



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



December 1, 2017

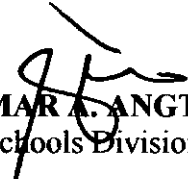
**DIVISION MEMORANDUM**

NO. ~~840~~, s. 2017

**SCHOOL HEADS' DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE**

**TO: Assistant Superintendents  
Chiefs/EPSs/Coordinators/SEPSs/ EPS IIs  
Public Schools District Supervisors/OICs  
Secondary/Elementary/Integrated School/s Heads/TICs  
All Others Concerned**

1. This **Office** hereby informs the field on the conduct of the **School Heads' Development Program (SHDP): Foundation Course Training on December 3-9, 2017 (for Module 1); at Golden Peak Hotel, Escario St. cor. Gorordo Ave., Cebu City; January 7-13, 2018 for Module 2 and February 4-11, 2018 for Module 3 at Ecotech Center, Cebu City.**
2. For further details of the above-mentioned learning event/training, please refer to the draft Memo (Advanced Copy) from the Regional Office. Participants from the Division are listed in numbers 43 to 60 (List of Participants, Enclosure Number 3 of said Regional Memo).
3. This **Memorandum** serves as **Travel Authority** of the Division's **participants** and **facilitators** (if there are any).
4. Travelling and other incidental expenses of the **participants or facilitators** shall be charged to the **Schools' MOOE or Division's HRTD/MOOE Funds**, subject to its availability as well as the usual accounting and auditing rules or regulations.
5. For further information as regards to the contents of this training, please see also the enclosed training matrix.
6. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**

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

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
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*Dr. Flores*

*DRO 96/14A*

DIR III OFFICE

#3285 9.002 1007



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudion, Lahug, Cebu City



REGIONAL MEMORANDUM  
No. \_\_\_\_\_, s. 2017

**Advance Copy**

**SCHOOL HEADS' DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE**

To : Schools Division Superintendents/OICs

1. The Department of Education, Regional Office 7, through the Human Resource Development Division (HRDD) in coordination with the thirteen (13) Schools Divisions (Bohol, Cebu, and Siquijor SDOs), and RO7 Functional Divisions will conduct the **School Heads' Development Program (SHDP): Foundation Course** on the dates and venues specified below:

Module	Date	Venue
1	December 3-9, 2017	Golden Peak Hotel
2	January 7-13, 2018	Ecotech Center
3	February 4-11, 2018	Ecotech Center

2. The objectives of this Training Program include the following:  
a. integrate competencies needed by School Heads in the effective implementation of the K to 12 Basic Education Program (BEP), and other Programs and Projects;  
b. develop Re-Entry Action Plan for the implementation of meaningful programs that contribute to the development of the schools in Region 7; and  
c. promote a culture of collegial learning among the School Heads in the Region.

3. For proper guidance and reference of all concerned, enclosed are the following documents:  
a. Enclosure No. 1 – Program Schedule Matrix (PSM)  
b. Enclosure No. 2 - Program Management Team (PMT)  
c. Enclosure No. 3 – List of Participants

4. The Participants are required to register online, and fill up the T & D Form 1 - **Individual Profile Template** on the dates, and through the link indicated below:

Date	URL
On or before December 3, 2017	<a href="http://deped.in/R7SHDPfc">http://deped.in/R7SHDPfc</a>

Office of the Director: Tel. Nos. (032) 251-4433; 251-4309; 414-7999; 414-7225; 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) 414-7321  
Quality Assurance Division (QAD): Tel. Nos. (032) 251-1077; Human Resource Development Division (HRDD): Tel. No. (032) 255-5139  
Education Support Services Division (ESSD): Tel. Nos. (032) 254-7062; Planning, Policy and Research Division (PPRD): Tel. Nos. (032) 255-4820  
414-7665; Administrative Division: Tel. Nos. (032) 251-4367; 414-7366; 414-7322; 414-4367  
Finance Division: Tel. Nos. (032) 251-4367; 414-7321

5. Participants are expected to observe the following:
  - a. **Onsite Registration on Day 0 at 1:00-2:30 PM for all modules at the venue.**
  - b. Attend the Opening and Closing Programs.
  - c. Present ID, authority to travel and other documents for the registration.
  - d. Attend all sessions on time, and shall **not** leave the training venue during the conduct of the sessions. Morning sessions will strictly start at 7:30 AM. and afternoon sessions at 1:00 PM. Early leavers and those who fail to submit the training outputs shall receive certificate of appearance only.
  - e. Come in proper attire and observe proper decorum throughout the duration of the training.
  - f. Participants who are under medication are **required** to bring their maintenance medicines.

