Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulungbulu, Angeles City
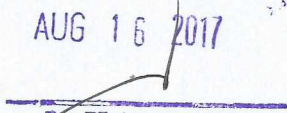*Tel. No. (045) 322-5722; 887-5254; 322-4702 / Fax Nos. (045) 888-0582; 887-6099*

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RELEASED

DIVISION MEMORANDUM

No. 288 s. 2017

AUG 16 2017

By _____
DepED Angeles City
Division of City Schools

To: Curriculum Implementation Division (CID)
        School Governance and Operation Division (SGOD)
        Elementary and Secondary School Heads

From: Office of the Schools Division Superintendent

Subject: **Final Requirement of 2016 School Heads Development Program (SHDP): Foundation Course**

Date: August 15, 2017

Attached is the Regional Memorandum No. 120 s. 2017 regarding the Final Requirement of 2016 School Heads Development Program (SHDP): Foundation Course

For information and guidance.

LEILANI SAMSON CUNANAN, CESO VI
Officer In-Charge
Office of the Schools Division Superintendent

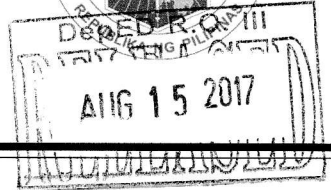hrd/mdl081517

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DEPARTMENT OF EDUCATION
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Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)
Website: www.deped.gov.ph/regions/region-iii ✕ Email: region3@deped.gov.ph
Telephone Numbers: (045) 598-8580 to 89 local 102 and 103

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AUG 15 2017

August 10, 2017

REGIONAL MEMORANDUM
No. 120, s. 2017

To: **All Schools Division Superintendents**
All Others Concerned

FINAL REQUIREMENT OF 2016 SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE

1.   Relative to DepEd Memorandum No. 192, s. 2016 and the ISO 9001:2015 Training Effectiveness Framework of DepEd Regional Office III, the Human Resource Development Division (HRDD), in coordination with Schools Division Offices, will conduct Monitoring and Evaluation/Validation of Application Projects of the participants of the 2016 School Heads Development Program: Foundation Course which shall serve as the final requirement of the three-module course.

2.   The following are the SHDP: Foundation Course participants who are included in this activity:
       2.1.   Participants who have attended Modules 1, 2, and 3   in any of the batch/group during the Regional Roll-Out from October 16, 2016 up to December 23, 2016;
       2.2.   Participants of Group 3, Batch 2, Module 3, who finished the three-module course on March 17-24, 2017 or March 27 – April 3, 2017.

3.   SHDP: Foundation Course participants who did not finish Modules 1, 2 and 3 are not included in this activity as only those who attended all three modules are required to come up with Application Projects.   However, a separate template shall be accomplished by the SDO with the list of said participants. (see Enclosure No. 3)

4.   Based on the implementing guidelines of the SHDP: Foundation Course, a participant is required to come up with an Application Project that will deliver the best impact on school measures in three (3) to six (6) months. The participant is expected to apply learned competencies from the course in improving the school.
The areas for consideration include:

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- Curriculum, Core, and Support Programs
- Instructional Leadership
- School leadership: SBM, SIP, CI, Partnership
- Strategic Human Resource Development
- Fiscal Management

5. Application Projects will be evaluated using the following criteria:

Effectiveness	45%
Efficiency of Implementation	40%
Application of Learning	10%
Replicability	5%
	100%

6. Certificate of Completion will only be given to SHDP participants with a grade of 85% or above.

7. Application Projects will be evaluated by the SDOs with the over-all team composed of:

Chair:	SGOD Chief
Co-Chair:	CID Chief
Members:	
	One (1) SEPS-HR
	One (1) Education Program Supervisor
	One (1) Public Schools District Supervisor

8. For large and medium SDOs, it is highly encouraged that different sets of three (3) members be organized to facilitate the activity. These teams shall be composed of:

> One (1) Education Program Supervisor
> One (1) SEPS/Education Program Specialist
> One (1) Public Schools District Supervisor

9. School principals who served as facilitators during the SHDP: Foundation Course Regional Roll-Out may be invited as members of the teams provided that they were not participants in the said training.

10. SDOs shall recommend Best Application Projects with the following number of entries: six (6) for Large SDOs, four (4) for Medium SDOs, and two (2) for Small SDOs. Hardcopies of these Application Projects shall be submitted to the HRDD on or before September 04, 2017. Selected Application Projects will be presented during the

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Colloquium and Completion Ceremony scheduled on September 28-29, 2017. Details of the presentation and ceremony shall be announced in a separate memorandum.

