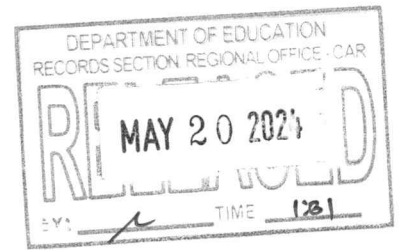




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



16 MAY 2023

REGIONAL MEMORANDUM

No. 308.2024

SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATION COURSE PARTICIPANTS

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 DepEd CAR HRDD/NEAPR will conduct the School Heads Development Program (SHDP) Foundation Course with details as follows:

BATCH	SCHEDULE	VENUE
Batch 1 (Enclosure 1)	June 10-14, 2024 (Module 1) June 24-28, 2024 (Module 2)	NEAPR Hall, Wangal, La Trinidad, Benguet
Batch 2 (Enclosure 1)	August 5-9, 2024 (Module 1) August 19-23, 2024 (Module 2)	

2. Identified participants who opted to stay-in are suggested to check in at the NEAPR Dormitory on June 10 and 24, 2024 for Batch 1, and August 4 and 19, 2024 for Batch 2. The meals accorded shall be as follows:

a. Batch 1

MEALS and SCHEDULE	June 10 June 24	June 11 June 25	June 12 June 26	June 13 June 27	June 14 June 28
Breakfast		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snacks		✓	✓	✓	✓
Dinner	✓	✓	✓	✓	

b. Batch 2

MEALS and SCHEDULE	August 5 August 19	August 6 August 20	August 7 August 21	August 8 August 22	August 9 August 23
Breakfast		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snacks		✓	✓	✓	✓
Dinner	✓	✓	✓	✓	

3. Participants are required to register and confirm their attendance through the link <https://forms.office.com/r/78FFFduUjz> on or before **May 31, 2024**.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph
 DepEd Tayo Cordillera <https://depedcar.ph>

4. Attached are the following enclosures for reference and guidance.
 - a. Enclosure 1: List of Participants for Batch 1 and Batch 2
 - b. Enclosure 2: Program Management Team
 - c. Enclosure 3: Training matrix

5. Schools Division Offices shall provide a replacement in cases identified participants are not able to attend due to conflict of activities or personal reasons, and coordinate such with the RO HRDD.

6. SDO Participants and RO Program Management Team (Enclosure 1) attending on June 12, 2024, National Independence Day, will be accorded with One (1) day Compensatory Time Off in lieu of the attendance to seminars conducted on holidays.

7. The participants are to bring their own laptop and chargers but shall only be used in sessions that will require outputs. In the same way, participants should bring with them their required medications.

8. Travel expenses for participants are charged to local funds and shall be subject to the usual accounting and auditing rules and regulations.

9. 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.

10. Immediate dissemination of and strict compliance with this memorandum is directed.



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ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director

Enclosure 1 to RM **308.2024**: School Heads Development Program Foundation Course Participants

LIST OF PARTICIPANTS TO SHDP FOUNDATION COURSE

SDO	Name of Participants BATCH 1 June 10-14, 2024 Module 1 June 24-28, 2024 Module 2	Name of Participants BATCH 2 August 5-9, 2024 Module 1 August 19-23, 2024 Module 2
Abra	Josephine Tolentino Allen Daniela Javier Ray Abanilla Sozie Pearl Balagso Estrella Bernabese Sinamar Tamo Emilson Pescozo Elimar Bautista	Marvin Beroña Rommelyn Agnes Alagao Lester Viernes Gavino Cawing Ederlita Joy Gayban Marjorie Barcena Mary Hoy Barbosa Zayra Navalta R-Jay Eduarte
Apayao	Bernadette Pulog Alex Kawi Jufel Simeon Febe Budoc Jefferson Dap-uyan Marino Ambona	Criselda Gaoiran Bernie Gamiao Willy Taguindodo Norton Carino Jolways Pascual
Baguio City	Jimmy Garcia Jr Marlyn Lucas	Genar Tacay Brenda Contada
Benguet	Fausto Sab-it Yolanda Andiso Agnes Guisdan Mary Flor Hipol Mack Dalay-on Mary Jane Leo Jennifer Cados Astrida Talabis Loradel Lumido Realonda Ngala-an Jaime Coligman	Cristobal Dinamling Giovani Cayat Lourden Ludaes Sisa Ngade Noeme Mary Lenneng Felomina Taplin Evelyn Potectan Carol Elis Antonio Jose Catacutan Lyline Flores Larson Calatero Emerson Hadsan
Ifugao	Janice Alma Klimayong Marie Taganas Esberta Bataclao Editha Wacguiyan Janry Panapan Jennifer Saranillas Lasier Guinumtad	Minerva Dinamlong Janet Pagtoyao Aurelio Taberna Aiza Tayaban Janet Pagtoyao Rogelyn Chalanag Joanne Dulnuan
Kalinga	Emma Balutoc Jeric Wandagan Maylene Co Federico Samuel Jr. Shalili Fritz Dalanao Gabriel Nagayang	Melody Gupaal Babes Sanga Yvy Dawadao Elorde Manuel Maricel Gunnawa
Mt. Province	Ofelia Ramos Joji Makitay Emily Buned Grail Angnowen	Irene Songag Noreen Dangangao Christine Gay Dulay Jeanyfer Cristobal

