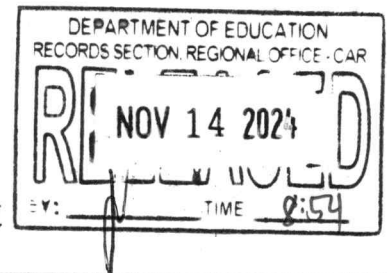




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region



11 November 2024

**REGIONAL MEMORANDUM**

No. 812-2024

**POST ACTIVITY REQUIREMENTS FOR SCHOOL HEADS DEVELOPMENT PROGRAM  
(SHDP) BATCHES 1, 2 and 3 PARTICIPANTS**

To: Assistant Regional Director  
All Schools Division Superintendents  
All Regional Functional Division Chiefs  
All Others Concerned

1. In relation to the completion of SHDP Modules 1 and 2 for Batches 1, 2, and 3, this Office provides the following post-activity requirements for compliance of participants:
  - a. all participants are required to submit a signed Concept Paper by **November 15, 2024**, via <https://tinyurl.com/PDihubCAR> using the following file naming convention: SDO\_BatchNumber\_LastName\_FirstName;
  - b. all participants are advised to maintain continuous coordination and documentation of the Re-Entry Application Project in preparation for the Revalida, which will be scheduled upon completion of the necessary documents; and
  - c. Batch 2 participants are required to update their PRC number via <https://tinyurl.com/SHDPb2CPD>.
2. In addition, all travel and other related expenses of SHDP Batches 1, 2 and 3 for Modules 1 and 2 shall be charged to local funds subject to existing accounting and auditing rules and regulations.
3. Should there be queries and/or clarifications, please contact Rosita Agnasi, OIC-HRDD through email address at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

HRDD/RCA/RM - Conduct of SHDP Batch 3  
November 12, 2024



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