6. Participants are requested to bring **laptop** and the following documents:

Module 1	Module 2	Module 3
<ul style="list-style-type: none"> <li>• Curriculum Guides-(CGs) of selected learning areas</li> <li>• Sample Instructional Plans</li> </ul>	<ul style="list-style-type: none"> <li>• School Improvement Plan(SIP)</li> <li>• School Report Card (SRC) &amp; other SIP Annexes</li> <li>• Annual Implementation Plan (AIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resource Management and Development (HRMD) Plan</li> <li>• Annual Procurement Plan (APP)</li> <li>• School Operating Budget (SOB)</li> </ul>

7. Facilitators and management staff are expected to report at the training venue in the morning of Day 0 for the briefing and usual training preparations.

8. The participants, facilitators and management staff shall be entitled to Compensatory-Time-Off (CTO) on training days which fall on Saturdays, Sundays, and Holidays in accordance with the provisions of CSC and DBM Joint Circular No. 2, series 2004.

9. For inquiries and clarifications, you may contact the HRDD Office at 032 414-7324, and look for Dr. Leah B. Apao or Mr. Misael G. Borgonia.

10. Expenses for board and lodging, training materials, and other expenses incidental to the conduct of the training are chargeable against the **OSEC - HRTD Funds**. Traveling and other incidental expenses incurred by the participants and facilitators from the Schools and Division Offices shall be charged against **School/Division MOOE Funds** subject to the usual accounting rules and regulations.

11. **First meal** of management staff and facilitators will be breakfast, and PM snacks for the participants on Day 0, and **Last meal** will be PM snacks of Day 6 for Modules 1 and 2, and Day 7 for Module 3.

12. This Memorandum serves as **Travel Order** for Regional Office 7 personnel only.

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

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

Enclosure No. 2 to Regional Memorandum No. \_\_\_\_\_, s. 2017

**School Heads' Development Program (SHDP): Foundation Course**  
December 2017 - February 2018

**PROGRAM MANAGEMENT TEAM (PMT)**

<b>Program Director</b>	Dr. Juliet A. Jeruta
<b>Assistant Program Director</b>	Dr. Salustiano T. Jimenez
<b>Program Manager</b>	Dr. Leah B. Apao, <i>FTAD/HRDD</i>
<b>Asst. Program Managers</b>	Dr. Luz C. Jandayan, <i>Chief, ESSD</i> Mr. Victor V. Yntig, <i>Chief, ASD</i> Dr. Maria Jesusa C. Despojo, <i>Chief, PPRD</i> Dr. Emiliano B. Elnar Jr., <i>Chief, CLMD</i>
<b>Finance Officer</b>	Mr. Aniano T. Bautista, <i>Chief, FD</i>
<b>Training Coordinator/Manager</b>	Mr. Misael Borgonia, <i>HRDD, DepED RO7</i>
<b>Logistics Officers/Secretariat</b>	Mrs. Roselle Aguilar, <i>HRDD</i> Mr. Mr. Czar Augustus Ariza, <i>HRDD</i>
<b>Quality Assurance, and Monitoring and Evaluation (QAME) Associates/Program Management Team (PMT) Monitors</b>	Mrs. Doris Esmero, <i>EPS, FTAD</i> Dr. Cynthia Miro, <i>EPS, QAD</i>
<b>Class Managers and Monitors</b>	Dr. Judith Abellaneda, <i>HRDD, DepED RO7</i> Mrs. Helen Sabino, <i>HRDD, DepED RO7</i> Dr. Pedrito Ocba Jr., <i>HRDD, DepED RO7</i> Dr. Sinfonia Berdin, <i>HRDD, DepED RO7</i>
<b>Learning Facilitators</b>	Merden Bryant, <i>QAD, DepED RO7</i> John Ariel Lagura, <i>Tagbilaran City</i> Neolita Sarabia, <i>Tagbilaran City</i> Josephine Eronico, <i>Bohol</i> Sylvio Sabino, <i>CLMD, DepED RO7</i> Marychel Garcia, <i>Bohol</i> Jeanylette Ayson, <i>Bohol</i> Maurine Castaño, <i>Tagbilaran City</i> Diodora Gabito, <i>Bohol</i> Maria Jesusa Despojo, <i>PPRD, DepED RO7</i> Leviticus Barazon, <i>City of Naga</i> Juana Dicediquin, <i>Carcar City</i> Cesar Restauro Jr., <i>CLMD, DepED RO7</i> Janet Butalid, <i>Tagbilaran City</i> Eden Bation, <i>Siquijor</i> Rhea Liza Valmores, <i>Carcar City</i> Janelou John Israel, <i>Tagbilaran City</i> Pamela Rodemio, <i>Cebu Province</i> Eden Bation, <i>Siquijor</i> Tomas Pastor, <i>HRDD, DepED RO7</i> Rosa Cabotaje, <i>HRDD, DepED RO7</i> Eduardo Ormaña, <i>QAD, DepED RO7</i>

