



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



October 23, 2015

DIVISION MEMORANDUM

No. 735, s. 2015

**NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCED COURSE
FOR SENIOR HIGH SCHOOL (SHS) SCHOOL HEADS**

**To: Assistant Superintendent
Division Supervisors/Coordinators
Secondary School Heads**

1. Attached is Regional Memorandum No. 630, s. 2015, entitled, **“NEAP School Heads Development Program (SHDP): Advanced Course for Senior High School (SHS) School Heads.”**
2. This Memorandum serves as Authority to Travel.
3. Immediate dissemination of and compliance with this Memorandum is directed.


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

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



October 15, 2015

REGIONAL MEMORANDUM

No. **630** , s. 2015

**NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCED COURSE
FOR SENIOR HIGH SCHOOL (SHS) SCHOOL HEADS**

To : Schools Division Superintendents/OICs
Regional Chiefs

1. The Department of Education, Regional Office 7, through the Human Resource Development Division (HRDD) will conduct the **NEAP School Heads Development Program (SHDP): Advanced Course for Senior High School (SHS) School Heads** on the months of October-December 2015, and January 2016 at the DepED Ecotech Center, Sudlon, Lahug, Cebu City.
2. The objectives of this Training Program include the following:
 - a. integrate competencies needed by School Heads in the effective implementation of the Senior High School (SHS) Curriculum;
 - b. develop an enhanced and operational SHS Implementation Plan; and
 - c. promote a culture of collegial learning among the SHS School Heads.
3. The Pilot-Run and Roll-Out of Modules 1 and 2 of the SHDP for SHS School Heads will be held on the following dates:

Module	Pilot		Roll-out		
	Date	No. of Classes	Batch No.	No. of Classes	Date
1	October 25-30, 2015	2	1	3	November 8-13, 2015
			2	4	November 29-Dec. 4, 2015
			3	4	December 13-18, 2015
2	November 15-20, 2015	2 <i>*same participants from Module 1</i>	1	3	November 22-27, 2015
			2	4	December 6-11, 2015
			3	4	January 10-15, 2016

4. For the guidance and reference of all concerned, enclosed are the following documents:
 - a. Enclosure No. 1 – Program Schedule Matrix (PSM)
 - b. Enclosure No. 2 – List of Participants
 - c. Enclosure No. 3 - Program Management Team (PMT)

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ESD 2015: Karapatan ng Lahat, Pamanagutan ng Lahat”

5. The participants for the Pilot-Run of the SHDP for SHS School Heads are required to register online at <http://tinyurl.com/SHDPPilot-Module1-SHS> on or before October 21, 2015, while participants for the succeeding batches are required to register online on the following dates:

Batch	Date	Website
1	On or before November 5, 2015	http://tinyurl.com/SHDP-SHS-Batch 1
2	On or before November 25, 2015	http://tinyurl.com/SHDP-SHS-Batch 2
3	On or before December 9, 2015	http://tinyurl.com/SHDP-SHS-Batch 3

6. Participants are expected to be at the venue at 1:30 PM on Day 0. Morning sessions will strictly start at 7:30 A.M. from Day 1 to 5.

7. Schools Division Superintendents/CID Chiefs/Division SHS Coordinators are requested to remind the participants to bring laptop and the following documents:

Module 1	Module 2
<ul style="list-style-type: none"> • SHS Implementation Plan • SHS Guidance Action Plan • SHS Class Program • Prospective SHS Teacher Profile <i>Name, Major, Minor, Qualification/Training (including TESDA Certification), Proposed SHS Subjects to be Taught</i> • SHS Curriculum Guide • SHS Career Guidance Action Plan • Supervisory Plan/Class Observation Notes • Comfortable clothes and scarf • DepEd Order Nos. 8, 40, 41, 42, & 44, s.2015 	<ul style="list-style-type: none"> • School Report Card (SRC) • School Operating Budget (SOB) • Annual Implementation Plan (AIP) • SHS Advocacy Materials (Brochure, Flyers, Etc.) • K to 12 Partnerships Action Plan • Human Resource Management and Development (HRMD) Plan

7. Program Management Team (PMT) members are advised to report to the training venue in the morning of Day 0 for the usual training preparations.

