



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



RELEASED
MAY 14 2019
DEPED-CAR

May 3, 2019

REGIONAL MEMORANDUM

No. 746-2019

**REGIONAL ORIENTATION-WORKSHOP OF DIVISION MONITORING TEAMS ON SCHOOL HEADS
DEVELOPMENT PROGRAM: FOUNDATION COURSE (SHDP:FC)**

**TO: Schools Division Superintendents
All Divisions
All Others Concerned**

1. To ensure an effective implementation of the School Heads Application Project as output of the 19-day School Heads Development Program: Foundation Course, the Regional Office through the Human Resource Development Division (HRDD), will conduct an **Orientation-Workshop of Division Monitoring Teams on School Heads Development Program: Foundation Course (SHDP:FC)** on June 26-28, 2019. The venue will be announced later in a subsequent memorandum.
2. The Orientation-Workshop aims to:
 - a. deepen understanding of participants on SHDP:FC as a competency-based educational leadership and management development program that enable school heads to lead and manage K to 12 schools;
 - b. enhance their skills in monitoring and providing assistance to school heads in the implementation of the application projects; and
 - c. draft Division Monitoring Plan and monitoring tool for School Heads Application Projects.
3. Participants to this activity are identified SDS/ASDS, SGOD and CID Chiefs, EPS, PSDS and SMME. The following are the expected number of participants from the SDOs:

	Division	SDS/ASDS	Chiefs	EPS	PSDS	SMME	Total
1	Abra	1	2	10	10	1	24
2	Apayao	1	2	10	10	1	24
3	Baguio City	1	2	10	10	1	24
4	Benguet	1	2	10	10	1	24
5	Ifugao	1	2	10	10	1	24
6	Kalinga	1	2	10	10	1	24
7	Mt. Provice	1	2	10	10	1	24
8	Tabuk City	1	2	10	10	1	24
	Total	8	16	80	80	8	192

4. Each Schools Division Office is requested to bring the list of school heads who have undergone the SHDP:FC from January, 2018 to March, 2019, at least 1 laptop and an extension cord. Participants are requested to bring notebook and ball pen.


5. Schools Division Offices are requested to submit the names of participants to this Orientation-Workshop, c/o Human Resource Development Division (HRDD) through email address: hrdd.depedcar@gmail.com not later than May 31, 2019 using the template below:

Division	Name	Sex	Position/Designation	Official Station

6. Regional Facilitators, HRDD, QuAd and other RO personnel are requested to join the Regional Management Team and conduct Monitoring and Evaluation. They are as follows:

Name	Position/Designation	Division
RD May B. Eclar	Consultant	RO
ARD Bettina Daytec-Aquino	Consultant	RO
Carmel Meris	Chief Learning Resource Provider	RO
Jennifer Ande	Learning Resource Provider & Facilitator	
Rosita Agnasi	Learning Resource Provider & Facilitator	RO
Denia Tarnate	Learning Resource Provider & Facilitator	RO
Aida Payang	Learning Resource Provider & Facilitator	RO
Jasmine Bringas	Learning Resource Provider & Facilitator	Abra
Erlinda Quinuan	Learning Resource Provider & Facilitator	Benguet
Pedro Villastiqui	Learning Resource Provider & Facilitator	Abra
Emmanuela Gabol	Training Management	RO
Nickcarter Gonzalo Jr.	Class Manager	Baguio City
Winnie Freda Domerez	Class Manager	Benguet
Nenita Sabino	Class Manager	Abra
Fernandina Lagundino	Class Manager	Abra
Jefferson Villena	Training Management	RO
Cynthia Harada	Training Management	RO
Aida Payang/QuAD Representative	M & E	RO

7. Meals, snacks, accommodation and training materials shall be charged against downloaded HRTD Funds, while the transportation, and other incidental expenses shall be charged against school or other local funds subject to the usual accounting and auditing rules and procedures.
7. First meal to be served will be dinner of Day 0 (June 25, 2019) and last meal will be PM snack on the last day (June 28, 2019) of the orientation-workshop.
8. Immediate and widest dissemination of this Memorandum to all concerned is desired.


MAY B. ECLAR, PhD., CESO V
 Regional Director

REGIONAL ORIENTATION AND WORKSHOP OF DIVISION MONITORING TEAMS ON SHDP:FC APPLICATION PROJECTS

TRAINING MATRIX

June 26-28, 2019

Time	DAY 0 (June 24)	DAY 1 (June 25)	DAY 2 (June 26)	DAY 3 (June 27)
7:45-8:00		MOL	MOL	
8:00-10:00		What is SHDP (Rationale and Objectives) LF/RS: Carmel Meris	Application Projects LF: Jennifer Ande	Presentation of Outputs
10:00-10:15		Health Break		
10:15-12:00		Highlight of the topic in SHDP: FC Module 1: The School Head as an Instructional Leader LF: Aida Payang	How should SDOs provide Technical Assistance? LF: Carmel Meris	Critiquing, Revision and Contextualization of Monitoring Tool
12:00-1:00				
1:00-3:00		Highlight of the topic in SHDP: FC Module 2: The School Head as an Organizational Leader LF: Erlinda Quinuan	Overview of Monitoring: A Glance of the M & E Tool LF: Rosita Agnasi	Finalization for Unified Monitoring Tool
3:00-3:20	Arrival and Registration of Participants	Health Break		
3:00-4:30		Highlight of the Topic in SHDP:FC Module 3:The School Head as an Exemplar LF: Jasmine Bringas	Workshop: Development/Contextualization of M & E Tool	Next Steps/Agreements Monitoring Teams
4:30-6:00	Opening Program, Levelling of Expectation and Statement of Purpose c/o HRDD			Closing Program

Prepared by:


ROSITA C. AGNASI
EPS

Noted:

CARMEL F. MERIS
OIC - HRDD