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**SCHOOL HEADS' DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE**

December 2017 - February 2018  
Ecotech Center, Sudlon, Lahug, Cebu City

**LIST OF PARTICIPANTS**

No.	Name	Division
1	Catherine R. Lepiten	Bogo City
2	Sharon S. Dy	Bogo City
3	Geodelo A. Canama	Bogo City
4	Ganymid Comendador	Bogo City
5	Hermenia N. Canete	Bogo City
6	Felicidad A. Lumosbog	Bohol
7	Nilda Raquirap	Bohol
8	Rene Cjendras	Bohol
9	Marie Madilyn Bautista	Bohol
10	Rogelia Cosmod	Bohol
11	Manuela Bersaluna	Bohol
12	Maria Fe F. Veloso	Bohol
13	Dario B. Dacoylo	Bohol
14	Gladys Pogoy	Bohol
15	Nida Rara	Bohol
16	Filomena Sagosoy	Bohol
17	Francisco Divinagracia	Bohol
18	Lourdes Dagaas	Bohol
19	Israel S. Padillo	Bohol
20	Maricel Silmaro	Bohol
21	Jemelyn Cornelia	Bohol
22	Julius Quillopas	Bohol
23	Dazo, Mario Lino M.	Carcar City
24	Dayondon, Imelda O.	Carcar City
25	Hamid, Marina A.	Carcar City
26	Osmil, Joceyn L.	Carcar City
27	Tanudtanud, Princess T	Carcar City
28	Jerry Canoy	Cebu City
29	Severino Panton	Cebu City
30	Marivel Lacre	Cebu City
31	Al Richard Caballes	Cebu City
32	Leo Alcantara	Cebu City
33	Cherry Malacora	Cebu City
34	Emma L. Anto	Cebu City
35	Fidel Macaios	Cebu City
36	Luzviminda Pingol	Cebu City
37	Nimfa Geza	Cebu City
38	Leonila Bopias	Cebu City
39	Ronnie Joseph Gontaies	Cebu City
40	Rolando Rebusit	Cebu City
41	Imelda Binobo	Cebu City

