



Department of Education
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

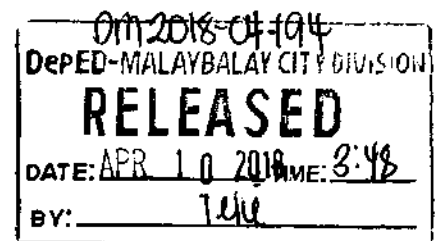


Telefax: (0880 or 088) 413-0094 email: depedmiblycity@gmail.com

DIVISION MEMORANDUM

No. 194 s. 2017

TO: Assistant Schools Division Superintendent
Chief Education Supervisor and Staff, SGOD and CID
Public Schools District Supervisors
SHDP Completers
Elementary and Secondary School Heads
All others concerned
This Division



FROM:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: April 10, 2018

SUBJECT: ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 116, s. 2018, RE: CLUSTER 3 SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COLLOQUIUM AND COMPLETION CEREMONY.

1. Relative to the Division Memorandum No. 506, s. 2018 re: Cluster 3 School Heads Development Program (SHDP) Colloquium and Completion Ceremony, this Office hereby informs the field on the following information added.

- a. The final schedule of the SHDP Colloquium and Completion Ceremony is on May 16, 2018, Wednesday, 7:30 AM at Folk Arts Theater, Kaamulan, Malaybalay City.
- b. Lunch and Snacks (am and pm) will be served.
- c. A registration fee of Five Hundred Fifty Pesos (550.00 Php) will be charged from each completer to defray food and other expenses. Travelling expenses and the registration fee shall be charged to local

MOOE subject to the usual accounting and auditing rules and regulations.

d. Mr. James Robert A. Suson of Bangcud National High School is the Chairman of the decoration committee to arrange six flower stands.

e. The SPA of Bangcud National High School and SPA of Bukidnon National High School under the supervision of Mr. Joselito Dalapo and Mr. Arthur Pimentel respectively will perform an intermission number.

2. For queries and clarification, you are advised to coordinate with Mr. Edwin A. Cariaga, OIC, SEPS-HRD through mobile number 09178122754.

3. All other provisions of the aforementioned memorandum still remain in effect.

4. For immediate and widest dissemination.

Enclosure: As stated

Copy furnished: Records unit, SGOD-HRD

To be posted in the website



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



Purok 6, Casisang, Malaybalay City

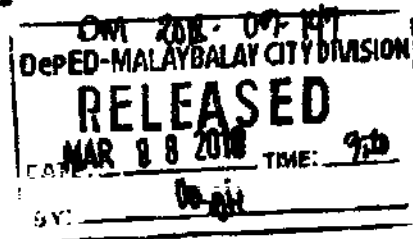
Telefax: (0880 or 088) 413-0094 email: depedblycity@gmail.com

DIVISION MEMORANDUM

No. 147 s. 2017

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

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



DATE: March 7, 2018

SUBJECT: ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 116, s. 2018, RE: CLUSTER 3 SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COLLOQUIUM AND COMPLETION CEREMONY.

1. Relative to the Division Memorandum No. 506, s. 2018 re: Cluster 3 School Heads Development Program (SHDP) Colloquium and Completion Ceremony, this Office hereby informs the field on the following:

- a. The schedule of this activity is moved; the final date and venue of the activity is to be announced when finalized.
- b. The Application Project which will be in research format must be printed in A4 bond paper, double spaced.
- c. The attire will be, suit for male and executive attire (suit with slacks or skirt or gown) for female.

