

**March 23, 2016**

**DIVISION MEMORANDUM**

No. 154, s. 2016

**SUBMISSION OF LIST OF SCHOOL HEADS**

**To: Assistant Superintendents  
 Division Supervisors/Coordinators  
 District Supervisors/OICs  
 Elementary and Secondary School Heads**

- Attached is Regional Memorandum No. 0170, s. 2016, entitled, **“Submission of List of School Heads.”**
- District Supervisors/OICs and Lead Secondary Principals concerned are required to **resubmit the soft copy of their List of School Heads, preferably in Microsoft Excel** format following the template below through email addresses: [lynbertulfo318@yahoo.com.ph](mailto:lynbertulfo318@yahoo.com.ph) and [annp2go2012@yahoo.com.ph](mailto:annp2go2012@yahoo.com.ph):

District/Municipality: \_\_\_\_\_

Level : (Elementary or Secondary)

Name	Position &/or Designation	School	District/ Municipality	Number of Years as School Head	Year of Exam Passed (If Applicable)

- Immediate dissemination of and compliance with this Memorandum is directed.

  
**RHEA MARA ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent

Telephone Numbers:  
 Schools Division Superintendent: (032) 255-6405  
 Asst. Schools Division Superintendent: (032) 414-7457  
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REPUBLIKA NG PILIPINAS  
 REPUBLIC OF THE PHILIPPINES  
 KAGAWARAN NG EDUKASYON  
 DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
 Sudlon, Lahug, Cebu City



**REGIONAL MEMORANDUM**  
 No. **0170**, s. 2016

**MAR 18 2016**

**SUBMISSION OF LIST OF SCHOOL HEADS**

To : Schools Division Superintendents/OICs

1. In preparation for the National Educators Academy of the Philippines (NEAP), School Heads' Development Program (SHDP): Foundational Training Course to be conducted in the Third Quarter of 2016, this Office is requesting all Schools Divisions to submit the **List of School Heads** who will be the target participants of the said training program.
2. The list will comprise the following:
  - a. all incumbent School Heads/Teacher-In-Charge (TICs) or Officer-In-Charge (OICs) of Elementary, Secondary, and Integrated Schools who are not Principals Test passers, and those who passed the Regional Qualifying Examination for Principals before 2008 without NEAP accredited training; and
  - b. NQEP/NQESH passers (2008-2015) who have not attended the SHDP: Advanced Course for Senior High School (SHS) School Heads, including those who have attended the Basic Course on School Based Management (BCSBM).
3. In view of the above, Schools Division Superintendents are directed to submit the required data in alphabetical order, on or before March 23, 2016 following the template below, using the MS Excel Format through this email address, [region7@deped.gov.ph](mailto:region7@deped.gov.ph) (Attention: Dr. Flordeliza C. Sambrano):

Division: \_\_\_\_\_  
 Level: \_\_\_\_\_

Name	Position &/or Designation	School	District	Number of Years as School Head	Year of Exam Passed (If applicable)

4. Immediate dissemination of, and compliance with this Memorandum is desired.

*Juliet A. Jeruta*  
**JULIET A. JERUTA**  
 Director III  
 Officer-In-Charge

JA/JFYA/FCS/mgb

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321




DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
NATIONAL EDUCATORS ACADEMY  
OF THE PHILIPPINES



MEMORANDUM  
OM-GO-2016-NEAP-0003

FOR: Regional Directors  
Chiefs, Human Resource Development Division - NEAP  
Schools Division Superintendents  
NEAP Central Office Employees  
All Others Concerned

FROM:   
JOHN ARNOLD S. SIENA  
Director IV, National Educators Academy of the Philippines

