



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

DIVISION MEMORANDUM

No. 054, series of 2017

TO: **REYZEN O. MONSERATE, RN, MAN
ADA VI**

FROM: **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent

SUBJECT: **School Heads Development Program (SHDP) Medic on Duty**

DATE: January 26, 2017

1. In line with the conduct of the School Heads Development Program (SHDP), you are hereby directed to report to RELC-NEAP XI, E. Quirino Avenue, Davao City on January 27-29, 2017 to render medical assistance to the participants of the said activity.
2. Attached is the letter signed by Atty. Alberto T. Escobarte, CESO IV, Regional Director.
3. Meals, snacks and accommodation shall be charged against HRTD funds while travel expenses and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. Attendance to the activity that falls on Saturday and Sunday shall be granted with Compensatory Overtime Credits (COC).
5. For information and compliance.

DepEd Schools Division Office

RELEASED
904

Date: JAN 26 2017 Time: 1:45

Signature



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: P. Torres Street, Davao City (8000) Internet Address (URL) www.region11.deped.gov.ph
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

January 25, 2017

Ms. Dee S. Silva, CESO VI
Schools Division Superintendent
Digos, Davao del Sur


Dear SDS Silva,

Greetings!

The Human Resource Development Division XI is presently conducting the School Heads Development Program Tranche 2, Modules 1- 3 at RELC-NEAP XI, Quirino Avenue, Davao City to start today, January 25-30, 2017, February 1-6, 2017 until March 1-7, 2017

In this view, we would like to request your Division Nurse, Mr. ^{Ms. Manganate} Royzen O. to be with the participants throughout the training period for possible health checkup, especially the monitoring of their blood pressure, to ensure that first aid can be applied to them immediately.

Very truly yours,


ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

RD/DO/DOH/HRD



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) www.region11.depEd.gov.ph
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

November 18, 2016

REGIONAL MEMORANDUM

No. 324, s. 2016

**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT
PROGRAM (SHDP) FOUNDATION COURSE**

To **Schools Division Superintendents**

1. The National Educators Academy of the Philippines (NEAP) through the Human Resource Development Division (HRDD) Region XI will conduct the School Heads Development Program (SHDP) Foundation Course on different dates and venues in three (3) modules to wit: Module 1) The School Head as Instructional Leader (six days); Module 2) The School Head as Organizer Leader (six days); Module 3) The School Head as Exemplar (seven days). Please see attached training schedule and list of trainers, class managers and quality and assurance monitoring and evaluation (QuAME) members for your guidance and information.
2. The objectives of this training are as follows:
 - a. Enable leaders to bring about a shift in their understanding of their current role as functional managers to proactive and innovative leaders;
 - b. Build capacities of school heads in the areas of teaching-learning, personal and professional development, innovations in school system processes and partnerships;
 - c. Develop re-entry plan or implementation plan to make the school effective and achieve the outcomes of the Department.
3. For training days which fall on Saturdays and Sundays, all the members of the monitoring team from Human Resource Development Division (HRDD) and Quality Assurance Division (QAD), trainers, class managers QuAME members and participants will be granted Compensatory Time Off (CTO).
4. First meal to be served is morning snack of the first day of the training and last meal to be served is dinner of the last day of the training.

Department of Education
Regional Office XI
RECORDS SECTION

RELEASED

HE-3
11-22-16


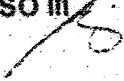


Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: P. Torres Street, Davao City (8000) Internet Address (URL) www.region11.deped.gov.ph
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

5. Travel expenses incurred by the participants and trainers will be chargeable against local funds while food and accommodation of the same will be charged to HRTD downloaded funds subject to usual accounting and auditing rules and regulation.
6. Wide and immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director 

Reference: Memorandum OM-CO-2016-NEAP
Incl. as stated

ROHRD/ROH1:ROH4
In:agnes/reg'l memo/SHDPFCsked

To be indicated in the Perpetual Index
Trainings Seminars /Workshops