2. All other provisions of the aforementioned memorandum still remain in effect.

3. For immediate and widest dissemination.

Enclosure: As stated
 Copy furnished: Records unit, SGOD-HRD

To be posted in the website



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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Telefax: (0880 or 088) 413-0094 email: depedmblycity@gmail.com

DIVISION MEMORANDUM

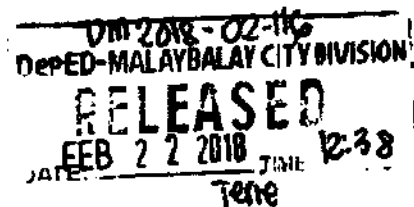
No. 116 s. 2018

TO: Chief Education Supervisors and Staff, CID and SGOD
Section/Unit Heads & Staff
Elementary and Secondary School Heads
All Others Concerned

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

DATE: February 21, 2018

SUBJECT: CLUSTER 3 SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COLLOQUIUM
AND COMPLETION CEREMONY



1. Pursuant to Region Memorandum No. 45, s. 2018 re: Final Schedule of the School Heads Development Program SHDP Colloquium and Completion Ceremony, this Office hereby informs the concerned school heads on the Cluster 3 School Heads Development (SHDP) Colloquium and Completion Ceremony.
2. The SHDP Colloquium and Completion Ceremony of Cluster 3 (Malaybalay City, Valencia City and Bukidnon Divisions) is on March 9, 2018, 8:00 o'clock in the morning at Folk Arts Theater, Kaamulan, Malaybalay City.
3. Completers of this ceremony are those who have attended the Cluster 1 to 3 foundation course and have submitted the Implemented **Application Project (AP) in Research Format with the following parts: Abstract, Introduction, Methodology, Research and Discussion, Implication to teaching and Learning.** Names of the school head who failed to submit and/or has not revised the AP in the required format maybe included in the list of completers, however, completion certificate will not be conferred unless requirement will be complied.
4. The following documents are enclosed:
Enclosure 1 : List of SHDP completers

Enclosure 2 : Top 5 School Heads selected by the Evaluators to represent Malaybalay City Division in the AP Presentation

Enclosure 3 : Guidelines on submission and presentation of the Application Project (AP)

Enclosure 4 : Format of Title Page

5. The Top 5 school heads who will present AP in the colloquium will have a conference on February 23, 2018 at Ten (10:00) O'clock in the morning, SGOD-HRD Office, Ground Floor, Casisang Senior High School Campus, Casisang, Malaybalay City.

6. Should there be queries, please contact EDWIN A. CARIAGA, OIC, SEPS-HRD at mobile no. 09173128818 or 09385836567

7. Immediate and wide dissemination of this memorandum is highly desired.

**Enclosure:
As stated**

**Copy furnished:
Records unit
SGOD-HRD**

To be posted in the website

ENCLOSURE 1:

LIST OF SHDP COMPLETERS

1. Abugan, Bernie
2. Acacio, Ma. Sheila G.
3. Aclub, Elizabeth N.
4. Aclub, Rene A.
5. Alas, Flavio, Jr. P.
6. Ama, Leny G.
7. Arangco, Rosalio P.
8. Arceno, Zaida T.
9. Bacang, Juan B.
10. Bacul, Brendo A.
11. Balicanta, Serviliano, Jr. B.
12. Barcena, Ricky S.
13. Bello, Genelyn
14. Berial, Cynthia T.
15. Berial, Evernold C.
- ✓16. Berondo, Alberto V.
17. Beteriza, Bema G.
18. Bongocan, Edertyn A.
19. Bongocan, Sharon Mae A.
20. Buhawe, Benjamin M.
21. Cabaling, Vincent M.
22. Caballero, Nimfa A.
23. Comaingking, Mila
24. Crusio, Rulyn Z.
25. Dagaang, Jonathan T.
26. Dahllog, Elson L.
27. Docdocil, Nymy M.
28. Francisco, Naomi T.
29. Galler, Abel
30. Gamot, Marleth J.
31. Gamot, Severina A.
32. Gantalao, Arlene C.
33. Gumayao, Mary Fe C.
34. Hlsona, Noemi V.
35. Indapan, Ahmed R.
36. Israel, Maitelle B.
37. Lagunday, Jeremy G.
38. Ma, Anastacio M.
39. Macaslang, Noeme A.
40. Maestrado, Victor F.
41. Maramba, Gemma
42. Melendez, Marites C.
43. Miñao, Paulina M.
44. Miñoza, Rogelio M.

