




Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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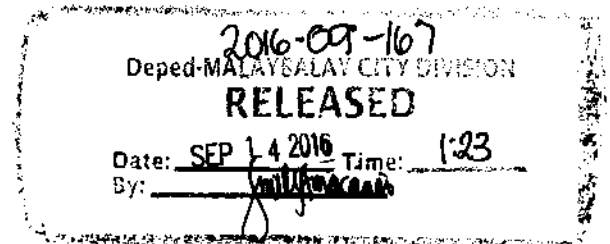
DIVISION ADVISORY

TO: Chief Education Supervisor and Staff, SGOD
Chief Education Supervisor and Staff, CID
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division


FROM: **EDILBERTO L. OPLENARIA, CESO VI**
SIC- Schools Division Superintendent

DATE: September 13, 2016

SUBJECT: **DISSEMINATION OF REGIONAL MEMORANDUM No. 210, s. 2016 DATED AUGUST 22, 2016 RE: NEAP SCHOOL HEAD DEVELOPMENT PROGRAM (SHDP): FOUNDATIONAL COURSE**



1. For the information and guidance of all concerned, enclosed is a Regional Memorandum No. 210, s. 2016 dated August 22, 2016 **RE: Neap school head development Program (SHDP): foundational course**, the content of which is self-explanatory.
2. List of participants shall be issued in separate memorandum.
3. Immediate dissemination of this advisory is highly desired.



August 22, 2016

DepED-X
Cagayan de Oro City

REGIONAL MEMORANDUM

No. 20 s. 2016

**NEAP SCHOOL HEAD DEVELOPMENT PROGRAM (SHDP):
FOUNDATIONAL COURSE**

To : The Schools Division Superintendents
This Region

1 The *National Educators Academy of the Philippines (NEAP)* through *Human Resource Development Division (HRDD)* of this Region shall conduct a 19 Day Course for School Heads in Elementary and Secondary Public Schools dubbed as **SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATIONAL COURSE**

1ST TRANCHE

Modules	Title	Batch	Date	Venue
1	The School as Instructional Leader	1	Oct 9-14, 2016	TBA
		2	Oct 16-21, 2016	
2	The School Head as Organizational Leader	1	Nov 6-11, 2016	
		2	Nov 13-18, 2016	
3	The School Head as Exemplar	1	Nov. 26 to Dec 2, 2016	
		2	Dec 3-9, 2016	

2nd TRANCHE

Modules	Title	Batch	Date	Venue
1	The School as Instructional Leader	1	Jan 8-13, 2017	TBA
		2	Jan 15-20, 2017	
2	The School Head as Organizational Leader	1	Feb 5-10, 2017	
		2	Feb 12-17, 2017	
3	The School Head as Exemplar	1	March 4-10, 2017	
		2	March 11-17, 2017	

2 The SHDP is intended to improve the capacity of the school heads to manage their schools as well as prepare aspirants to handle the responsibilities of a school head. The program design is anchored on the National Competency Based Standards for School Heads (NCBSSH).

3 The learn and apply scheme is one of the important features of this program. After attending Module 1, participants are expected to implement their RE-Entry Action Plan (REAP) before proceeding to the next module.

4 To comply standards in the conduct of training programs, a maximum of 50 participants is observed per class with two learning facilitators, class manager, and a QAME monitor from Quality Assurance Division (QuAD).

5 In the roll out of the aforementioned, board and lodging of the participants, facilitators, class managers, monitors, resource persons, & HRDD staff shall be charged against downloaded HRTD Funds.

6 School Head participants are advised to bring lap top for the workshop and comfortable clothes, jogging pants, and rubber shoes for outdoor early morning exercise. List of participants, facilitators and class advisers shall be issued in a separate Memorandum.

7 Training Matrix of three modules is enclosed for reference and guidance.

8 Traveling expenses of the participants shall be against local funds while training kit, professional fee of external resource persons, travel expenses of facilitators and other incidental expenses shall be charged against HRTD funds subject to the usual accounting and auditing policies, rules and regulations.

