No. 408-2022

**CONDUCT OF THE PROJECT SCHOOL LEADERS INTERVENTION AND
REFRESHER COURSE TO IMPROVE BASIC EDUCATION (SIRIB)
PHASE 4: SCHOOL HEADS IMMERSION**

For: Assistant Regional Director
All Schools Division Superintendent
All SDO SGOD Chief, HRD SEPS and EPS II
All Elementary and Secondary School Heads

1. Project SIRIB continues its goal to provide technical assistance to school heads in its conduct of Phase 4 titled as School Heads Immersion. The Philippine Professional Standards for School Heads Domain 4 Career Stage 4 speaks about school heads serving as learning resource to fellow school heads in upgrading their personal and professional competencies. They are to empower individuals and teams to consistently and effectively perform leadership roles and responsibilities in achieving school goals in shared governance and accountability.

2. The purpose of this phase shall address the following objectives:
- To provide school heads with means for development and opportunities to learn, reflect, lead and progress in their profession;
 - To recognized the commitment of school heads' in ensuring people and team effectiveness;
 - To reiterate the Philippine Professional Standards for School Heads guiding principles through leadership collaboration.

3. The Phase 4 shall be divided into three (3) Schedules with particulars as follows:

Schedule	Date	Modality
1: Orientation with participants on the mechanics / logistics	September 13-14, 2022	Face to Face
2: Actual Immersion in Schools	October 11-14, 2022	Blended
3: Learning Encounter: Post Evaluation	October 17, 2022	Online

4. The training shall compose of the following participants which will be nominated by the SDO School Governance and Operations Division in coordination with the Human Resource Unit. Nominees should meet the following criteria.

- School Head Mentors
 - Must be a principal or school head for 5 years or more
 - Must be a consistent performing school head in the area of School Based Management, Brigada Eskwela and Community Partnership



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Cordilleran Learners"

- iii. Must be an active implementer of their Basic Education Learning Continuity Plan / School Improvement Plan
 - iv. Must be willing to serve as mentor and provide technical assistance to new school heads during the immersion period
- b. School Head Mentees
- i. Newly appointed / designated school heads and/or those under 2 years of experience
 - ii. School Heads requiring technical assistance in their management of the school and its personnel
 - iii. Preferably those who have not received or have not been a part of any professional development program
 - iv. Must be willing to learn and work with the mentor to improve their school management and administration
5. To facilitate and maximize the training session, each SDO HRD shall submit their nominees through the email address **car.neapr@deped.gov.ph** on or before **September 2, 2022 using the Excel Format**. There should be two tabs indicating details of both the mentor and the mentee.
- a. Name of School Head
 - b. School
 - c. DepEd Email Address
 - d. Position
 - e. Years in Service
 - f. Contact Number
 - g. Awards / Recognition Received (For Mentors)
6. The links for the Phase 4 shall be sent to the mentors and mentees in coordination with the SDO SGOD and HRD as soon as the nominees are provided.
7. The NEAP CAR with Quality Assurance Division and the Office of the Regional Director shall conduct a monitoring and evaluation of the activity in the schools during the actual School Heads Immersion.
8. For inquiries and technical assistance, contact the NEAPCAR through Jennifer P. Ande, Chief Education Supervisor and Officer In-charge via 09190073814 or through the Focal Person Dexter B. Andres via 09493656360.
9. Immediate dissemination to this memorandum is adhered.


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