SUBJECT: School Heads Development Program and NEAP Updates

DATE: March 16, 2016

**A. School Heads Development Program: Specialized Course for School Heads of Senior High School**

1. The National Educators Academy of the Philippines commends the Regional Offices and the Human Resource Development Division (HRDD) for the successful conduct of the School Heads' Development Program: Specialized Course for School Heads of Senior High School (SHDP-SHS).
2. All SHDP-SHS participants are requested to personally answer an online survey. The objectives of this are the following: (1) to identify the program's areas of strength and areas for improvement (2) to gather feedback on how the program affected the school heads (3) to capture practices in preparation for Senior High School. The online survey can be answered in <http://tinyurl.com/NeapSHDPshs>. The link will be made available until April 6, 2016.
3. The Academy is highly encouraging the regions to gather the participants of SHDP Advanced Course to share their experiences in preparing for the implementation of Senior High School. This can be done in 2-3 days where the school heads will present the practices and status of preparations after attending the SHDP-SHS.
4. HRDD shall submit the SHDP - SHS Program Completion Report on or before April 8, 2016 via email to [deped.neap@gmail.com](mailto:deped.neap@gmail.com).



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- B. School Heads Development Program: Foundation Course**  
**5. The Pilot Run Schedule is as follows:**

Module	Dates & Venue	Facilitators	School Heads
Module 1: Understanding DepEd Mandate	March 13-20, 2016 Ecotech Center, Cebu City	1 per region Regions I, II, VI, NIR, IX, X	2 school heads per region a. Preferably 0-3 years as school head b. High performing and pro-active school heads from either elementary or secondary schools c. From varied school typologies and size d. Must come from different schools divisions e. 30-45 years old f. Must be recommended by the SDO and RO
Module 2: Leading the School Improvement Process	April 2-10, 2016 NEAP Baguio City	1 per region Regions III, IV-A, VII, NIR, XI, XII	
Module 3: Embracing the Leadership Role	April 18-26, 2016 NEAP IV-A Malvar, Batangas	1 per region IV-B, V, NCR, Caraga, VIII and ARMM	

Note: In preparation for the roll-out, the regional office may send one process observer in the pilot run per module preferably those who attended the first module. This may be the HRDD Chief/ HRDD EPS or NEAP facilitator.

**6. Related Activities**

Activities	Dates & Venue	Participants
Revision and Approval of Final Foundation Course Modules	Metro Manila May 2-5, 2016	<ul style="list-style-type: none"> <li>• Facilitators who attended the Pilot Run Modules (1 per region)</li> <li>• NEAP Central Office Team</li> </ul>
Training of Trainers	Ecotech Center, Cebu May 15-21, 2016	<ul style="list-style-type: none"> <li>• Five NEAP Facilitators per region (preferably Team C)</li> <li>• HRDD Chief</li> </ul>

- 7. Participants are expected to bring laptops. Transportation of all participants, facilitators and HRDD Chiefs shall be charged against HRTD/ local funds.**

**C. Roll-Out of the SHDP Foundation Course**

- 8. The nationwide roll-out in the regions will start in Quarter 3 of 2016.**
- 9. Request for funds to be utilized is still being processed. To facilitate this, regions shall submit the complete list of names and schools to be covered in this program on or before March 30, 2016.**

2ND FLOOR, MABINI BUILDING, DEPED COMPLEX, MERALCO AVE., PASIG CITY, 1600  
 (02) 638-8638 ; 633-9455; 635-4796 EMAIL: DEPED.NEAP@GMAIL.COM



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10. Participants are the following:
  - a. NQEP/NQESH/ Principals' Test Passers (2008-2015)
    - i. Including school heads who have attended Basic Course on School Based Management (BCSBM)
    - ii. Who have not attended the SHDP Specialized Course on SHS
  - b. incumbent schools heads/ Teacher-in-Charge (TICs) or Officer-in-Charge (OICs) of elementary, secondary or integrated schools who:
    - i. passed the regional qualifying examination for Principals before 2008 without NEAP accredited training
    - ii. are not yet Principal's Test passers
11. The regional HRDD shall submit the names and schools per division on or before March 30, 2016 via email. The final number of participants will be determined by the regional office based on the funding allocation as approved by Central Office.
12. For further inquiries and clarifications, kindly contact NEAP Central Office in the following numbers: 02- 638-8638, 633-9455 or [deped.neap@gmail.com](mailto:deped.neap@gmail.com).
13. Immediate dissemination of and appropriate action for this Memorandum is desired.