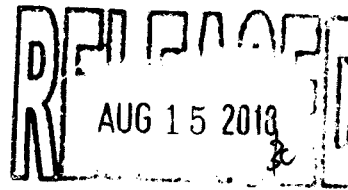




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



August 7, 2018

**REGIONAL MEMORANDUM**

No. 271-2018

DEPED-CAR Time:

**SUBMISSION OF CONCRETE REPORTS ON THE IMPACT OF THE VARIOUS  
TRANINGS CONDUCTED FOR SCHOOL HEADS AND DIVISION/DISTRICT  
SUPERVISORS**

TO : Schools Division Superintendents  
All others concerned

1. In line with the implementation of the Learning and Development Programs in the Region, particularly the School Heads Development Program (SHDP) Foundation Course (Batch 1- Nov. 2016 – Feb. 2017 & Batch 2- Jan. – March 2018) ; SHDP-Advanced Course and the Instructional Leadership Program (ILP) Modules 1 & 2 conducted, the School Heads/Division/District supervisors who attended the above various trainings conducted are requested to submit a soft copy (pdf) of concrete report with write-ups & pictorials supported by data on the implementation of their application projects including the impact of the program to their schools and community or how the program helped them in terms of their roles as academic, administrative and community leaders.
2. The reports submitted will be used for the issuance of certification in relation for the application for re-classification of position or basis for giving awards for the search of the most improved or innovative School Heads.
3. The following criteria will be used in the evaluation of the application Projects:

Efficiency of Implementation	- 40%
Impact on the School Improvement	- 40%
Replicability	- 20%
Total	100%
4. Please submit required reports on a pdf copy properly endorsed by the Schools Division Office on or before September 14, 2018 to HRDD at email add [hrdd.depedcar@gmail.com](mailto:hrdd.depedcar@gmail.com)
5. Attached are template; monitoring and evaluation tools to serve as guide for the preparation of the required report.
6. Immediate dissemination and compliance of this memorandum is enjoined.

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

## MONITORING TOOL FOR SCHOOL HEADS

1. What is your most significant learning from the SHDP: \_\_\_\_\_?

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2. Has the SHDP made you think or act differently as a School Head? \_\_\_\_\_ in a way \_\_\_\_\_ not at all \_\_\_\_\_ yes

How/Why?

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3. What have you done or been doing differently because of the SHDP \_\_\_\_\_?

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4. What have you been doing as a School Head from the preparation of school opening to present?

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5. Which area are you most concerned about?

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6. Please explain your area of concern.

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7. What were the commendable practices of your District/Division Office in support after the SHDP \_\_\_\_\_?

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## MONITORING TOOL FOR SUPERVISORS

1. What is your most significant learning from the Instructional Leadership Program for Division and District Supervisor (ILPDDS)?

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2. Has the ILPDDS made you think or act differently as a Supervisor? \_\_\_\_\_ in a way \_\_\_\_\_ not at all \_\_\_\_\_ yes  
How/Why?

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3. What have you done or been doing differently because of the ILPDDS \_\_\_\_\_?

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4. What have you been doing as a Supervisor after the training to present?

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5. Which area are you most concerned about?

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6. Please explain your area of concern.

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7. What were the commendable practices of your Division Office to support you after the ILPDDS \_\_\_\_\_?

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## School Head's Application Project Implementation Paper

The School Head's Application Project is a requirement for a Certificate of Completion in the Foundational Course of the School Heads Development Program.

**The Project requires the participant to identify a specific area of school operations that require improvement and that will deliver the best impact on school measures in three (3) to six (6) months. The choice of project will be derived from the three priority concerns he/she identified in the Concept Note he/she submitted at the start of the Foundational Course. Project Results will be presented by the school head at a colloquium of Foundational Course participants.**

This Implementation Paper guides the school head on planning for the his/her final choice of project. It must be completed and submitted by the end of Module 3.

### **A. Project Context**

<b>NEAP PROGRAM</b>	School Heads Development Program - Foundational Course
<b>Name of School Head</b>	
<b>Region, Division, District</b>	
<b>Name of School</b>	
<b>Key changes in my school as a result of this project</b> <i>What key changes do you want to see in your school as a result of your having attended the SHDP Foundational Course? What are your specific, verifiable indicators of these changes?</i>	
<b>Target Competency Improvement</b> <i>What school head competency/ies will you apply through your project Identify maximum of three that are directly related to your project.</i>	

<p><b>Describe current situation (problem or opportunity) in your school that you need to address through your project.</b></p> <p><i>Give specific, quantifiable, observable details. For example, number of non-readers in Grade 2. Or, number of teachers that need training by a certain period. Or, timely utilization of MOOE.</i></p>	
<p><b>Title of Application Project</b></p>	
<p><b>PROJECT OBJECTIVE/S:</b>  <b>SMART-Specific, measurable, attainable, result-oriented and with timeframe</b></p>	<p>TO:</p>
<p><b>Start date</b></p>	
<p><b>Length of project</b></p> <p><i>The project should be completed within 3 to 6 months.</i></p>	
<p><b>Expected Outputs</b></p>	
<p><b>Beneficiary/ies</b></p>	
<p><b>Identify Success Indicators or measures of success</b></p>	<p><i>This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):</i></p>

**B. Action Steps -**

Identify significant Milestone targets that could be achieved by the end of 30 days and every 30 days thereafter. Milestones are (a) significant changes achieved; and/or, (b) major steps taken towards achieving the desired improvement in your school

<b>Target Milestone</b>	<b>Actions</b>	<b>Responsible Person</b> <i>Who will do this step?</i>	<b>Support Needed from:</b>	<b>Target Date</b> <i>When will this step be accomplished?</i>
<b>Milestone 1</b>	<b>Action Step 1</b>			
	Action Step 2			
	Action Step 3			
	Etc.,			
<b>Milestone 2</b>	<b>Action Step 1</b>			
<b>Milestone 3</b>	<b>Action Step 1</b>			
<b>Etc</b>				

### C. Required Resources

*Provide Specific Details of the physical and human resources required to successfully implement your Application Project.*

<b>Milestone</b>	<b>Resources Needed</b>	<b>Budget</b>	<b>Approvals needed</b>
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### D. Risk Management Plan

*All projects are exposed to risk. Risks are unpredictable events that might or might not happen, and endanger the achievement of your project objectives. You should therefore know what risks to prioritize and what to do when the risk happens.*

<b>Milestone</b>	<b>Likely Risk</b>	<b>Impact on Project if Risk Happens</b>	<b>Specific Action to Prevent Risk</b>	<b>If Risk Happens, Specific Action to Soften Impact of Risk</b>
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### E. APPROVALS:

	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
<b>Prepared by</b>			
<b>Approved by</b>			