

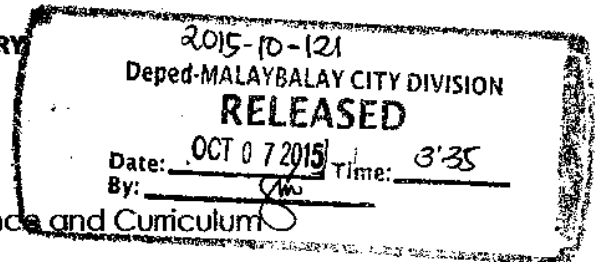


DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City

Telefax: 088 – 314 - 0094 email: depedmalaybalay@gmail.com



**DIVISION ADVISORY**



To: Chief Education Supervisors, Governance and Curriculum  
Education Program Supervisors  
Senior Education Program Specialists  
Education Program Specialists  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
This Division

From:   
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC- Schools Division Superintendent

Date: October 06, 2015

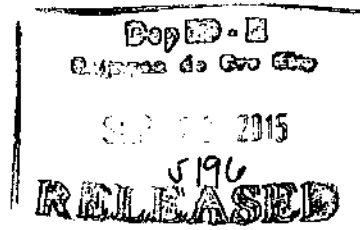
Subject: **ORIENTATION WORKSHOP AND SESSION GUIDE WALKTHROUGH  
ON OCTOBER 9-10, 2015**

1. For the information and guidance of all concerned, enclosed is Regional Advisory re: "**Orientation Workshop and Session Guide Walkthrough on October 9-10, 2015**" dated September 22, 2015, the content of which is self-explanatory.
2. Immediate dissemination of this advisory is highly enjoined.

To be posted in the Website



Republic of the Philippines  
Department of Education  
REGION X- NORTHERN MINDANAO  
Fr. Masterson Avenue, Zone 1, Upper Balulang  
Cagayan de Oro City



**REGIONAL ADVISORY**  
No. 50 s. 2015

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
This Region

**FROM:** **ATTY. SHIRLEY O. CHATTO**  
Chief Administrative Officer  
OIC Regional Director

**Date :** September 22, 2015

**Subject: ORIENTATION WORKSHOP AND SESSION GUIDE  
WALKTHROUGH ON OCTOBER 9 -10, 2015**

Relative to the Memorandum signed by **USEC. RIZALINO D. RIVERA** , re **NEAP School Heads Development Program (SHDP): Advance Course for School Heads of Senior High Schools** , the following **NEAP -10** facilitators are requested to attend the **Orientation Workshop and Session Guide Walkthrough on October 9-10, 2015 ( Friday- Saturday)** at **Tagaytay International Convention Center, Tagaytay City.**

1. Vilbar, Nancy - Education Program Supervisor –Bukidnon
2. Salcedo, Analie – Principal – Misamis Oriental Division
3. Rodriguez, Mitchel – Senior Education Program Specialist – Gingoog City
4. Rebaya, Pricilla - Senior Education program Specialist- Bukidnon
5. Mahistrado, Charles – Principal - Bukidnon

Transportation, per diem , and other incidental expenses of the facilitators are chargeable against local funds subject to the usual accounting, auditing policies , rules and regulations.



OFFICE OF THE SUPERVISOR  
FOR REGIONAL OPERATIONS

DepED Region X

RECEIVED

Date: 9/18/15  
Time: 12:08 pm

MEMORANDUM

TO : Regional Directors  
Schools Division Superintendents  
Chiefs, Regional HRDD  
School Heads of Senior High Schools  
All Others Concerned

SUBJECT : NEAP School Heads Development Program (SHDP):  
Advanced Course for School Heads of Senior High Schools

