

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



January 3, 2018

**DIVISION MEMORANDUM**

No. 006, s. 2018

**ENHANCEMENT TRAINING PROGRAM FOR SENIOR HIGH SCHOOL (SHS)  
PRINCIPALS: DEEPENING INSTRUCTIONAL LEADERSHIP PRACTICES**

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Secondary School Heads**

1. Attached is Regional Memorandum No. 1017, s. 2017, entitled, "Enhancement Training Program for Senior High School (SHS) Principals: Deepening Instructional Leadership Practices."
2. Participants are requested to bring their laptop and the following documents:
  - a. School Improvement Plan (SIP)
  - b. Annual Implementaton Plan (AIP)
  - c. Sample Annual Procurement Plan (APP)
  - d. Sample Project Procurement Management Plan (PPMP)
3. Expenses for board and lodging, training materials, and other expenses incidental to the conduct of the training are chargeable against **HRDD Funds**, while traveling and other related expenses incurred by the participants shall be chargeable against **local school MOOE funds**, all subject to the usual accounting and auditing rules and regulations.
4. This Memorandum serves as Authority to Travel.
5. Immediate dissemination of this Memorandum is desired.

  
**RHEA MARIA ANGTUD, Ed.D., CESO VI**  
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



REGIONAL MEMORANDUM  
No. 1017 s. 2017

DEC 27 2017

**ENHANCEMENT TRAINING PROGRAM FOR SENIOR HIGH SCHOOL (SHS)  
PRINCIPALS: DEEPENING INSTRUCTIONAL LEADERSHIP PRACTICES**

To : Schools Division Superintendents/OICs

1. In line with our continuing efforts of ensuring the effective implementation of the Senior High School (SHS) Curriculum, this Office through the Human Resource Development Division (HRDD) in coordination with the nineteen (19) Schools Divisions, and RO7 Functional Divisions will conduct the Enhancement Training Program for Senior High School (SHS) Principals: Deepening Leadership Practices on the dates and venue indicated below:


Batch	Schools Division	Date	Venue
1	Bais, Bogo, Carcar, Cebu City, Danao, Guihuingan, Naga, Toledo	January 29- February 2, 2018	Ecotech Center
2	Bayawan, Cebu Province, Dumaguete, Lapu-lapu, Mandaue, Tanjay	February 18-23, 2018	Ecotech Center
3	Bohol, Negros Oriental, Mandaue, Tagbilaran, Talisay	March 5-9, 2018	Ecotech Center

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 action plan for the implementation of meaningful programs in addressing gaps in the SHS implementation;
  - c. promote a culture of collegial learning among the SHS Principals in the Region.
3. For proper guidance and reference of all concerned, enclosed are the following documents:
  - a. Enclosure No. 1 – Program Schedule Matrix (PSM)
  - b. Enclosure No. 2 - Program Management Team (PMT)
  - c. Enclosure No. 3 – List of Participants

Office of the Director (ORDe), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 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) 254-7962 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

*“ESQ 2015: Kawagatan ng Lahat, Pananagutan ng Lahat”*

4. Participants are expected to observe the following:
  - a. Onsite Registration on Day 0 at 1:00-2:30 PM.
  - b. Attend the Opening and Closing Programs.
  - c. Present ID, authority to travel and other documents for the registration.
  - d. Attend all sessions on time, and shall not leave the training venue during the conduct of the sessions. Morning sessions will strictly start at 7:30 AM, and afternoon sessions at 1:00 PM. Early leavers and those who fail to submit the training outputs shall receive certificate of appearance only.
  - e. Come in proper attire and observe proper decorum throughout the duration of the training.
  - f. Participants who are under medication are required to bring their maintenance medicines.
  
5. The Participants are requested to bring laptop and the following documents:
  - School Improvement Plan(SIP)
  - Annual Implementation Plan (AIP)
  - Sample Annual Procurement Plan (APP)
  - Sample Project Procurement Management Plan (PPMP)
  
6. Facilitators and management staff are expected to report at the training venue at 8:00 AM of Day 0 for the briefing and usual training preparations.
  
7. The participants, facilitators and management staff shall be entitled to Compensatory-Time-Off (CTO) on training days which fall on Saturdays, Sundays, and Holidays in accordance with the provisions of CSC and DBM Joint Circular No. 2, series 2004.
  
8. For inquiries and clarifications, you may contact the HRDD Office at 032 414-7324, and look for Dr. Leah B. Apao or Mr. Misael G. Borgonia.
  
9. Expenses for board and lodging, training materials, and other expenses incidental to the conduct of the training are chargeable against the HRDD Funds. Traveling and other incidental expenses of facilitators from the Schools and Division Offices shall be charged to the same funds, while traveling and other expenses incurred by the participants shall be charged against local/school MOOE funds, all subject to the usual accounting and auditing rules and regulations.
  
10. First meal of management staff and facilitators will be breakfast, and PM snacks for the participants on Day 0, and Last meal will be PM snacks of Day 4.
  
11. This Memorandum serves as Travel Order for Regional Office 7 personnel only, while the Authority to Travel of participants, facilitators, process observers, and class managers from the Schools Divisions shall be issued by the Schools Division Superintendents.
  
12. Immediate dissemination of, and compliance with this Memorandum is desired.

  
JULIET A. JERUTA  
Director III  
Officer-In-Charge

**ENHANCEMENT TRAINING PROGRAM FOR SENIOR HIGH SCHOOL (SHS) PRINCIPALS: DEEPENING INSTRUCTIONAL LEADERSHIP PRACTICES**

**PROGRAM SCHEDULE MATRIX (PSM)**

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4
7:31-8:00 AM		Quiet Time Energetic-Management of Learning (MOL)			
8:01 - 9:00 AM		School-Based Management (SBM)	Senior High School Management and Operations	Learning Action Cell (LAC)	Research Development
9:01 AM -10:00 AM					
10:01 AM -11:00 AM		School Improvement Plan (SIP)	K to12 Pedagogies	Instructional Supervision	
11:01 AM -12:00 PM					
12:01 - 1:00 PM		Lunch Break			
1:01 - 2:00 PM	Arrival and Registration	School-Based Financial Management	Curriculum Contextualization		Work Immersion
2:01 - 3:00 PM					
3:01-4:00 PM	Opening Activities	School Partnership and Communication	LRMDS	Coaching and Mentoring	Closing Activities
5:01-5:00 PM					
5:01-5:30 PM	Online Evaluation				
5:31-6:00 PM	Debriefing: Program Management Team, Facilitators, Process Observers				