



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



May 16, 2017

DIVISION MEMORANDUM
NO. 303, s. 2017

**SUBMISSION OF NAMES/LISTS OF INCUMBENT SCHOOL(S) HEADS/PRINCIPALS
(BOTH ELEMENTARY/INTEGRATED AND SECONDARY SCHOOLS)**

**TO: Assistant Superintendents
Chiefs/EPSSs/SEPSs/EPSSs/Coordinators
Public Schools District Supervisors/OICs
Elementary/Integrated/Secondary School(s) Principals/Heads/TICs
All Others Concerned**

1. The Office hereby directs the **Public Schools District Supervisors (PSDSs)/OICs** to submit the updated names/lists of incumbent or current elementary/integrated and secondary school/s heads/principals in the district. **The names of the principals/schools heads must be separated in the encoding/listing (in alphabetical order) for both elementary and/or secondary schools.**
2. The **Learning and Development/Training Section** of the Division is currently working on the budgetary requirements for the upcoming new initiative or program known as *“Promising School/s Heads Academy towards Responsive, Progressive & Emerging New Strategies (SHARPEN 2017).”*
3. The initiative intends to sharpen the knowledge, skills and attitudes of the incumbent principals/schools heads who need **retooling in the performance of their respective duties and responsibilities.** Preference will be given to those who were not able to participate the **2016 School/s Heads Induction Program (SHIP 2016).**
4. For time efficiency, the documents/data needed must be submitted via email at v_ybanez@yahoo.com. Please submit the names/file in Excel format (please see sample attached) on or before **May 26, 2017 (Friday).**
5. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Sample

(name of district)

Date _____

LIST OF ELEMENTARY/SECONDARY SCHOOL/S HEADS/PRINCIPALS

Family Name	First Name	M.I.	Gender	No. of Years as School Head	Age	Position	Attended "SHIP 2016" Yes/No	School/Address	Contact No.
1. Dela Cruz	Juan	V.	M	3	40	HT 3	No	Dalaguete NHS, Dalaguete, Cebu	09678968011

Name of PSDS _____
Contact/Cellphone No. _____