DATE : 16 September 2015

1. The National Educators Academy of the Philippines (NEAP) announces the regional roll-out of the **School Heads Development Program: Advanced Course for School Heads of Senior High Schools**. This program is designed to capacitate the school heads who will manage Senior High Schools starting SY 2016-2017.
2. A nationwide consultation with school heads, teachers, and superintendents was conducted prior to the pilot run for selected school heads from Luzon, Visayas, and Mindanao. The 2-module program is anchored on the National Competency-Based Standards for School Heads (NCBSSH) that focuses on the school heads' role in leading change, instructional supervision, and managing school operations. Each module is to be delivered in 6 days during the time frame allotted as stipulated in the training matrix in this Memorandum.
3. The learn-and-apply scheme is one of the important features of this program. After Module 1, participants are expected to utilize their Re-entry Plan (REP) before proceeding to Module 2. There shall be a minimum of 2 weeks interval before the next module. The REP will be beneficial in enhancing the plans for senior high school implementation. The REP after Module 2 shall be submitted to the Schools Division Office.
4. In the conduct of the SHDP in the regions, the Human Resource Development Division (HRDD) of the Regional Office shall be in-charge of the training management and delivery. In accordance with the standards for training programs, a maximum of 50 participants per class with 4 content facilitators and a class manager for monitoring & evaluation shall be observed. Facilitators shall be deployed as identified by the Regional HRDD. The HRDD may invite resource persons to handle specialized topics. The training scheme is attached in this memorandum. The dates and arrangements may be revised as



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5. To prepare the regions for the roll-out, an **Orientation Workshop and Session Guide Walkthrough** will be held on **October 9 to 10 (Friday - Saturday)** at Tagaytay International Convention Center, Tagaytay City. Sessions will start at 8 AM and end at 5 PM. Participants are the Regional HRDD Chief and the 5 facilitators who attended the Pilot Run Modules. Board and lodging of facilitators shall be covered by BEST, while board and lodging of HRDD Chiefs and NEAP staff, as well as supplies and materials, shall be charged against NEAP funds. Transportation, per diem, and other incidental expenses of the facilitators and HRDD chiefs shall be charged against local funds. Expenses are subject to the usual accounting and auditing rules.
6. For the regional roll-out, here are the terms of reference for the training management team:
  - a. Regional HRDD Chief - serves as the overall training manager or Dean of the Regional Academy. He/she shall constitute committees for the roll-out including class management, monitoring, budget, welfare, and logistics. The HRDD Chief may calibrate the deployment of the facilitators based on the situation.
  - b. Class Manager - serves as class adviser all throughout the 2 modules, handle learning sessions for Day 0, pre & post test for competency assessment, conduct briefing & debriefing with facilitators, provide technical support, evaluate REP, manage feedback sessions, and prepare reports. Class managers can be the EPS or EPS II of the HRDD or Schools Division Office SGOD HRDS SEPS or EPS II.
  - c. Facilitator - undergo the pilot run and orientation, review and contextualize the session guides & materials, facilitate sessions, attend briefing and debriefing orientation with the training management team. Facilitators must be included in the official NEAP Facilitators Pool.
  - d. Resource Persons - internal and external content experts who can deliver specialized topics. School heads who participated in the SHDP Pilot Run may be tapped as resource persons. Non-DepEd employees or external resource persons can be given professional fees following the DBM circular 2007-2.
  - e. Monitors - conduct and report quality assurance and monitoring & evaluation of sessions using the tool provided by NEAP. Monitors can be the supervisors from the other functional divisions of the Regional Office.
7. Participants per class shall be composed of school heads from different schools divisions and distributed depending on the school typology, population, or program offerings.
8. During the regional roll-out, board and lodging of the participating SHS school heads, facilitators, class managers, monitors, resource persons, HRDD chiefs, and other organizers shall be charged against the downloaded HRTD funds. Regional



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FOR REGIONAL OPERATIONS

HRDDs will serve as training coordinators and managers of the downloaded funds. A program completion report including budget utilization, monitoring, and evaluation findings shall be submitted on or before January 8, 2016.

9. The participants and training management team shall be entitled to Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004 if sessions will fall during weekends and holidays.
10. For further inquiries and clarifications, kindly contact the Regional HRDD for the updated implementation schemes. You may also get in touch with National Educators Academy of the Philippines - Central Office through 638-8638, 633-7237 or email at [deped.neap@gmail.com](mailto:deped.neap@gmail.com)
11. Immediate dissemination of and appropriate action for this Memorandum is desired.

