



Department of Education  
Region III  
DIVISION OF CITY SCHOOLS  
Angeles City

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 887-5254; 322-4702 / Fax Nos. (045) 888-0582; 887-6099



March 13, 2017

**DIVISION MEMORANDUM**

No. *92* s. 2017

**REGIONAL ROLL-OUT OF SCHOOL HEADS DEVELOPMENT PROGRAM  
(SHDP): FOUNDATION COURSE: (Batch 2, Group 3, Module 3)**

To: Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)  
School Heads  
All Others Concerned

1. Please be informed that the Department of Education Regional Office III, through the Human Resource Development Division, announces the Regional Roll-Out of School Heads Development Program (SHDP): Foundation Course for Batch 2. Group 3, Module 3 which was indefinitely postponed last year.
2. The SHDP is intended to improve the capacity of the school heads in leading and managing their schools as enumerated with the following objectives:
  - a. improve the participants' capacity in managing their schools;
  - b. broaden their understanding on school leadership;
  - c. enhance their skills on the competencies of the course; and
  - d. draft an individual application project.
3. The following is the training schedule which will be conducted in two batches:

Batch	Class	Date	Venue
A	1, 2, & 3	March 17-24, 2017	NEAP III, Pulungbulu, Angeles City
B	4 & 5	March 27-April 3, 2017	NEAP III, Pulungbulu, Angeles City

4. Participants to the training are the following:

1. School Heads

- a. Batch B- Group 3- Class 4 - Esperanza G. Nabong
- b. Batch A- Group 3- Class 3 - Elvira P. Guina

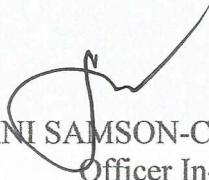
2. Class Monitor/QAME Monitor –

a. Batch A-Group 3- Class 1 - Marjorie D. Lacson

3. Facilitators -

a. Batch A-Group 3- Class 2 - Dr. Lourdes G. Dela Cruz  
- Ma. Esperanza S. Malang

5. Expenses relative to the conduct of the training will be charged against Regional MOOE while the transportation expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. Participants (school heads, facilitators class monitor, QAME monitors and training management team) s hall be entitled to a Compensatory Time-Out (CTO) in accordance with CSC and DBM Joint Circular No. 2 s. 2004) on Non-Monetary Remuneration for Overtime Service Rendered.
7. For your information and compliance.

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








7. Expenses relative to this training such as board and lodging of participants (school heads, facilitators, class monitors, Quality Assurance Monitoring and Evaluation monitors, and training management team) shall be charged to the Regional MOOE while their transportation expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

8. Participants (school heads, facilitators, class monitors, QAME monitors and training management team) shall be entitled to Compensatory Time-Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

9. For more information, all concerned may email the HRDD at [ro3deped.tdd@gmail.com](mailto:ro3deped.tdd@gmail.com).

10. Wide and immediate dissemination of this Memorandum to all concerned is earnestly desired.

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

  
Encs: As stated  
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