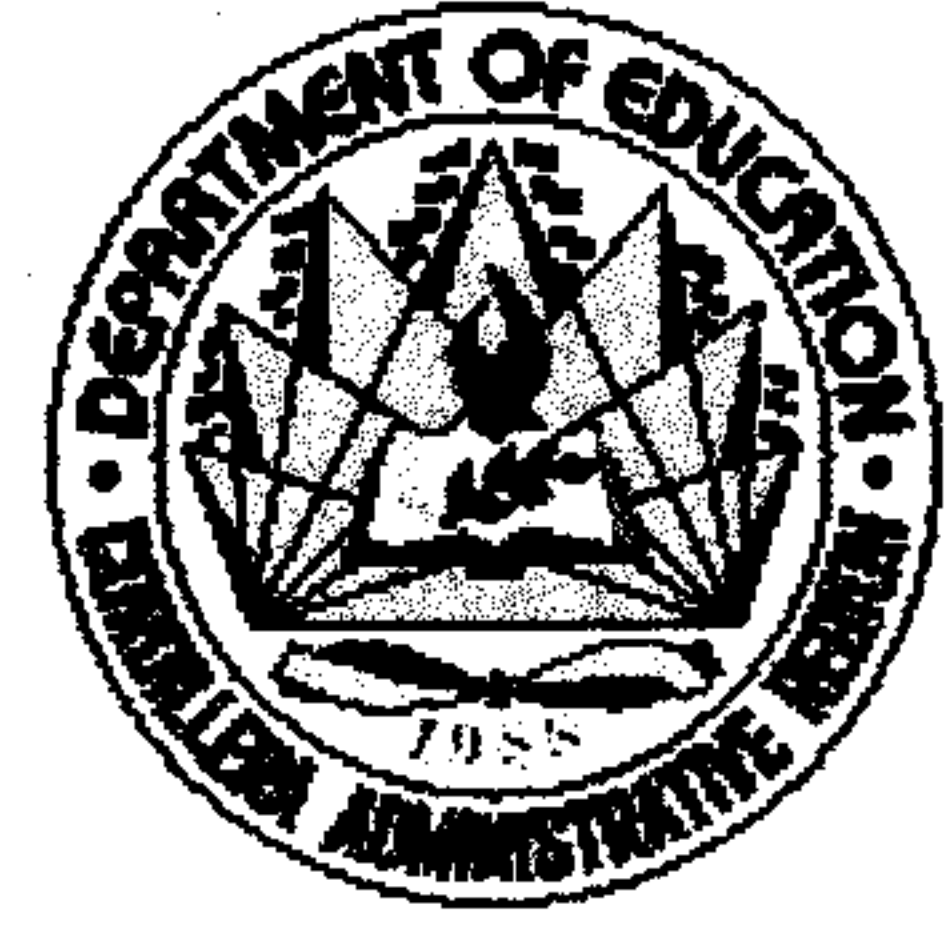




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

No. ~~095~~ <sup>s</sup> 2016  
To: ~~2016~~ Schools Division Superintendents  
Chiefs of Divisions  
Senior High School Principals  
All others Concerned



APR 07 2016

BC

DEPED-CAR

11:57

From:  ELLEN B. DONATO, Ed. D. CESO III  
Regional Director

Subject: School Heads Development Program: Advanced Course for  
School Heads of Senior High School Enhancement Training-Workshop

Date: April 4, 2016

1. As a follow through of the School Heads Development Program: Advanced Course for School Heads of Senior High School, the enhancement training on Financial and Human Resources Development will be conducted on April 27-29, 2016 in a venue to be announced later.
2. Participants to this activity are the following:
  - 166 – Senior High School Principals
  - 2 – ORD
  - 8 – HRDD
  - 6 – SHS facilitators
  - 1 – QAD
  - 3 – ICT and Resource Staff
  - Total 186
3. Participants are advised to video tape themselves for a 3 – 4 minute presentation on the topic of “How did they implement/actualize the knowledge and skills gained from Module 1 and 2 SHDP Workshops” they attended last year. Show evidences of outputs and submit on a CD to HRDD on or before April 18, 2016.
4. Meals, snacks, accommodation and training materials shall be charged against downloaded HRTD funds while transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting and auditing rules.
5. The first meal to be served will be dinner on April 27, 2016 and the last meal will be dinner on April 29, 2016.
6. Immediate and widest dissemination of this memorandum to all concerned is desired.

Inclosure No. 1 to Regional Memorandum No. \_\_\_\_\_

**Matrix of Activities**  
**School Heads Development Program: Advanced Course for School Heads of Senior High**  
**School Enhancement Training-Workshop**  
**April 27 – 29, 2016**

Time	Day 1	Day 2	Day 3
8:00 – 8:15		MOL	MOL
8:15 – 10:00		Personality Development	Continuation of Video Presentations of SHS Implementation
10:00 – 10:15	Health Break	Health Break	↓
10:15 – 11:15		Establishing the PRAISE	
11:15 – 12:00		MOOE Utilization	
12:00 – 1:00	Lunch Break	Lunch Break	
1:00 – 2:00		PSB Internal Guidelines	
2:00 – 3:00		Basic Accounting for School Heads	
3:00 – 3:15	Health	Break	
3:15 – 6:00	Preliminaries Registration Opening Program	Video Presentations of SHS Implementation (by Class) (Gains from Module 1 and 2)	
OD	Facilitators	Facilitators	
			Facilitators

hrdd/stf/emf