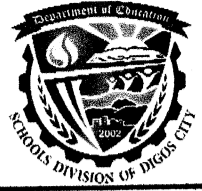




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




DIVISION MEMORANDUM
No. 1072, s. 2017

December 4, 2017

**ATTENDANCE TO SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
FOUNDATION COURSE PHASE 3**

To: **Ida I. Juezan** Public Schools District Supervisor
Analiza C. Almazan Education Program Supervisor


1. Attached is Regional Memorandum No.371 s, 2017 dated November 28, 2017 concerning the conduct of School Heads Development Program Foundation Course (Phase 3).
2. The training aims to enhance the leadership and management skills of the School Heads as school managers and community leaders.
3. Relative to this, you are hereby directed to report to NEAP XI, Quirino Avenue, Davao City on December 3-7, 2017 as learning facilitator for batch 1.
4. Details of the said training is contained in the enclosures.
5. Transportation expenses of the participants shall be chargeable against local funds while food and accommodation will be charged to regional funds subject to the usual accounting and auditing rules.
6. *Wide and immediate dissemination of this Memorandum is earnestly desired.*


WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED

13616
Date: DEC 21 2017 Time: 10:17

By: 

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

ijj: memorandum title
18 December 2017



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
BEHIYON XI
 Lungsod ng Davao
 Tanggapan ng 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; 227-6943; 227-8025; 222-2617; 2270941; 2218435

November 28, 2017

REGIONAL MEMORANDUM
 No. 371 s. 2017

To : **SCHOOL HEADS DEVELOPMENT PROGRAM; FOUNDATION COURSE (Phase 3)**
Schools Divisions Superintendents of
(Davao Oriental, Mati City, ComVal, Tagum City, Davao Del Norte, Panabo City, IGACOS, Davao Del Sur, Digos City and Davao Occidental)

- To enhance the leadership and management skills of the school heads as school manager and community leader, the phase 3 of the School Heads Development Program; Foundation Course will be conducted in the month of December 2017 at RELC-NEAP, E. Quirino St., Davao City. Please see attached training matrices for your reference and information.
- Along this line, Schools Division Offices are advised to send their untrained school heads in the SHDP foundation course according to the number of slots given to their division. Number of slots is stipulated in the matrix below. In addition, Compensatory Time Off (CTO) will be granted to the training management, facilitators, class managers, QAME monitors, and participants on training days that fall on a Saturday and Sunday.

Division	Number of Participants
1. Compostela Valley	7
2. Davao del Norte	13
3. Davao del Sur and Davao Occidental	40
4. Davao Oriental	10
5. Digos City	3
6. Samal City	7
7. Mati City	8
8. Panabo City	9
9. Tagum City	3
Total	100

- Moreover, participants are expected to arrive in the afternoon of December 3 in the training venue for registration and opening program. First meal to be served is dinner of December 3 and last meal to be served is afternoon snacks on the last day of the training.
- Transportation expenses of the participants shall be charged against local funds while food and accommodation will be charged to regional funds subject to usual accounting and auditing rules and regulations.
- Wide and immediate dissemination of this Memorandum is earnestly enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO III
 Regional Director

HRDD/roh3
 To be indicated in the perpetual index under the following headings
 Training workshop

SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATION COURSE ROLL OUT – PHASE 3
LIST OF TRAINING MANAGEMENT TEAM MEMBERS

Module	Date	Class 1	Class 2
1A – 1B	Dec. 3-7, 2017	<i>Facilitators</i> a. Ida I. Juezan b. Maria Genevieve Francisquete c. Arlenor Abelardo <i>Class Manager:</i> Agnes A. Sagsagat <i>QAME:</i> Danilo M. Canda	<i>Facilitators</i> a. Florence G. Victoria, EdD b. Flor Ann B. Cosare c. Analiza Almazan <i>Class Manager</i> Mariane T. Bitacura <i>QAME:</i> Suzette A. Morales
2	Dec. 10-15, 2017	<i>Facilitators</i> a. Amel S. Zaragosa b. Marcelino Cabana c. Hilda Opeña <i>Class Manager</i> Maria Angelita Perpetua G. Suelto <i>QAME</i> Agnes A. Sagsagat	<i>Facilitators</i> a. Marlon G. Ebrado b. Elsie E. Gagabe c. Florifes Colmenares <i>Class Manager</i> Evangeline C. Bongcac <i>QAME</i> Mariane T. Bitacura
3	Dec. 17-22, 2017	<i>Facilitators</i> a. Danilo M. Canda, EdD b. Angelito M. Enrile c. Catherine C. Datoy <i>Class Manager</i> Lemuel B. Madulin <i>QAME</i>	<i>Facilitators</i> a. Gay P. Taguiran b. Lina L. Orayle c. Gay Refamonte <i>Class Manager</i> Raymond S. Aquino <i>QAME</i>