11.   The following is the schedule of activities:

Activity	Date	Person/s Involved
Orientation of SDO Teams	Not later than August 22, 2017	SGOD Chief/SEPS-HR SDO Teams
Division-level M&E of SHDP:FC Application Projects	August 22-25, 2017 August 29 – September 01, 2017	SDO Teams
Deadline of Submission to HRDD by SDO of (1) Report on the SHDP: FC Summary of Scores of Application Projects (2) Best Application Projects entries, (3) List of SHDP:FC Participants who did not finish Modules 1,2, and 3	September 4, 2017	SGOD Chief/SEPs-HR
Regional Validation of randomly selected Application Projects	September 5-8, 2017 September 12-15, 2017	Regional Teams in coordination with SDO Teams
SHDP: FC Colloquium and Completion Ceremony	September 28-29, 2017 (target schedule)	SHDP: FC Participants whose Application Projects scored at least 85%

12.   SDOs are requested to e-mail the Report on the SHDP: Foundation Course Summary of Scores of Application Projects (Excel format) and List of SHDP:FC Participants who did not finish Modules 1,2, and 3 to region3@deped.gov.ph, copy furnished hrdd.roiii@deped.gov.ph.

13.   For further inquiries, please contact the Human Resource Development Division (HRDD), DepEd Region III, at telephone nos. (045)- 598-8580 to 89 local 114.

14.   Transportation and other incidental expenses of SDO personnel/officials to the above-stated activities shall be charged against local funds while those of Regional personnel/officials shall be charged against Regional MOOE funds subject to the usual accounting and auditing rules and procedures.

15.   Enclosed are the following for reference:
       Enclosure No. 1 – Application Project Evaluation Tool
       Enclosure No. 2 – Template for the Report on the SHDP: Foundation Course Summary of Scores of Application Projects

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Enclosure No. 3 - Template for the List of Participants who did not complete Modules 1,2 and 3

Enclosure No. 4 - Regional Validation Teams

16.   Immediate dissemination of and compliance with this Memorandum is desired.

MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

Incls: As stated
HRDD1/hrdd4

2016 SHDP: Foundation Course Application Project
Evaluation Tool

Name: _____ School: _____ Date: _____

Position/Designation: _____ Title of Application Project: _____ Grade: _____

This instrument is designed to provide an objective scheme of rating the participants of the School Heads Development Program: Foundation Course based on the Application Project which serves as the final requirement of the three-module course. The Application Project requires the participant to identify a specific area of school operations that require improvement and that will deliver the best impact on school measures in three (3) to six (6) months. In this project, the school head is expected to apply learned competencies in improving the school. Participants who are not holding a school head position and are non-school-based may adopt a school for AP implementation.

NEAP-III shall evaluate the Application Projects with the support of Schools Division Offices (SDOs) with these criteria:

A. Effectiveness -   **45%**
(extent to which objectives of the APs have been attained expressed in terms of percentages of accomplishments versus targets)

B. Efficiency of Implementation-   **40%**
(expressed in terms of timeliness and resources which include human, time and money used to attain the AP Objectives)

C. Application of Learning -   **10%**
(extent to which the project has integrated learnings from the SHDP: Foundation Course)

D. Replicability-   **5%**
(quality or state of being duplicated at another location and time)

    Total: **100%**

Direction: Please rate each criterion by checking the column which describes the extent to which each item is practiced or applied based on the Application Project presented. Use the following scale:

1	rarely evident	3	most of the time evident
2	sometimes evident	4	consistently evident

Consider the following for the individual rating:

4 - if all the given indicators were consistently evident showing all or 100% of the number of Means of Verifications required (MOVs)
3 - if only the given indicators were most of the time evident but not all the time showing at least 99%- 84% of the number of MOVs required
2 - if only the given indicators were sometimes evident showing at least 83%- 70% of the number of MOVs required
1 - if only the given indicators were rarely evident showing at least 69%- 55 % below of the number of MOVs required
Note: The Monitoring and Evaluation Team shall identify the required Means of Verifications (MOVs) before conducting the activity.

Below are the specific indicators per criterion. A sample computation of rating for Effectiveness is provided as a guide.

