



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



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

DIVISION MEMORANDUM

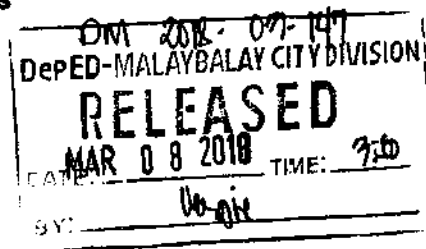
No. 147 s. 2017

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



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DIVISION MEMORANDUM

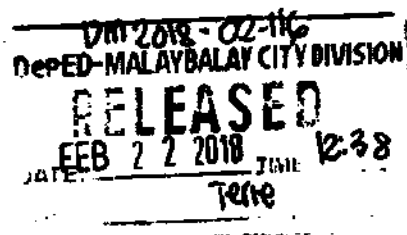
No. 116 s. 2018

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

[Signature]
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-HRTD 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 09365836567

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, Rosallo P.
8. Arceno, Zelda T.
9. Bacang, Juan B.
10. Bacul, Brendo A.
11. Balicanta, Servillano, Jr. B.
12. Barcena, Ricky S.
13. Bello, Genelyn
14. Berial, Cynthia T.
15. Berial, Everold C.
16. Berondo, Alberto V.
17. Beteriza, Berna G.
18. Bongocan, Ederlyn 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. Dahilog, Elson L.
27. Docdocil, Nymy M.
28. Francisco, Naomi T.
29. Gaiter, Abel
30. Gamot, Marleth J.
31. Gamot, Severina A.
32. Gantalao, Ariene C.
33. Gumayao, Mary Fe C.
34. Hisona, 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. Mifiao, Paulina M.
44. Mifioza, 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, Demmie 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, Merfisa
61. Reyes, Renato R.
62. Rojas, Amor Celeste P.
63. Rojas, Sonny M.
64. Ronolo, Rondalyn P.
65. Salem, Evelyn L.
66. Salga, Artemio O.
67. Sarmiento, Romulo, Jr. M.
68. Sumanduran, Roy
69. Tagabi, Nuevelyn V.
70. Tandog, Marylan G.
71. Toquib, Mark Douglas
72. Tuyogon, Julito C.
73. Valdez, Lepelyn S.
74. Villaflores, Jonathan
75. Ygonia, Josette 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, Narita 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, Casisong, 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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Belatang, Cagayan de Oro City
Telephone No.: (088) 880-7072, 880-7073 Telefax: (08822) 72-26-51 Website: deped.gov.ph

Tayo
PARA SA
EDUKASYON
DepED-X

Cagayan de Oro City

23 JAN 2018

493
RELEASED

REGION MEMORANDUM

No. 45, s. 2018

CORRENDUM TO REGION MEMORANDUM NO. 33, 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. 33, s. 2018 entitled *Final Schedule of the School Heads Development Program (SHDP) Colloquium and Completion Ceremony*, the following corrections in the said memorandum are hereby made specifically on the venue and dates of the said activity:

Cluster	Divisions	Date	Venue
2	Misamis Oriental (Host Division) Iligan City, Cagayan de Oro City, El Salvador City, Gingoog City, Camiguin	From: January 23, 2018 To: February 28, 2018	From: Mallberry Suites, Cagayan de Oro City To: Pearlmount Hotel, Cagayan de Oro City. Check-in date and time: February 27, 2018 @ 2:00 p.m.
3	Valencia City (Host Division) Bukidnon, Malaybalay City	From: January 24, 2018 To: To be announced	Hotel de Susana, Bagong Taas, Valencia City

2. All other provisions stated in the said Memorandum shall remain in effect.
3. Immediate and wide dissemination of this Memorandum is desired.


ALLAN G. PASCASIO
Director IV

Encl: As stated
Reference: Region Memorandum No. 488, s. 2017
To be indicated in the Perpetual Index
under the following subjects:
PROGRAM
TRAINING