



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



17 May 2023

DIVISION MEMORANDUM

No. **166**, s. 2023

Project **SHIP** (**S**chool **H**eads **I**nduction **P**rogram): Orientation on different Administrative Services, Curriculum Implementation, and School Governance and Operations Cum Provision of Technical Support

To: Assistant Schools Division Superintendent
Division Chief Education Supervisors, Unit Heads
Heads Public Elementary and Secondary Principals

1. Pursuant to Section 6.1, Rule VI of Implementing Rules, and Regulations of RA 9155 (Governance of Basic Education Act of 20021) states that there should be school head for all public elementary and secondary schools who is the person responsible for the administrative and instructional supervision of the school and expected to possess leadership dimensions. (Educational Leadership, People Leadership, and Strategic Leadership).
2. Moreover, in line with the commitment of the division to support school heads especially beginning school heads to perform their roles in schools better, including the improvement of teacher quality and learner achievement, an **Orientation on different Administrative Services, Curriculum Implementation, and School Governance and Operations Cum Provision of Technical Support** on administrative services (cash, personnel, property, records) ICT services, legal services, finance services, instructional management and supervision, and school governance, and operations (school management monitoring and evaluation, social mobilization and networking, human resource development, planning and research management, education facilities, youth formation, DRRM, and school health and nutrition) will be conducted on **May 31, 2023 to June 2, 2023** at the Learning and Development (L&D) Conference Room.
3. The participants are the officers-in-charge (ASP II) assigned to the senior high schools and school heads with 0 to 3 years in the service.
4. Enclosed is the list of participants for reference and guidance.
5. However, experienced school heads may join the activity on a voluntary basis.

Address: Jesus Street, Pulungbulu, Angeles City **Telephone No.** (045) 322-4101



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6. A registration fee of P1,050.00 shall be collected from the participants to cover expenses for meals; however, expenses for the meals of the Division personnel shall be charged to Division INSET Funds subject to accounting procedures and auditing rules and regulations.

7. Immediate and wide dissemination of and strict compliance with this Memorandum is earnestly desired.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION TRAINING PROGRAMS

AGG/SGOD-seps hrd – May 17, 2023

Project SHIP: School Heads Induction Program
List of Participants

No	School	Name of Participants
1	Cutud ES	Caryl Lysette Reyes PhD
2	Don Ambrocio Mendiola IS	Glenda Naguit PhD
3	San Ignacio ES	Lucky Paul David
4	Marisol Bliss ES	Aiza G. Lugtu
5	Sta. Maria ES	Marianne P. Pineda
6	Apung Guidang Nepomuceno ES	Elizer Y. Calma
7	Leoncia Village ES	Mary Ann Tenidor
8	Alberto G. Pabalan ES	Catherine D. Maun
9	Don Pepe Henson ES	Jayson Evaristo
10	Cuayan ES	Leonora Z. Agustin
11	Anunas ES	Elmer T. Hiva
12	Gov Rafael L. Lazatin IS	Xerxis Nael F. Valencia
13	Sitio Target IS	Rendon B. Coloma
14	Tacondo ES	Jeferson D. Karagdag
15	Northville 15 IS	Nelson Bonaobra
16	Amsic IS	Delio Sanadan
17	Malabantias IS	Narciso Ambrocio Jr
18	Angeles City National HS	Adrian P. Tamayo
19	Francisco G. Nepomuceno Mem.HS	Ferdinand Soriano
20	Angeles City Nat'l Trade School (SHS)	Nick Contreras
21	Angeles City Senior HS	Randy A. Rosales
22	Bonifacio V. Romero HS	Michael Salinas
23	Sapangbato National HS	Abdon D. Aguilar
24	Sapangbato National HS (SHS)	Vilma T. Enciso
25	Rafael L. Lazatin MHS	Almaflor C. David