45. Mohama, Lawanun S.
46. Molina, Mylene Joy L.
47. Murillo, Edgar R.
48. Olarte, Cosjulita K.
49. Ombayan, Raquel S.
50. Onipa, Rosabella B.
51. Ontoy, Teofilo, Jr. L.
52. Pabilaran, Demie J.
53. Padua, Narita T.
54. Padua, Paul Patrick T.
55. Pancho, Neri C.
56. Perino, Genevieve P.
57. Puno, Rosalinda
58. Quemado, Edsel James R.
59. Rabino, Maria Ella S.
60. Ravina, Merlisa
61. Reyes, Renato R.
62. Rojas, Amor Celeste P.
63. Rojas, Sonny M.
64. Ronolo, Ronalyn P.
65. Salem, Evelyn L.
66. Saliga, Artemio O.
67. Samiento, Romulo, Jr. M.
68. Sumanduran, Roy
69. Tagabi, Nuevelyn V.
70. Tandog, Marylan G.
71. Toquilb, Mark Douglas
72. Tuyogon, Julito C.
73. Valdez, Lepelyn S.
74. Villaflores, Jonathan
75. Ygonia, Joseffe S.

Note: Please check the spelling of your name for final listing.

Enclosure 2 :

**Top 5 School Heads selected by the Evaluators to represent Malaybalay
City Division in the AP Presentation**

1. Rabino, Maria Ella S.
2. Bongocan, Sharon Mae A.
3. Padua, Narfa T.
4. Gumayao, Mary Fe C.
5. Miñoza, Rogelio M.

Enclosure 3 :

GUIDELINES ON THE SUBMISSION AND PRESENTATION OF THE APPLICATION PROJECT

1. The Department of Education – Regional Office X through the Office of the Human Resource Training and Development Division conducts School Heads Foundation Course Project Colloquium as culminating activity of the course.
2. The colloquium will be highlighted by oral and poster presentations of the select Application Projects (AP) from the different divisions duly indorsed by the Schools Division Superintendents.
3. **The final AP must be written in research format, ring bounded and with the following parts: Abstract, Introduction, Methodology, Research and Discussion, Implication to teaching and Learning.**
3. Division project proponents/presenters are required to submit three (3) ring-bound hard copies of their projects for the judges. They are also required to prepare a 7-minute presentation (7 -8 slides) and a 48" x 36" (4 ft. x 3 ft.) vertical poster layout of their projects.
4. The presentation shall discuss briefly (to the point) the context and rationale of the project, the innovation/ intervention and strategies employed, project objectives/questions, methods, results and reflections, advocacy/action plan, references used and relevant pictures (documentation) of the conduct of the project. Power point presentations shall be submitted to the organizer/ committee before the program begins.
5. The posters containing the project synthesis/abstract, content and layout shall be installed in the designated area using the poster stand provided by the organizer/committee to make them available for viewing of the participants and of the judges before the contest proper begins.
6. **Non-presenters are also required to submit ring-bound copy of their AP outputs. Display tables for the outputs coming for the three schools division will be provided. Writers are encouraged to prepare project briefers for the interested participants.**
7. Judging shall be done following these criteria:

Oral Presentation:

Organization	30 points
Reasoning	10 points
Delivery and Stage Presence	10 points

Poster:

Content	30 points
Layout	10 points
Readability/Creativity	<u>10 points</u>

Total **100 points**

8. The following time frame for oral presentation shall be strictly observed:

- 5 – 7 minutes for oral presentation
- 2 minutes per panel reactor

9. Each panel reactor is enjoined to ask one question to the project proponent/presenter to validate his knowledge of the project.

