



**March 11, 2013**

**DIVISION MEMORANDUM**  
No. 161 s. 2013

**WORKSHOP ON THE CONSOLIDATION OF THE NATIONAL COMPETENCY-BASED  
STANDARDS FOR SCHOOL HEADS - TRAINING AND DEVELOPMENT  
NEEDS ASSESSMENT (NCBSSH -TDNA) RESULTS**

**To: OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. This Office announces the conduct of a **Workshop on the Consolidation of the National Competency-Based Standards for School Heads (NCBSSH)-TDNA Results** on March 25, 2013 at the Executive Dining Hall, DepED Ecotech Center, Sudlon, Lahug, Cebu City.
2. This workshop aims to:
  - review the guidelines in filling out the NCBSSH-TDNA template;
  - gain experience in collating, analyzing and interpreting the results from the NCBSSH-TDNA; and
  - finalize the municipal/district NCBSSH-TDNA results.
3. Participants to this workshop are all Secondary Lead Principals and Central School Principals. They are to bring with them the hard and soft copies of their Municipal/District NCBSSH-TDNA Consolidated Results.
4. Considering the importance of this activity, this Office directs all the participants to take into account the needed preparation to ensure 100% attendance.
5. Expenses for meals and snacks, workshop materials, venue rental and other expenses relative thereto, shall be chargeable against **Division Training Funds**, while transportation expenses of participants shall be chargeable against **local school/MOOE/PTA Funds**, all subject to the usual accounting and auditing rules and regulations.
6. This Memorandum serves as the participants' Authority to Travel.
7. Immediate and wide dissemination of the contents of this Memorandum is directed.

**ARDEN D. MONISIT, Ed.D.**  
**Schools Division Superintendent**

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
Admin/IT: (032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)