8. The participants and PMT members are entitled to Compensatory-Time-Off (CTO) per CSC and DBM Joint Circular No. 2, series 2004.

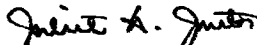
9. For inquiries and clarifications, you may contact the HRDD Office at 032 414-7324, and look for Dr. Flordeliza C. Sambrano or Mr. Misael G. Borgonia.

10. Expenses for board and lodging, and other expenses incidental to the conduct of the training are chargeable against **Regional HRTD Funds**. Traveling and other incidental expenses incurred by the participants and facilitators from the Schools/Divisions shall be charged against **School/Division MOOE Funds** or any available funds subject to the usual accounting rules and regulations.

11. **First meal** of PMT members and facilitators will be AM Snacks, and PM Snacks for the participants on Day 0, and **Last meal** will be PM Snacks of Day 5.

12. This Memorandum serves as **Travel Order**.

13. Immediate dissemination of, and compliance with this Memorandum is desired.


JULIET A. JERUTA
 Director III
 Officer-In-Charge

**NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCED COURSE
FOR SENIOR HIGH SCHOOL (SHS) SCHOOL HEADS
October-December 2015 & January 2016
ECOTECH Center, Lahug, Cebu City**

PROGRAM MANAGEMENT TEAM (PMT)

Program Director	Dr. Juliet A. Jeruta, <i>Director</i>
Chief Program Manager	Dr. Flordeliza Sambrano, <i>Chief, HRDD</i>
Asst. Program Managers	Dr. Marcial Degamo, <i>Chief, FTAD</i> Dr. Luz Jandayan, <i>Chief, ESSD</i> Dr. Milagros Gabia, <i>Chief, QAD</i> Dr. Clara Rebecca R. Falconi, <i>Chief, PPRD</i> Dr. Emiliano B. Elnar Jr., <i>CLMD</i> Mr. Victor V. Yntig, <i>Chief, AD</i>
Finance Manager	Mr. Aniano T. Bautista, <i>Chief, FD</i>
Training Coordinator	Mr. Misael G. Borgonia
Class and Resource Managers	Mr. Tomas P. Pastor, <i>HRDD</i> Dr. Rosa H. Cabotaje, <i>HRDD</i>
QAME Team/Facilitators	Dr. Marites V. Patiño, <i>Cebu City</i> Mr. Geraldo D. Lafia, <i>Toledo City</i> Mr. Jorge Noya, <i>Danao City</i> Dr. Maria Jesusa C. Despojo, <i>FTAD</i> Mr. Allan P. Villacampa, <i>FTAD</i> Dr. Eduardo C. Bacaltos, <i>QAD</i>
Facilitators	Mrs. Merden L. Bryant, <i>QAD</i> Mrs. Neolita S. Sarabia, <i>Tagbilaran City</i> Mrs. Jesphine D. Eronico, <i>Bohol</i> Mr. John Ariel A. Lagura, <i>Tagbilaran City</i> Mr. Misael G. Borgonia, <i>HRDD</i>

**NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCED COURSE
FOR SENIOR HIGH SCHOOL (SHS) SCHOOL HEADS**

Module 1 - October 25-30, 2015

Module 2 - November 15-20, 2015

ECOTECH Center, Sudlon, Lahug Cebu City

LIST OF PARTICIPANTS

Class 1

Name	School	Division
Ernesto Q. Alas-as Jr.	Bais City National High School	Bais
Luisa H. Igos	Bayawan City Science Tech.Center	Bayawan
Andrito Q. Bajardo	Bayawan National High School	Bayawan
Adonis S. Rivera	Kalumbuyan High School	Bayawan
Julieta P. Mangunlay	Libertad National High School	Bogo
Elizabeth Q. Bilaos	City of Bogo Science and Arts Academy	Bogo
Ambrosio N. Fuerzas	San Roque NHS	Bohol
Juanito O. Flores	Alicia Technical-Voc'l HS	Bohol
Fernando I. Yap	Calape National High School	Bohol
Gina B. Castañares	Tambongan NHS	Bohol
Lilibeth L. Laroga	Nahawan NHS	Bohol
Agapita T. Lagumbay	Biking Tech-Voc HS	Bohol
Lani G. Leyson	Ocana National High School	Carcar
Archle Torcende	Tuyom National High School	Carcar
Severina B. Chin	Abellana NHS (Day & Night)	Cebu City
Fredeswinda Rose B. Otic	Bulacao Community HS (Day & Night)	Cebu City
Evelyn R. Pielago	Don Carlos Gothong Memorial NHS	Cebu City
Eileen Irina O. Tayactac	Don Vicente Rama Mem. NHS	Cebu City
Santiago B. Hubahib Jr.	Oprra NHS (Day & Night)	Cebu City
Fedelina Entero	Carmen NHS-Day	Cebu Province
Raul Jumao-As	Consolacion NHS - Day Class	Cebu Province
Ma. Chona Redoble	Sibonga NHS	Cebu Province
Candida Purgatorio	Badian NHS	Cebu Province
Romeo Mejia	Bitoon NVHS	Cebu Province
Paterno Verano	Aloguinsan NHS	Cebu Province
Eleuteria B. Abiquibil	Dumaguete City National High School	Dumaguete
Maritza S. Ributaso	Tacloban High School	Dumaguete
Susan T. Balbuena	GNHS - Hilaitan	Guihulngan
Angelita Z. Mateo	GNHS – Poblacion (Magsaysay Annex)	Guihulngan
Evelyn B. Cena	Tagbino National High School	Guihulngan
Fe Gultiano	Babag NHS	Lapu-lapu
Arturo Go	Bankal NHS	Lapu-lapu
Archimedes Dampor	Mactan NHS	Lapu-lapu
Arlina Y. Amante	Mandaue City Comprehensive NHS	Mandaue
Myrna G. Yu	Subangdaku Technical Voc. School	Mandaue
Florentina R. Abella	Naga NHS	Naga
Jeanny M. Abejero	Ong Che Tee - Bacong HS	Negros Oriental
Joelou M. Aguirre	Dauin NHS	Negros Oriental
Arnold R. Jungco	Negros Oriental NHS	Negros Oriental
Jiji S. Taladua	Jimalalud NHS	Negros Oriental
Claudio F. Macahilos	La Libertad TVS	Negros Oriental
Lucrecia C. Nicolas	Mabinay NHS	Negros Oriental
Marlone C. Caracol	Banban NHS	Siquijor
Bennie Jun G. Bantawig	Basac NHS	Siquijor
Angie T. Manginsay	Candaping NHS	Siquijor
Virgilia G. Omictin	DCPNHS	Tagbilaran
Maria Imelda D.Valde	Cansojong NHS	Talisay
Junette G.Abapo	Lawaan NHS, Talisay	Talisay
Elly Mar R. Cañolas	Pamplona National High School	Tanjay
Myrna Jayme	Bato National High School	Toledo

**NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCED COURSE
FOR SENIOR HIGH SCHOOL (SHS) SCHOOL HEADS**

Module 1 - October 25-30, 2015

Module 2 - November 15-20, 2015

ECOTECH Center, Sudlon, Lahug Cebu City

LIST OF PARTICIPANTS

Class 2

Name	School	Division
Susan M. Sino-ag	Bais City National Science H/S	Bais
Ricardo P. Raging	Basay NHS	Bayawan
Reyco Q. Belnas	Actin NHS	Bayawan
Phillip R. Bercero	Jovencio N. Masong National High School	Bogo
Blenvinido L. Ocaña	San Jose NHS	Bohol
Cerlito L. Romero	Lila NHS	Bohol
Helconida A. Bualat	Loboc NHS	Bohol
Mario L. Garcia	Sandingan National High School	Bohol
Concordia A. Sumampong	Sikatuna NHS	Bohol
Marcela R. Bautista	San Jose NHS	Bohol
Oliver A. Campugan	Carcar Central Night High School	Carcar
Emelita T. Lanaria	Pardo NHS (Day & Night)	Cebu City
Eugeniana G. Rabong	Pit-os National High School	Cebu City
Lida B. Rodriguez	Quiot High School	Cebu City
Alice S. Ganar	Talamban NHS (Day & Night)	Cebu City
Marikou T. Dela Cuesta	Tejero NHS (Day & Night)	Cebu City
Elma Larumbe	Argao N H S	Cebu Province
Marivic Yballe	Buanoy NHS	Cebu Province
Delfin Tuquib	Pinamungajan NHS	Cebu Province
Elmer Baldispinosa	Daanbantayan NHS	Cebu Province
Melville Dela Peña	Madridejos NHS	Cebu Province
Clavel Salinas	Juan Pamploña NHS	Cebu Province
Irec G. Barriga	Maslog NHS	Danao
Jesus C. Conde	Ramon M Durano Sr.-STEC	Danao
Manjoe L. Toledo	Estefa O Monte MNHS	Danao
Ma. Gina S. Anqui	RTPM Dumaguete Science High School	Dumaguete
Dante A. Gabuya	GNHS - Poblacion	Guihulngan
Felicidad F. Alipan	Pinocauan High School	Guihulngan
Fernel Geraldес	Marigondon NHS	Lapu-lapu
Ricardo Cayacap	Science Tech. Educ. Center	Lapu-lapu
Rufino T. Tudlasan, Jr.	Jagobiao National High School	Mandaue
Rosita T. Nacorda	Canduman National High School	Mandaue
Phoebe G. Albaran	Tuyan NHS	Naga
Lemuel B. Anfone	Manjuyod NHS	Negros Oriental
Evangeline T. Mira	Siaton NHS	Negros Oriental
Marlene P. Aragonес	Amlan NHS	Negros Oriental
Agnes B. Taub	Ayungon NHS	Negros Oriental
Ernesto Ronald C. Tenorio	Sibulan NHS	Negros Oriental
Renante A. Juanillo	Sta. Catalina NHS	Negros Oriental
Edesa T. Calvadores	Cang-alwang NHS	Siquijor
Crispina D. Largo	Campalanas NHS	Siquijor
Anita A. Denolan	Siquijor Provincial SHS	Siquijor
Grace Marie L. Campos	Manga NHS	Tagbilaran
Jeditho B. dela Cuesta	Mohon Divino Amore NHS	Siquijor
Jeffrey L. Seblero	Tabunok Night HS	Siquijor
Lorena M. Panilagao	Talisay City NHS	Siquijor
Adonis A. Torres	Tanjay City Science High School	Tanjay
Allan D. Almedilla	Tanjay Legislated High School	Tanjay
Nancy C. Colina	Tanjay National High School, Opao	Tanjay
Trifon Barcenаs	Toledo National Vocational School	Toledo

**NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCED COURSE
FOR SENIOR HIGH SCHOOL (SHS) SCHOOL HEADS**

November-December 2015 & January 2016 ECOTECH Center, Lahug, Cebu City

PROGRAM SCHEDULE MATRIX (PSM)

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
7:31-8:00 AM		MOL & Pretest	Quiet Time Energizer-Management of learning			
8:01 - 10:00 AM	Leading Change - Team Codes - Changes in DepEd	Leading Change - Profile Analysis - Managing & Leading				
10:01 AM -12:00 PM	Arrival and Settling in					Sharing of SHS Experiences
12:01 - 1:00 PM			Lunch			
1:01 - 3:00 PM		Changes in DepEd Leading Change Managing Transitions			Instructional Supervision 3: Assessment	DepEd Analytical SHS Planning Template Closing Activities
3:01-5:00 PM	Opening Activities Executive Dining		Understanding the Learner	Instructional Supervision 1: Standards, Competencies and Curriculum Guides	Developing Your Career and Guidance Program	
5:01-5:15 PM			Post Test			
5:16-5:30 PM		Action Reflection on Leading Change	Action Reflection on Practices of Exemplary Leaders	Action Reflection on Inspiring a Shared Vision	Action Reflection on Challenging the Process	
5:31-6:00 PM		Online Evaluation				
	Debriefing: Program Management Team, Facilitators, Process Observers					