10. To enforce strict observance of the time, color coding scheme shall be used:

- Green Flag – start of presentation
- Yellow Flag – last 2 minutes (warning)
- Red Flag – end of presentation (stop)

Enclosure 4 : Format of Title Page



Department of Education
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Cassang, Malaybalay City



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

SHDP APPLICATION PROJECT

TITLE

NAME

Reviewed by:

LORENZO. O. CAPACIO, EdD
Chief, Schools Governance and Operations Division

RALPH T. QUIROG
Chief, Curriculum Implementation Division

Approved:

EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



271 s. 2018

2508

RELEASED

March 23, 2018

REGION MEMORANDUM

No. 198, s. 2018

CORRIGENDUM TO REGION MEMORANDUM NO. 271, s. 2018
(Final Requirement for the School Heads Development Program (SHDP)
Foundation Course)

To: **Schools Divisions Superintendents**
This Region

1. Relative to the issued Region Memorandum No. 271, s. 2018 on Final Requirement for the School Heads Development Program (SHDP) Foundation Course, please be informed of the corrected schedule and venue for the said activity.

Cluster	Divisions	Date	Venue
3	Valencia City (Host Division), Malaybalay City, Bukidnon	April 10, 2018	Kaamulan Amphitheater, Kaamulan Grounds, Bukidnon

- Attendance of the School Head Participants is on official business only.
- All other provisions stated in the said Memorandum shall remain in effect.
- Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
ALLAN G. FARNAZO
Director IV

Encl: As stated
Reference: Region Memorandum No. 188, s. 2017
To be indicated under Perpetual Index
under the following subjects:

PROGRAM TRAINING SHDP

Hand/ovt



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Bakulang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 Website: deped.gov.ph

Tayo
PARA SA
DEPED
Cagayan de Oro City

355
January 9, 2018

REGION MEMORANDUM
No. 83, s. 2018

FINAL SCHEDULE OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) COLLOQUIUM AND COMPLETION CEREMONY

To: **All Schools Division Superintendents**
This Region

1. Relative to the issued Region Memorandum No. 271, s. 2017 entitled *Final Requirement for the School Heads Development Program (SHDP) Foundation Course*, below is the **final schedule of the Colloquium and the Completion Ceremony** for the three (3) clusters.

Cluster	Divisions	Date	Venue
1	Ozamiz City (Host Division) Tangub City, Oroquieta City, Misamis Occidental, Lanao del Norte	January 17, 2018	Naome's Botanical Garden, Ozamiz City
2	Misamis Oriental (Host Division) Iligan City, Cagayan de Oro City, El Salvador City, Gingoog City, Camiguin	January 23, 2018	Mallberry Suites, Cagayan de Oro City
3	Valencia City (Host Division) Malaybalay City, Bukidnon	January 24, 2018	Hotel de Susana, Bagong Taas, Valencia City

2. The following are also enjoined to attend in all clusters:

Regional Office

Division	Name	Position
HRDD	Raymund S. Antolo	Chief Education Supervisor
	Rebecca P. Postrano	Education Program Supervisor
FTAD	Edith L. Ortega	Chief Education Supervisor
	Lita F. Base	Education Program Supervisor
QAD	Laurencia O. Llagas	Education Program Supervisor
	Arnel T. Genita	Education Program Supervisor
CLMD	Elesio M. Maribao	Education Program Supervisor
	Angelina B. Buaron	Education Program Supervisor

3. Schools Division Superintendents and Assistant Schools Division Superintendents of said cluster are advised to join.
4. Schools Division Chiefs of the respective clusters shall serve as judges of the Re- Entry Projects (REP) presentations.
4. It is advised that HR SEPS will attend the colloquium in all clusters.
5. Food and accommodation shall be charged to downloaded HRTD funds to host Division while travel and other expenses shall be charged to local funds subject to the usual accounting and auditing policies, rules, and regulations.
6. All other provisions stated in the said Memorandum shall remain in effect.
7. Immediate and wide dissemination of this Memorandum is desired.