Effectiveness (45%)	Indicators	4	3	2	1
	The Application Project describes and shows that the School Head has…				
	set quantifiable and observable indicators as objectives	✓			
	met the objectives as evidenced by the accomplishments		✓		
	enhanced the competencies of the beneficiaries as seen from the results		✓		
	contributed in improving Participation Rate (PR) and Achievement Rate (AR) and in reducing Dropout Rate (DR)	✓			
	enhanced the effective delivery of educational services	✓			
Total Score		12 + 6 = 18			
Rating (TS/20x.45x100%)		40.5 %			

Efficiency of Implementation (40%)	Indicators	4	3	2	1
	The Application Project describes and shows that the School Head has…				
	achieved the target milestones by the end of 30 days and every 30 days after				
	applied cost-saving measures in using material resources without sacrificing the quality of the outputs				
	utilized the required human resources (labor) in accomplishing the project with minimal cost				
	coordinated with the concerned head of office for funding requirement				
	managed the identified risks that might affect the implementation of the project				
Total Score					
Rating (TS/20x.40x100%)					

Note: For Application Projects that do not require funding requirement, please write NA (Not Applicable). Hence, this item should not be included in the computation of the score in this area.

Indicators		4	3	2	1
Application of Learning (10%)	**The Application Project shows and describes that the School Head has…**				
	addressed a specific problem in any of the areas of school operations (Curriculum, Core and Support Programs; Instructional Leadership; School leadership: SBM, SIP, CI, Partnership; Strategic Human Resource Development; and Fiscal Management)				
	applied the Target Competency/ies Improvement identified in the AP Implementation Paper in realizing the project				
	utilized the Application Project in solving a Priority Improvement Area (PIA) in the School Improvement Plan (SIP)				
	addressed the Current Situation in the school identified in the AP Implementation Paper as evidenced by specific, quantifiable and observable details and solutions				
	contributed in the over-all performance of the school in which the project is situated as shown by baseline data and actual accomplishments				
Total Score					
Rating (TS/20x.10x100%)					

Replicability (5%)	Indicators	4	3	2	1
	The School Head has...				
	produced an Application Project with procedures/solutions that can be replicated in other areas of operations of the school				
	produced an Application Project with procedures/solutions that can be replicated by other schools				
	produced an Application Project with procedures/solutions that can be repeated in the future in similar or different situations				
	presented the Application Project in meetings/seminars as a possible model in addressing similar school concerns				
	shared the results/milestones of the Application Project with other school heads for replication through activities such as school benchmarking, social media posting, and other means of communication				
Total Score					
Rating (TS/20x.05x100%)					

SAMPLE COMPUTATION OF APPLICATION PROJECT

EVALUATION CRITERIA	RATING PER CRITERIA
Effectiveness (45%)	40.5
Efficiency of Implementation (40%)	40
Application of Learning (10%)	10
Replicability (5%)	5
GRADE	95.5%

Note:

A participant has to get at least a grade of 85% to pass.

Monitored and Evaluated by:

_____   _____
(Signature over Printed Name)   (Position)

_____   _____
(Signature over Printed Name)   (Position)

Verified by:

Chair:

_____   SGOD Chief
(Signature over Printed Name)   (Position)

Co- Chair:

_____   CID Chief
(Signature over Printed Name)   (Position)

Recommending Approval:

_____   ASDS
(Signature over Printed Name)   (Position)

Approved:

_____   SDS
(Signature over Printed Name)   (Position)

Report on the 2016 SHDP: Foundation Course Summary of Scores of Application Projects

No.	Division	Surname	First Name	Middle Initial	Position/ Designation	School	School Address	Title of Application Project	Score of Application Project

List of SHDP: Foundation Course Participants who did not finish Modules 1,2, and 3

No.	Division	Surname	First Name	Middle Initial	Position/ Designation	School	School Address	Module/s NOT finished	Reason

2016 SHDP: Foundation Course Application Projects
Regional Validation
(September 5-8, 2017 and September 12-15, 2017)

DIVISION	REGIONAL TEAM LEADER/S (minimum of 2 per Cluster Divisions)	DIVISION TEAM (3 members per SDO)
Aurora	Reynaldo Licay Edgardo Serrano	1 SGOD Chief or 1 SEPS-HR 1 EPSvsr or 1 EPS 1 PSDS or 1 NEAP Facilitator
Bataan Balanga City	Marina Espino Ruby Tanciongco	
Bulacan Malolos City City of San Jose del Monte Meycauayan City	Rafael Rubio Ariel Culala Eva Imingan	
Nueva Ecija Cabanatuan City Gapan City Science City of Munoz San Jose City	Edgardo Serrano Edwin Marcos	
Pampanga San Fernando City Angeles City Mabalacat City	William Bacani Jocelyn Ocampo	
Tarlac Tarlac City	Helen Bose Edwin Marcos	
Zambales Olongapo City	Wilfredo Yap Bernadette Atienza	

Over-all Team Leaders:

ARTHUR DC. SACATROPES
Chief, QAD

ARNEL A. USMAN
EPSvsr, HRDD

Secretariat/Documenter:

BRYAN L. VICENTE
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EPS, HRDD

JOVEN DJ SUPAN
ADAS I, HRDD