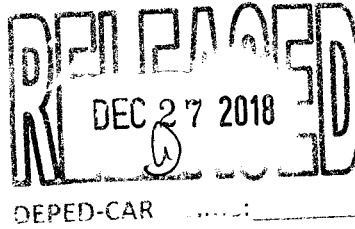




Republic of the Philippines
 DEPARTMENT OF EDUCATION
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



December 18, 2018

REGIONAL MEMORANDUM
434.2018

SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE (Batch 3)

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

1. In line with Republic Act No. 9155 or the *Governance of Basic Education or 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 for batch 3 on the following schedules;

Module	Date	Venue
Module 1	January 22-28, 2019	TBA
Module 2	February 11-17, 2019	TBA
Module 3	February 25 – March 3, 2019	TBA

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. Schools Division Offices shall send participants to this training. Participants 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. Attached in this memorandum is the list of number of participants per Schools Division. Further, it is requested that each division shall submit the names of participants to this training, c/o Human Resource Development Division (HRDD) through email address: hrdd.depedcar@gmail.com not later than January 14, 2019 using the template below:

Division	Name	Sex	Position/Designation	School

5. 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 (please see attached list of participants). Module 1 Day 0 is January 21, 2019.

	Division	No. of Pax
1	Abra	11
2	Apayao	11
3	Baguio City	7
4	Benguet	11
5	Ifugao	11
6	Kalinga	11
7	Mt. Province	11
8	Tabuk City	11
	Regional Management Team, Learning Resource Providers, Learning Facilitators, Resource Speakers, QAME	15
Total		99

6. The participants are requested to bring the following:

Module 1: Notebook, ballpen, laptop, Sample of Daily Lesson Log (DLL), Curriculum guide and other important documents related to the training.

Module 2: Notebook, ballpen laptop, ESIP, and SBM assessment tool, School Profile

Module 3: Notebook, ballpen PPMP and WFP for 2019

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 and auditing procedures

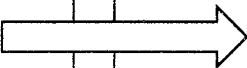
9. First meal to be served will be dinner of Day 0 and last meal will be PM snacks on the last day of the seminar.

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

Tracking Number:
LSW 904763


MAY B. ECLAR, PhD, CESO V
Regional Director 


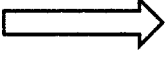
**SCHOOL HEADS' DEVELOPMENT PROGRAM: FOUNDATION COURSE (Batch 3)
TRAINING MATRIX OF MODULE 1: THE SCHOOL HEAD AS A PERSON AND AS INSTRUCTIONAL LEADER (7 days) January 22-28, 2019**

TIME	DAY 0	DAY 1 (Tue)	DAY 2 (Wed)	DAY 3 (Thu)	DAY 4 (Fri)	DAY 5 (Sat)	DAY 6 (Sun)	DAY 7 (Mon)
7:45-8:00						MOL		
8:30-10:00		Session 1: The School Head as a Person Life Spaces Who Am I?	Session 4: The School Head as a Leader	Session 7: What is a Learner-Centered School?	Session 11: The Road Map to Teaching – Learning Process (DLL and DLP)	Session 15: Special Programs Learner Support	Session 18: Instructional Leadership and Supervision with focus on 21 st Century Skills	Concept Paper Writing
10:00-10:30		Session 2: The School Head as Person in the Organization <ul style="list-style-type: none"> I am who I am (Johari's window) Getting to Know Others with Sharing 		Session 8: Implementing the k to 12 Curriculum	Session 12: Quality Assurance of Learning Outcomes	Session 16: The School Head as School Learning Action Cell (LAC) Facilitator and Leader		Session 20: Integration
12:00-1:00	Arrival and Registration	Session 3. The Essentials of Leadership Vs. Management <ul style="list-style-type: none"> Film Viewing & Analysis (Lean on Me) 	Session 5: The DepEd VMG and Mandate on School Heads	Session 9: k to 12 Curriculum Standards	Session 13: Contextualization: A Promising Approach to Teaching – Learning Process	Session 17: Non – formal Education: A Road to Learners' Development and Success		Closing Program
1:00-3:00	Opening Program c/o RO							
3:00-3:30	Course Overview							
3:30-5:00	Leveling Work and Application Project	Continuation of Session 3 <ul style="list-style-type: none"> Lecturette on Leadership vs Management Ethical Leadership The Heart of a Leader 	Session 6: Understanding the K to 12 Learners	Session 10: Pedagogical Principles to Enhance the 21 st Century Skills	Session 14: LRMDS: Its Aspects and Features	Session 19: Concept Paper		
5:00-5:30					Reflection			

