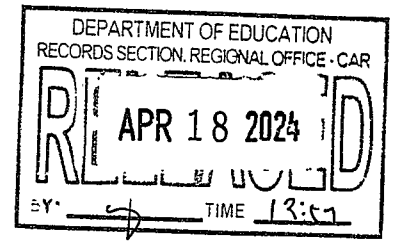




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



17 April 2023

**REGIONAL MEMORANDUM**

No. 225-2024

**SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATION COURSE**

To: Assistant Regional Director  
 All Schools Division Offices  
 All Others Concerned

1. In line with the commitment of the DepEd Cordillera Administrative Region to support school heads so they can better perform their roles in schools as management and instructional leaders to achieve an improved teaching-learning process and learner achievement, the Regional Office will conduct the School Heads Development Program (SHDP) Foundation Course to the new set of school heads.
2. Target participants to the said training program shall be the following who have not undergone the School Heads Development Program:
  - a. Elementary and Secondary School Principals
  - b. Head Teachers
  - c. Teachers In-Charge
  - d. Previous SHDP participants with missing modules and no application projects
3. Schools Division Offices are required to submit a list of target participants using the following format, **official endorsed by the Schools Division Superintendent**, and submitted via the HRDD email [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph) **on or before April 22, 2024**:

Name of Participant	Name of School	Category (Elementary / Secondary)	Gender
Juan A. Cruz	Matagumpay ES	Elementary	Male
Juana B. Delan	Matatag NHS	Secondary	Female

4. The target participants are also required to answer the training needs assessment as basis for the topics via the link <https://forms.office.com/r/axnGLtCT7G> on or before April 22, 2024.
5. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).
6. Immediate dissemination of and strict compliance with this memorandum is directed.

*[Signature]*  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV / Regional Director

/HRDD/RCA/DeAn



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