



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



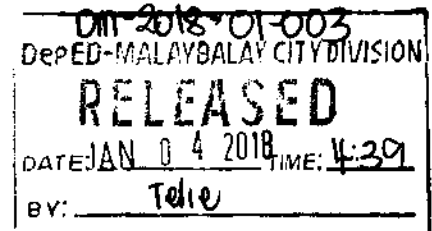
Telefax: (0880 or 088) 413-0094 email: depedmlblycity@gmail.com

DIVISION MEMORANDUM

No. 003 s. 2017

**TO: : Chief Education Supervisor and Staff, SGOD
Chief Education Supervisor and Staff, CID
Public Elementary and Secondary School Heads
All others concerned
This Division**

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



DATE: January 2, 2017

SUBJECT: ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 699, S. 2017, RE: FINAL REQUIREMENT FOR SCHOOL HEAD DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

1. Relative to Division Memorandum No. 699, s. 2017 re: Final Requirement for School Head Development Program (SHDP) Foundation Course, this office hereby informs the field that the evaluation is reset and moved to January 4, 2017, 8:00 AM at the Division Multipurpose Hall.
2. Application Project (AP) submitted must be in the process of implementing or must have been implemented and required to follow the format of the provided template to meet the criteria of the AP evaluation.
3. Further, prepare to present the paper in four PowerPoint slides that contain the most important part of the paper and defend it.
4. All other provisions of the aforementioned memorandum still remain in effect.
5. For immediate and widest dissemination.

Enclosure: As stated
Copy furnished: Records unit, SGOD-HRD
To be posted in the website



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DIVISION OF MALAYBALAY CITY



Purok 6, Casisang, Malaybalay City

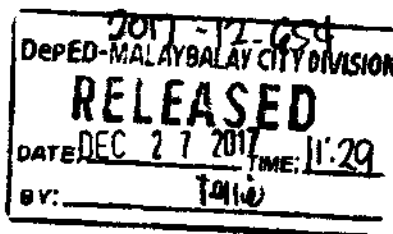
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DIVISION MEMORANDUM

No. 609 s. 2017

**TO: : Chief Education Supervisor and Staff, CID and SGOD
Public Elementary and Secondary School Heads
All others concerned
This Division**

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



DATE: December 19, 2017

SUBJECT: FINAL REQUIREMENT FOR SCHOOL HEAD DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

1. Pursuant to Region Memorandum No. 271, s. 2017 Re: Final Requirement for School Head Development Program (SHDP) Foundation Course, this division is now requiring all school heads who have participated in the HDP Foundation Course of batch one and batch two to submit their Application Project (AP)

2. Final evaluation by the team of the Application Project (AP) will be on December 29, 2017 at 10:00 o'clock in the morning. This will be evaluated using these criteria:

- | | |
|--|--------------|
| A. EFFECTIVENESS | (45%) |
| (Extent to which the objectives of the AP have been attained, expressed in terms of percentage of accomplishment vs. targets.) | |
| B. EFFICIENCY OF IMPLEMENTATION | (40%) |
| (Expressed in terms of timeliness and resources-human, money and materials used to attain the AP project) | |
| C. APPLICATION OF LEARNING | (10%) |
| (Extent to which the project has integrated learning from SHDP) | |
| D. REPLICABILITY | (5%) |

3. Certificate of completion will only be given to SHDP participants who have complied the requirement and with 85% rating or above.

4. There will be two evaluation teams. Team A will evaluate the AP of the Elementary

4. There will be two evaluation teams. Team A will evaluate the AP of the Elementary School Heads while Team B will evaluate the AP of the Secondary School Heads. The teams are composed of the following:

TEAM A
(For Elementary School Heads)

Chair: Lorenzo O. Capacio, Ed D
Co-chair: Jovy G. Molina
Member: Edelina M. Eborá

TEAM B
(For Secondary School Heads)

Ralph T. Quirog
Jesus V. Muring, Ed D
Maitelle B. Israel

5. The evaluation team shall select and recommend five Best Application Projects which will be presented during the Colloquium and Completion Ceremony on January 19, 2017. The venue will be announced later.

6. For immediate and widest dissemination.

Enclosure:

As stated

Copy furnished:

Records Unit
SGOD-HRD

To be posted in the website



May 31, 2017
Cagayan de Oro City

REGION MEMORANDUM

No. 291, s. 2017

09 JUN 2017

4926
RELEASED

**FINAL REQUIREMENT FOR SCHOOL HEAD DEVELOPMENT PROGRAM
(SHDP) FOUNDATION COURSE**

To: Schools Division Superintendents
This Region

1. Relative to DepED Memorandum No. 193, s. 2016 entitled School Head Development Program (SHDP) Foundation Course, all participants are required to submit an Application Project (AP) as proof of learning which will be recommended by the Chief, Schools Governance Operation Division (SGOD) and approved by the Schools Division Superintendent. AP which requires funding can be funded through local funds (school, division, or region) in coordination with the respective head of office.
2. Prior to the making of AP, a concept paper has to be prepared to come up with a potential project which will evolve from the three modules. Titles of the project shall be submitted to this Office, Attn: RAYMUND S. ANTOLO, Chief, Human Resource Development Division (HRDD) on or before June 13, 2017.
3. After the three-month implementation, the project has to be evaluated by a team in the Schools Division Office to check the impact using the criteria found in the enclosure. Certificate of Completion will only be given to SHDP participant with 85% rating or above.
4. The team is composed of SGOD Chief (Chair), CID Chief (Co-Chair), Public Schools District Supervisor (PSDS), HR SEPS as focal person and M&E SEPS.

5. Enclosed are the following for reference:

- Enclosure No. 1. Concept Paper Template
- Enclosure No. 2. Application Project Template
- Enclosure No. 3. Criteria for Evaluation

6. The evaluation team shall recommend five Best Application Projects which will be presented during the Colloquium and Completion Ceremony scheduled on October this year. Details of the presentation and ceremony shall be announced in a separate memorandum.

7. Wide dissemination of this Memorandum is desired.

[Handwritten signature]
ALLAN B. BRASO
DIRECTOR IV

Incls. As stated
Reference DepED Memorandum No. 193, s. 2016
To be indicated Under Regional Index

SCHOOL HEAD PROGRAM TRAINING AND DEVELOPMENT