**SCHOOL HEADS' DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE**

December 2017 - February 2018

Ecotech Center, Sudion, Lahug, Cebu City

**LIST OF PARTICIPANTS**

No.	Name	Division
42	Rose marie Novabos	Cebu City
43	Cañazares Haydee	Cebu Province
44	Cantutay Marialisa	Cebu Province
45	Villegas Nielsen	Cebu Province
46	Alguno Fe Belyn	Cebu Province
47	Medida Kianey ceal	Cebu Province
48	Delos Reyes Marisa	Cebu Province
49	Ballena Maria Soledad	Cebu Province
50	Figues Jeyson	Cebu Province
51	Tapere Judy	Cebu Province
52	Along Roidan	Cebu Province
53	Gomez Junie	Cebu Province
54	Colegado Saive	Cebu Province
55	Acaso Mary Jane	Cebu Province
56	Daypuyat Alma	Cebu Province
57	Vivas Pamfilo	Cebu Province
58	Villamor Nemesio Jr.	Cebu Province
59	Branzuela Nick	Cebu Province
60	Hortellano Wellbein	Cebu Province
61	Manjoe L. Toledo	Danao City
62	Irec G. Barriga	Danao City
63	Nympha A. Villazorda	Danao City
64	Jesus Conde	Danao City
65	Vilma Hermoso	Danao City
66	Ma. Nina Aying	Lapu-lapu City
67	Wilfredo Ngujo	Lapu-lapu City
68	Marcellina Nacorda	Lapu-lapu City
69	Jennifer Mirasol	Lapu-lapu City
70	Fivy Capanug	Lapu-lapu City
71	Angelina A. Manguren	Mandaue City
72	Jack Gideon C. Nuel	Mandaue City
73	Jerome G. Velasco	Mandaue City
74	Merinise J. Olvido	Mandaue City
75	Nestor A. Deguit	Mandaue City
76	Jenny C. Bartolabac	City of Naga
77	Jeffrey Q. Lastimado	City of Naga
78	Sharon Rose F. Rosales	City of Naga
79	Justina A. Dinopol	City of Naga
80	Cheryl Sismar	City of Naga
81	Peter J. Bangcaya	Siquijor
82	El M. Rolio	Siquijor

**SCHOOL HEADS' DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE**

December 2017 - February 2018

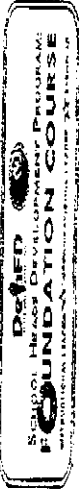
Ecoitech Center, Sudlon, Lahug, Cebu City

**LIST OF PARTICIPANTS**

No.	Name	Division
83	Joeven S. Taniedo	Siquijor
84	Danny Tina-	Siquijor
85	Angelie Suan	Siquijor
86	Ma. Antonette Jugang	Tagbilaran City
87	Marcelino Pelin	Tagbilaran City
88	Marilyn Gotiay	Tagbilaran City
89	Basilides Sempron	Tagbilaran City
90	Concepcion Tubaf	Tagbilaran City
91	Jorge Manguilimotan	Talisay City
92	Jonnabel Bendebel	Talisay City
93	Ciote Bayarcal	Talisay City
94	Marianne Montegrande	Talisay City
95	Anamae A. Lastimosa	Talisay City
96	Bahena, Emmanuel	Toledo City
97	Kilag, Fernando	Toledo City
98	Morales, Narciso	Toledo City
99	Rabego, Livia	Toledo City
100	Ricaplaza, Eduardo	Toledo City

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NEAP SCHOOL HEADS' DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE, MODULE 1  
 December 2017 – February 2018  
 FCOTECH Center, Lahug, Cebu City



**PROGRAM SCHEDULE MATRIX (PSM)**

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
7:31-8:00 AM							
		Quiet Time Energizer/Management of Learning					
9:01 - 10:00 AM		DepEd VMV	Leading from Within	What is a Learner Centered School?	Special Interest Programs	Learner Support	Classroom Assessment
10:01 AM - 12:00 PM		K to 12 Curriculum		K to 12 Pedagogies	Curriculum Contextualization		Lesson Planning (Detailed Lesson Plan and Daily Lesson Log)
12:01 - 1:00 PM					Lunch Break		
1:01 - 3:00 PM	Arrival and Registration	LRMDS	Understanding the Learners' Context			ALS and ADM	
3:01-6:00 PM	Opening Activities	Curriculum Standards	Who are our Learners?	Special Interest Programs	LAC with Planning and Application in the School		Integration Session: Instructional Leadership Closing Activities
5:01-5:15 PM		Action Reflection	Action Reflection	Action Reflection	Action Reflection	Action Reflection	
5:16-5:30 PM							
5:31-6:00 PM							
		On-line Evaluation Debriefing: Program Management Team, Facilitators, Process Observers					