TRAINING MATRIX FOR MODULE 1A: THE SCHOOL HEAD AS A LEADER

MODULE 1: THE SCHOOL HEAD AS LEADER			
COURSE SCHEDULE			
Day/ Time	Day 0	Day 1	Day 2
7:45-8:40			MOL
8:00-8:30		Session 1: The School Head as a Person	Leadership vs. NCESSH
8:30-9:40		Life Spaces Self-Knowledge or Definition of Self	
9:40-9:50			
9:50-10:00			
9:30-10:00			
10:00 - 10:30		Health break	
10:30-10:30		Session 2: The School Head as Person in the Organization	Session 4: The School Head as a Leader
10:30-11:00			Leadership Icon Five Exemplary Leadership Practice
11:00-11:30		Learn Who I am (John's Windows) Calling to Know Others with sharing	
11:30-12:00			
12:00-12:30		LUNCH	
12:30-1:00			
1:00-1:30		Session 3: Leadership vs. Management	Leadership Practices Inventory
1:30-2:00	Arrival and Registration	Film Viewing (Lean On Me)	Leadership Challenges
2:00-2:30		Film Analysis	
2:30-3:00			
3:00-3:30		Health break	
3:30-4:00	Opening Program Course Overview(NCESSH) GTKY and Leveling of Expectations	Lecture on Leadership vs. Management (Pipeline) Ethical Leadership The Heart of a Leader	Session 5: The Dep Ed Mandate on School Heads Change Leadership Model
4:00-4:30			
4:30-5:00			

TRAINING MATRIX FOR MODULE 1B: THE SCHOOL HEAD AS
INSTRUCTIONAL LEADER

COURSE SCHEDULE							
Time		Day 1	Day 2	Day 3	Day 4	Day 5	
7:45 - 8:00			MOL	MOL	MOL	MOL	
8:00 - 8:30		Session 1A: Who are our Learners Understanding the Learners' Context (2 H)	Session 2A: K to 12 Pedagogies (2H)	Session 3A: LRIMDS (2 H)	Session 4 A: Instructional Leadership Skills: Principals Need (2H)	Session 5A Instructional Supervision Planning (3.5H)	
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
10:00 - 10:30	Break						
10:30 - 11:00		Session 1B: What is a Learner Centered School? (1.5 H)	Session 2B: Lesson Planning (Daily Lesson Plan and Daily Lesson Log) (1.5)	Session 3B: Special Interest Programs Learner Support (1.5 H)	Session 4B Role of the Principal as Instructional Supervisor (1.5)	Continuation Session 5A	
11:00 - 11:30							
11:30 - 12:00							
12:00 - 12:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
12:30 - 1:00							
1:00 - 1:30		Session 1C: Updates on the K to 12 Curriculum (2 H)	Session 2C: Classroom Assessment (2H) (2 H)	Session 3C: ALS ADM (2 H)	Session 4C Instructional Leadership Approaches and Behaviors (3.5 H)	Session 5C: CONCEPT PAPER (2 H)	
1:30 - 2:00							
2:00 - 2:30							
2:30 - 3:00							
3:00 - 3:30			Break				
3:30 - 4:00		Session 1D: Curriculum Standards (1.5)	Session 2D: Contextualization (1.5 H)	Session 3D : LAC with Planning and Application in the School (1 H)	Continuation	Session 5D: INTEGRATION (1.5 H) Reflection	
4:00 - 4:30							
4:30 - 5:00							
5:00 - 5:30		Reflection	Reflection	Reflection	Reflection		
5:30 - 6:00							

TRAINING MATRIX FOR MODULE 2: THE SCHOOL HEAD AS AN ORGANIZATIONAL LEADER

TOPICAL AREA: SCHOOL HEAD AS AN ORGANIZATIONAL LEADER (6 DAYS)

COURSE SCHEDULE

Time	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
10:00 - 10:30							
10:30 - 11:00							
11:00 - 11:30							
11:30 - 12:00							
12:00 - 12:30							
12:30 - 1:00							
1:00 - 1:30							
1:30 - 2:00	Arrival and Registration (2H)	School-Based Management	School-Based Management	Enhanced School Improvement Plan	Enhanced School Improvement Plan	Continuous Improvement	Continuous Improvement
2:00 - 2:30							
2:30 - 3:00							
3:00 - 3:30	Opening Program and Course Overview	Break	Break	Break	Break	Break	Break
3:30 - 4:00	Application Project	School-Based Management	School-Based Management	Enhanced School Improvement Plan	Continuous Improvement	Continuous Improvement	Integration Session: Organizational Leadership and Closing
4:00 - 4:30	*Kumustahan						
4:30 - 5:00							
5:00 - 5:30							
5:30 - 6:00							

COURSE SCHEDULE

Time	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:45 - 8:00			MOL	MOL	MOL	MOL	MOL
8:00 - 8:30							
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
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3:00 - 3:30							
3:30 - 4:00							
4:00 - 4:30							
4:30 - 5:00							
5:00 - 5:30							
5:30 - 6:00							
	Arrival and Registration (2H)	HR Management	HR Management	Fiscal Management	Fiscal Management	Application Project	CLOSING ACTIVITY (commitment pdg.)
	Opening Program / Module Overview / Linking to the previous module(s)	HR Management	HR Management	Fiscal Management	Fiscal Management	Application Project	CLOSING ACTIVITY
		Reflection	Reflection	Reflection	Reflection	Reflection	
				Fellowship			