ALLAN G. FARNAZO
Director IV

Hrdd/ovt
Encl.: As stated
Reference: Region Memorandum No. 488, s. 2017
To be indicated in the Perpetual Index
under the following subjects:
PROGRAM
SHDP
COLLOQUIUM
COMPLETION CEREMONY



May 31, 2017 **ED-X**
Cagayan de Oro City

REGION MEMORANDUM

No. 291, s. 2017

09 JUN 2017

4924
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.


ALLAN G. BARNAZO
Director IV

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

SCHOOL HEAD

PROGRAM

TRAINING AND DEVELOPMENT



Republic of the Philippines
Department of Education

08 NOV 2016

DepEd MEMORANDUM
No. **192**, s. 2016

SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. In line with Republic Act (RA) No. 9155 or the *Governance of Basic Education Act of 2001* that specifies that a school head shall be both an instructional leader and administrative manager and RA 10533 or the *Enhanced Basic Education Act of 2013* that stipulates that principals shall undergo workshops and trainings to enhance their skills on their role as academic, administrative and community leaders, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) and the Human Resource Development Division (HRDD) of the Regional Offices (ROs), shall conduct the roll out of the **School Heads Development Program (SHDP): Foundation Course** from September 2016 to May 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 participants of this activity are the following:
 - a. National Qualifying Examination for Principals/National Qualifying Examination for School Heads (SH)/Principals' Test Passers (2008-2015), including SHs who have attended the Basic Course on School-Based Management (BCSBM) and who have not attended the SHDP Specialized Course on Senior High School (SHDP-SHS);
 - b. Incumbent SHs or Schools Division Office-designated teachers-in-charge (TICs) or officers-in-charge (OICs) of elementary, secondary or integrated schools who passed the Regional Qualifying Examination for Principals before 2008 without NEAP accredited training or those who have not passed the Principal's Test; and
 - c. Training Management Team per region composed of the learning facilitators, class managers, and Quality Assurance and Monitoring and Evaluation (QAME) monitors.
4. Training costs, which cover board and lodging and travel expenses of the management staff and facilitators, supplies and materials and contingency, shall be charged to the downloaded OSEC Human Resource Training and Development (OSEC HRTD) Funds, while the travel expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations. **No registration fee** shall be collected.

5. The following documents are enclosed for reference:

- Enclosure No. 1 : School Heads Development Program (SHDP):
Foundation Course Implementing Guidelines;
- Enclosure No. 2A : Training Matrix for Module 1: The School Head as
Instructional Leader;
- Enclosure No. 2B : Training Matrix for Module 2: The School Head as
Organizational Leader;
- Enclosure No. 2C : Training Matrix for Module 3: The School Head as
Exemplar;
- Enclosure No. 3 : Number of Participants per Region;
- Enclosure No. 4 : Templates for the Certificates;
- Enclosure No. 5A : Template for the Concept Paper;
- Enclosure No. 5B : Template for the Application Project – Implementation
Paper;
- Enclosure No. 6 : Number of Training Management Team (Facilitators,
Class Manager and QAME Monitor) Per Region;
- Enclosure No. 7 : Allocated and Downloaded Funds per Region;
- Enclosure No. 8A : Monthly Physical and Financial Status Report
Template;
- Enclosure No. 8B : Training Completion Report Template; and
- Enclosure No. 9 : SHDP: Foundation Course Logo.

6. The participants and training management team shall be entitled to Compensatory Time-Off (CTO) in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

7. For more information, all concerned may contact **National Educators Academy of the Philippines (NEAP)**, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-9455 or through email address at deped.neap@gmail.com and the **Regional HRDD** for the complete list of participants, specific dates and venues, and regional implementation scheme.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION	PROJECTS
OFFICIALS	SCHOOLS
PROGRAMS	TRAINING PROGRAMS

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8. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl:

As stated

Reference:

N o n e

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