	Erlinda Batong Apolinario Manangan Blesila Cayap	Abegail Labanet Tumapang Jinky Berong Samuel Sudicalan
Tabuk City	Cresilda Donggayao Jobelle Agpad Joy Taynan	Rowena Cabanes Emilia Simeon Nelyn Clemencia

PROGRAM MANAGEMENT TEAM

ROLE	KEY PERSONNEL	
Program Consultants	Estela P. Leon-Cariño EdD, CESO III Regional Director	
	Ronald B. Castillo, CESO V Assistant Regional Director	
Program Owner	Rosita C. Agnasi	
Program Focal	Dexter B. Andres	
Resource Speakers	RD Estela P. Leon-Cariño ARD Ronald B. Castillo Rosita Agnasi Jennifer Ande Atty. Vanessa Flora Nover Keithley Mente Sasha Joseph Daganos	Engr. Christopher Hadsan Evangeline Malag Cristina Paquit Dexter Andres Laureen Likigan Elvernice Fanged
External Resource Speakers	Roland Malafu Leonarda Aguinalde	
Logistics	Jefferson A. Villena	Marvin John Flores
Secretariat	Emmanuela B. Gabol	Margie B. Gardingan
Finance Manager	Fremalyn Paclos	
Welfare Officer	Warly E. Kindiawan	Dr. Raymond Damoslog
QAME	Florence E. Balictan	

	Batch 1: Module 1		Batch 1: Module 2	
Class Managers	Dexter Andres		Laureen Likigan	
Learning Managers	Emyrose Cariño Manny Kotoken	Abra Apayao	Margarette Dulnuan Jo-anne Dawan	Ifugao Kalinga

	Batch 2: Module 1		Batch 2: Module 2	
Class Managers	Sasha Joseph Daganos		Elvernice Fanged	
Learning Managers	Victor Fernandez Lorna Yaco	Baguio City Benguet	Ide Liwanen Brenda Contada	Benguet Baguio City

Enclosure 3 to RM 308.2024: School Heads Development Program Foundation Course Participants

Day	Topic	Resource Speaker
Module 1: Day 1	Strategic Planning	ARD Ronald B. Castillo, CESO V Director III
Module 1: Day 2	Management of School Resources: School Titling and School Development Plan	Engr. Christopher B. Hadsan Engineer III, ESSD
	School Safety for Disaster Preparedness, Mitigation and Resiliency	Evangeline Malag PDO II, ESSD
	School Financial Management	Cristina Paquit CAO. Finance Division
Module 1: Day 3	MATATAG Agenda and Curriculum	Jennifer P. Ande CES, CLMD
	Improving Learners Performance through Hybrid Learning	Estela P. Leon-Cariño Edd, CESO III Regional Director
	Gener and Development and Child Rights	Atty. Vanessa B. Flora Attorney IV, Legal Unit
Module 1: Day 4	Socio Emotional Learning	Rolando P. Malafu Guidance Counselor, CRSHS
	Concept Note	Rosita C. Agnasi OIC, HRDD / NEAPR
Module 2: Day 1	Performance Management	Sasha Joseph Daganos EPS, HRDD
	Coaching and Mentoring	ARD Ronald B. Castillo, CESO V Director III
Module 2: Day 2	Collaborative Expertise	Nover Keithley S. Mente EPS, CLMD
	PD Development: PD Design, Session Guides and Slide Decks, and Evaluation	Dexter Andres EPS, HRDD/NEAPR Laureen Likigan SEPS, NEAPR
	Rewards and Recognition	Elvernice S. Fanged EPS II, NEAPR
Module 2: Day 3	Management of Diverse Relationships	Leonarda R. Aguinalde Learning and Development Professional
	Gender Equality, Disability and Social Inclusion	Dexter Andres EPS, HRDD/NEAPR
	SHDP Application Project	Rosita C. Agnasi OIC, HRDD / NEAPR
Module 2: Day 4	SHDP Application Project	HRDD/NEAPR