**SCHOOL HEADS' DEVELOPMENT PROGRAM: FOUNDATION COURSE (Batch 3)
TRAINING MATRIX OF MODULE 2: THE SCHOOL HEAD AS A PERSON AND AS INSTRUCTIONAL LEADER (6 Days) February 11-17, 2019**

Time	Day 0	Day 1 (Mon)	Day 2 (Tue)	Day 3 (Wed)	Day 4 (Thu)	Day 5 (Fri)	Day 6 (Sat)
7:45 - 8:00		Preliminary Activity	MOL				
8:00 – 10:00		Session 2:10 Points Agenda and Sustainable Development Goal	6: School-Based Management Milestone and Conceptual Framework	Session 7: Enhanced School Improvement Plan (ESIP) Rationale and Overview	Session 7.C: ESIP Phase III: Act	Session 8.c: CI Priority Areas	Session 10: Writing Application Project
10:00 – 10:30			AM Snacks				
10:30 – 12:00		Session 3: The School as an Organization	Session 6.a: SBM as identified KRTs	Session 7.a: ESIP Phase I: Assess	Session 8. CI Program and Total Quality Management	Session 8.d: CI Planning for Implementation	Session 10.a: Presentation of Application Project
12:00 – 1:00			LUNCH				
1:00 - 3:00	Arrival and Registration (2H)	Session 4: School Structure and Processes	Session 6.b: Walkthrough the SBM Assessment Tool	Session 7.b: ESIP Phase II: Plan	Session 8.a CI System and Methodology	Session 9: Partnership & Communication LF/RS:	Session 10.b: Critiquing of Application Project
3:00 - 3:30	Opening Program and Course Overview	Session 5: School Strategic Planning	Session 6.c: Assessment of School Based Management Level	PM Snacks			
3:30 – 5:00	*Application Project *Kamustahan			Continuation....	Session 8.b CI Processes	Session 9.a: Partnership Development Stages	Session 7: Integration and Closing
Outputs	Application paper	Reflection Journal	School Strategic Plan	School SBM level	CI Project	Communication Plan	Application Project

**MATRIX OF MODULE 3: THE SCHOOL HEAD AS
EXEMPLAR (6 days) February 25-March 3, 2019**

Time	Day 0	Day 1 (Mon)	Day 2 (Tue)	Day 3 (Wed)	Day 4 (Thu)	Day 5 (Fri)	Day 6 (Sat)
7:45 - 8:00		MOL					
8:00 – 10:00		The School Head as Steward of Human Resources	Laws and Policies of Fiscal Management	Fiscal Tracking and Recording System	Alignment of RPMS and PPST	Continuous Professional Development	Session 3: Application Project (6H)
10:00 – 10:30		AM Snacks					
10:30 – 12:00		Human Resource Management	The Principal as Fiscal Manager	Maintaining and Other Operating Expenses	RPMS Portfolio Assessment Process		Session 4: Integration (3 1/2H)
12:00 – 1:00		LUNCH					
1:00 - 3:00	Arrival and Registration (2H)	Strategic HR Framework and Performance Management	How do we Relate FM to SBM	Sources of Funds/Income		Learning and Development System	Commitment Building (2H)
3:00 - 3:30		PM Snacks					
3:30 – 5:00	Opening Program / Module Overview / Linkaging to the previous module	Recruitment, Selection, Placement and Induction	Financial System and Processes	Reportorial Requirement	Omnibus Policy	Workshop: Instructional Design	Closing Program (1 1/2H)
Output		Human Resource Inventory	Project Procurement Management Plan	Work and Financial Plan for 2019	Teachers' Needs Analysis	Instructional Design	Application Project