9 Immediate dissemination of this Memorandum is hereby desired.


ALLAN S. ARNAO
Regional Director

Reference : Memorandum OM-GO-2016-NEAP

Encls : As stated

To be indicated Under Perpetual Index

TRAINING

PRINCIPALS

SEMINAR

MODULE 1: THE SCHOOL HEAD AS INSTRUCTIONAL LEADER
COURSE SCHEDULE

<i>Time</i>	<i>Day 0</i>	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>	<i>Day 5</i>	<i>Day 6</i>							
7:45 - 8:00			MOL	MOL	MOL	MOL	MOL							
8:00 - 8:30		Session 1: Leading from Within 1 (2H)	Session 1D: What is a Learner Centered School? (2H)	Session 2C: Classroom Assessment (3.5H)	Session 2E: Contextualization (7H)	Session 3: Special Interest Programs (3.5H)	Session 5: ALS and ADM (3.5H)							
8:30 - 9:00														
9:00 - 9:30														
9:30 - 10:00														
10:00 - 10:30								Break	Break	Break	Break	Break	Break	
10:30 - 11:00								Session 1A: Understanding the Learners' Context (1.5H)	Session 2A: K to 12 Curriculum (1.5H)	(Cont.) Session 2C: Classroom Assessment	(Cont.) Session 2E: Contextualization	(Cont.) Session 3: Special Interest Programs	(Cont.) Session 5: ALS and ADM in connection with Education and Disaster	
11:00 - 11:30														
11:30 - 12:00								LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
12:00 - 12:30														
12:30 - 1:00	Arrival and Registration (2H)							Session 1B: Who are our Learners (2H)	Session 2B.1: Curriculum Standards (3.5H)	Session 2D: K to 12 Pedagogies (3.5H)	(Cont.) Session 2E: Contextualization	Session 4: Learner Support (3.5H)	Session 6: LRMSD (2H)	
1:00 - 1:30														
1:30 - 2:00														
2:00 - 2:30														
2:30 - 3:00		Break	Break	Break	Break	Break	Break							
3:00 - 3:30		Opening Program and Course Overview (2H) with GTKY & Leveling of Expectations	Session 1C: DepEd VMV (1.5H)	(Cont.) Session 2B.2: Lesson Planning (Daily Lesson Plan and Daily Lesson Log)	(Cont.) Session 2D: K to 12 Pedagogies	(Cont.) Session: LAC with Planning and Application in the School	(Cont.) Session 4: Learner Support							Integration Session: Instructional Leadership with focus on 21st Century Skills and Closing (2H)
3:30 - 4:00														
4:00 - 4:30														
4:30 - 5:00														
5:00 - 5:30		Reflection	Reflection	Reflection	Reflection	Reflection	Reflection							
5:30 - 6:00									Fellowship					

MODULE 2: THE SCHOOL HEAD AS ORGANIZATIONAL LEADER								
COURSE SCHEDULE								
Time	Day 0	Day 1	Day 2	Days	Day 3	Days	Day 5	
7:45 - 8:00			MOL	MOL	MOL	MOL	MOL	
8:00 - 8:30		SBM	School Processes	Continuous Improvement	Continuous Improvement	School Improvement Plan	Partnership & Communication	
8:30 - 9:00								
9:00 - 9:30								
9:30 - 10:00			Break	Break	Break	Break	Break	Break
10:00 - 10:30								
10:30 - 11:00								
11:00 - 11:30								
11:30 - 12:00								
12:00 - 12:30								
12:30 - 1:00								
1:00 - 1:30	Arrival and Registration (2H)	SBM	CI	Continuous Improvement	SIP	School Improvement Plan	Integration Session: Instructional Leadership and Closing (2H)	
1:30 - 2:00								
2:00 - 2:30								
2:30 - 3:00								
3:00 - 3:30	Opening Program and Course Overview (2H)	Break	Break	Break	Break	Break		
3:30 - 4:00								
4:00 - 4:30								
4:30 - 5:00								
5:00 - 5:30								
5:30 - 6:00				Fellowship				

COURSE SCHEDULE

<i>Time</i>	<i>Day 0</i>	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>	<i>Day 5</i>	<i>Day 6</i>	<i>Day 7</i>
7:45 - 8:00			MOL	MOL	MOL	MOL	MOL	MOL
8:00 - 8:30								
8:30 - 9:00		HR Management	HR Management	Fiscal Management	Fiscal Management	Fiscal Management	Leadership	Closing Program
9:00 - 9:30								
9:30 - 10:00								
10:00 - 10:30		Break	Break	Break	Break	Break	Break	
10:30 - 11:00								
11:00 - 11:30		HR Management	HR Management: Learning Action Cell (LAC) Structure with Simulation	Fiscal Management	Fiscal Management	Fiscal Management	Leadership	
11:30 - 12:00								
12:00 - 12:30		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
12:30 - 1:00								
1:00 - 1:30		Arrival and Registration (2H)						
1:30 - 2:00	HR Management		Fiscal Management	Fiscal Management	Fiscal Management	Fiscal Management	Leadership	
2:00 - 2:30								
2:30 - 3:00								
3:00 - 3:30		Break	Break	Break	Break	Break	Break	
3:30 - 4:00	Opening Program and Course Overview (2H)							
4:00 - 4:30		HR Management	Fiscal Management	Fiscal Management	Fiscal Management	Ethics	integration	
4:30 - 5:00								
5:00 - 5:30		Reflection	Reflection	Reflection	Reflection	Reflection		
5:30 - 6:00			Fellowship					