




REGIONAL MEMORANDUM

No. **237.2015**

To: **Schools Division Superintendents
Chiefs of Divisions
Senior High School Principals
All others Concerned**

RECEIVED
DEC 02 2015
DEPED-CAR Time: 4:34 p.m.

From: **For the Regional Director:**


EDGARDO T. ALOS
Chief Administrative Officer
Officer-In Charge

Subject: **School Heads Development Program: Advanced Course for School Heads of Senior High School Enhancement and Benchmarking**

Date: **December 2, 2015**

1. As a follow through of the School Heads Development Program: Advanced Course for School Heads of Senior High School, the enhancement and benchmarking activity will be conducted from Dec. 9 - 10, 2015 (exclusive of travel days) at NEAP – R, Wangal, La Trinidad, Benguet. All participants are expected to be at Melvin Jones Grandstand, Baguio City at 1:30 in the morning. The trip starts at exactly 2:00 am.

2. Participants to this activity are the following:

	166 – Senior High School Principals
	8 – SDS or ASDS
	2 – ORD
	8 – HRDD and QAME
	6 – SHS facilitators
	<u>1 - CLMD</u>
Total	191
	10 – Reg'l and SDO Accountants (Day 2, Dec. 10)
	<u>10 – Reg'l and SDO HRMO (Day 2, Dec. 10)</u>
Total	211

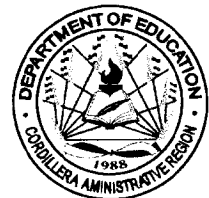
3. The Regional and SDO Accountants and Human Resource Management Officers are to attend in Day 2 only, December 10.

4. The following arrangements shall be followed as to food, transportation and accommodation:

- Travel from station to the Regional Office and vice versa, accommodation and food (Dec. 8 and Dec. 11 shall be charged to School or Division funds
- Transportation and food allowance from the Regional Office to Makati and San Pedro, Laguna and vice versa, shall be provided by the Regional Office charged to downloaded HRTD funds
- For the Accountants and HRMOs, travel and other incidental expenses shall be charged to Division funds while food and materials shall likewise be charged to downloaded HRTD funds



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



5. Three meals and 2 snacks will be served on December 10, 2015.
6. Immediate and widest dissemination of this memorandum to all concerned is desired.

Group 1 – Abra, Kalinga, Mt. Province, Tabuk City, 5 SDS and 3 Facilitators

Group 2 – Apayao, Benguet, Ifugao, 3 SDS, 3 Facilitators

1 HRDD Staff per bus

Matrix of Activities

Day/Time	Activity	Lead Persons
Day 1 – Dec. 9	Benchmarking	RD, ARD, SDS, Facilitators, HRDD
1:30 a.m.	Assembly Time	
2:00 a.m.	Departure to University of Makati	
10:00 – 12:00	University of Makati	Francis Pecley
12:00 – 1:00	Lunch at UMAK area	
1:00	Departure to San Pedro, Laguna	
2:30 – 4:30	San Pedro Relocation Center National High School, Laguna	Carmel Meris
5:00 p.m.	Departure from Laguna	
Day 2 – Dec. 10	School Management Seminar	
10:00 – 12:00	MOL	Facilitators
	Making of Insights	Mijurodel Rifareal
	Sharing	Georgina Ducayso
	Synthesis	Efiginia In-uyay
12:00 – 1:00	Lunch Break	
1:00 – 2:45	Human Resource Management	Eleonora A. Albidas
2:45 – 3:00	Open Forum	
3:00 – 3:10	Break	
3:10 – 4:30	MOOE Utilization	Cristina L. Paquit
4:30 – 5:00	Open forum	Marina Tabangcura
5:00	Closing Program	Jennifer Ande