  
RIZALINO D. RIVERA  
Undersecretary

SHDP/CCM



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### NEAP School Heads Development Program (SHDP): Advanced Course for School Heads of Senior High Schools

**Program Design:**

**Module 1 - Leading Change and Instructional Leadership for SHS**

**Timeframe: between October 18 - November 13, 2015**

	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
AM		Leading Change	SHS Planning Process	Who is the SHS Learner? K to 12 Curriculum	K to 12 Curriculum Guides, Standards & Competencies Pedagogies Assessment	Sharing of SHS Experiences
PM	Building the Learning Community	Leading and Managing Transitions	Leading Change in DepEd	K to 12 Curriculum Setting-Up Learner Centered SHS	Academic Programming Career Guidance & Counseling	
NCBSSH Competency Domain		School Leadership	School Leadership Personal and Professional Attributes and Interpersonal Effectiveness	Instructional Leadership &  Creating a Student Centered Learning Climate	Instructional Leadership &  Creating a Student Centered Learning Climate	School Leadership  Personal and Professional Attributes and Interpersonal Effectiveness

**Module 2 - Operations Management for SHS**

**Timeframe: between November 15 - December 18, 2015**

	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
AM		School as an Organization  School Improvement Plan	Strategic HR  RPMS	Communication	Fiscal Management	Role of a leader in SHS  Learning Community of SHS School Heads
PM	Processing of Module 1 Application	School Processes		Partnership Building		
NCBSSH Competency Domain	Personal and Professional Attributes and Interpersonal Effectiveness	School Management and Operations	HR Management and Professional Development	Parent Involvement and Community Partnership	School Management and Operations	School Leadership Personal and Professional Attributes and Interpersonal Effectiveness



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### Implementation Scheme

Region	Batch	Number of Classes <i>(max. of 50 per class)</i>	Tentative Dates	
			Module 1	Module 2
1	1	2	October 18-23	November 12-17
	2	2	October 25-30	November 22-27
	3	3	November 8-13	December 6-11
	4	2	November 15-20	December 14-19
2	1	2	October 18-23	November 22-27
	2	2	October 25-30	November 29 - Dec. 4
	3	2	November 8-13	December 6-11
3	1	3	October 12-17	November 9-14
	2	3	October 19-24	November 16-21
	3	3	October 26-31	November 23-28
CAR	1	3	October 18-23	November 8-13
NCR	1	2	November 8-13	December 6-11
	2	2	November 22-27	December 13-18
IV-A	1	2	October 18-23	November 23 - 27
	2	2	October 25-30	November 30-Dec. 3
	3	2	November 8-13	December 6-10
	4	2	November 15-20	December 13-17
IV-B	1	2	November 8-13	December 6-11
	2	2	November 16 - 21	December 14-19
V	1	2	October 18-23	November 12-17
	2	3	October 25-30	November 22-27
	3	3	November 8-13	December 6-11
	4	4	November 15-20	December 14-19
VI	1	2	October 18-23	November 12-17
	2	2	October 25-30	November 22-27
	3	3	November 8-13	December 6-11
	4	3	November 15-20	December 14-19
VII	1	2	October 18-23	November 12-17
	2	5	November 3-8	November 22-27
	3	6	November 12-17	December 6-11
VIII	1	2	October 18-23	November 23 - 27
	2	2	October 25-30	November 30 - Dec. 3
	3	2	November 8-13	December 6-10
	4	2	November 15-20	December 13-17
IX	1	1	November 8 - 13	November 29 - Dec 4
	2	1	November 10 - 15	December 1 - 6



DEPARTMENT OF EDUCATION  
 OFFICE OF THE UNDERSECRETARY  
 FOR REGIONAL OPERATIONS

	2	1	November 12-17	December 3-8
X	1	2	October 25-30	November 15-20
	2	2	November 2-7	November 22-27
	3	2	November 8-13	December 1-6
XI	1	2	October 25-30	November 15-20
	2	2	November 2-7	November 22-27
	3	2	November 8-13	December 1-6
XII	1	2	October 25-30	November 15-20
	2	2	November 2-7	November 22-27
	3	2	November 8-13	December 1-6
XIII	1	2	October 25-30	November 15-20
	2	2	November 2-7	November 22-27
	3	2	November 8-13	November 29-Dec. 4
	4	1	November 15-20	December 6-10
ARMM	1	3	**to be determined	**to be determined