



September 28, 2017

DIVISION MEMORANDUM

NO. 632, S. 2017

**SUBMISSION OF NAMES/LIST OF INCUMBENT SCHOOLS HEADS/TEACHERS-IN-CHARGE
IN EVERY SCHOOLS DISTRICT**

**TO: Assistant Superintendents
Chiefs/Education Program Supervisors/SEPS/EPS IIs/Coordinators
Public Schools District Supervisors (PSDSs)/OICs/Schools Heads (Elementary/Secondary)
All Others Concerned**

1. The Office hereby requires all Public Schools District Supervisors (PSDSs)/OICs to submit the names or list of incumbent schools heads/teachers-in-charge including the caretakers of all schools of the 55 schools districts in the Division (updated listing). Submission is via email using Microsoft Excel. Names of school/s heads from elementary, integrated and secondary schools in the district or municipality must be encoded in a separate sheet in the Excel file/document. There should only be one Excel file to be sent via email from each schools district.

2. The L&D Section/Unit of the Division will filter the data or information given as regards to the participants for the upcoming retooling program of those long-time school administrators. Participation for the upcoming 2017 Advanced Management Techniques & Supervisory Development Program (2017 AMT/SDP) will be based on rank/position, the number of years in the service as administrator, performance as well as the promptness of the school head in the submission of school reports especially on the liquidation of the school's MOOE. Priority to attend on this learning event will be given to those who never attended the previous management/leadership training programs of the Division such as SHIP, SHARPEN, PAPE, ALA, etc.

3. Please see attached sample format/template. The L&D Section/Unit is only expecting 55 emails (with attachments) coming from the 55 Public Schools District Supervisors (PSDSs)/55 schools districts. Sending of multiple emails from each school/principal is strictly prohibited. The training team has no assigned staff who will be responsible of retrieving multiple email messages from the 1 142 schools of the Division. In this regard, school heads/principals/TICs and guidance counselors or coordinators especially those from junior/senior high schools must submit first the needed reports/data to their respective district supervisors for the consolidation of the reports/listing.

4. If the school head is a designated teacher-in-charge (TIC), his or her current position or rank must be indicated (e.g., Teacher 3/TIC or T3/TIC or Master Teacher 1/TIC or MT1/TIC), if the school is headed by a caretaker, it should be indicated in the "Remarks" column, "with valid designation order from SDS." The promptness of the school head to liquidate the school's MOOE must also be indicated.

5. For time efficiency, the documents/data needed must be submitted via email at v_ybanez@yahoo.com. Deadline of submission is on or before October 6, 2017 (Friday).

6. Wide dissemination of and strict compliance of this Memorandum is hereby directed.

vay/2017

RHEA MARA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

