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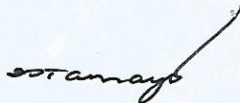
November 14, 2019

DIVISION MEMORANDUM
 No. 446 S. 2019

**Training Workshop on Systematic Upgrading and Nurturing of School Heads through
Interactive Navigation for Excellence Cum Project Launching**

**TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisor
ALL Elementary and Secondary School Heads**

1. Project SUNSHINE is designed to provide school heads a clearer direction to excellence in the discharge of their functions towards achieving excellent results. A two (2) day live-in seminar workshop cum launching relative to its implementation will be held on November 21-22, 2019 at Azurro Hotel, Balibago Angeles City. The activity will start at 8:00 in the morning.
2. This activity aims to:
 - a. orient school heads on the different milestones of the project;
 - b. capacitate school heads in crafting a need-based, responsive, and relevant Instructional supervisory plan and Technical Assistance Plan;
 - c. enhance school heads' competence in reporting and managing data relative to the discharge of their KRAs;
 - d. revisit school plans for possible adjustment.
3. Participants to this activity are the Elementary and Secondary School Heads with the Public Schools District Supervisors and the CID Chief to act as facilitators and resource speakers.
4. All expenses relative to the conduct of this activity shall be charged against Human Resource Training Development Funds (HRTD) subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.


MA. IRELYN P. TAMAYO, Ph.D., CESE
 Assistant Schools Division Superintendent
 Officer- In- Charge
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