

November 4, 2015

Division Memorandum
No. 117 s. 2015


**SCHOOL HEADS DEVELOPMENT PROGRAM: ADVANCED COURSE FOR SHS
SCHOOLS HEADS**

To : Secondary School Heads Concerned

1. Pursuant to Regional Memorandum No. 104 s. 2015 the Regional Office through the Human Resource Development Division (HRDD) will conduct the **School Heads Development Program: Advanced Course for SHS School Heads** at a venue to be announced later on the following dates:

Batch	Module 1	Module 2
Batch 1	November 16-21	November 30-Dec.5
Batch 2	November 23-28	Dec. 7-12
Batch 3	Dec. 14-19	January 4-9
Batch 4	January 11-16	January 25-30

2. The training aims to:
 - a. Enhance the school heads skills in school leadership, instructional and creating a student-centered learning climate.
 - b. Update/orient on HR management skills and professional development partnership and school management and operations.
3. Participants to this course are the school heads found in the Enclosure No. 1.
4. Participants are requested to bring with them their laptops/USB for Workshop and other activities/assignments.
5. Participants for Module 1 are the same person who will attend the Module 2. They are expected to submit Re-Entry Action Plan before admission to Module 2.
6. The participants shall check in at 1:00 P.M. of Day 0, and check out after lunch of Day 5. The first meal to be served is PM snacks of Day 0 and the last meal will be snacks of Day 5.
7. Participants shall be entitled of Compensatory Overtime Credit (COC) for overtime and services rendered on Saturdays, Sundays and Holidays,
8. Food and accommodation of the participants, facilitators and training management team including training materials shall be shouldered by the regional Office while transportation expenses of the participants shall be charged to their respective school MOOE subject to the usual accounting rules and regulations.
9. Immediate dissemination of this Memorandum is desired.


NYMPHA D. GUEMO
Assistant Schools Division Superintendent
Officer In-Charge

LIST OF PARTICIPANTS

BATCH 1 (CLASS A)	SCHOOL
1. Edna Gonzales	Bugao NHS
2. Cynthia Usero	Sicimil IS
3. Ramon Templonuevo	San Jose NHS
BATCH 1 (CLASS B)	
4. Maybelle Rubio	Agban NHS
5. Amalia Domingo	Cobo IS
6. Letecia Torrocha	Tambongon NHS
BATCH 1 (CLASS C)	
7. Bella Petajen	Baras RDHS
8. Sonia Prensader	Pandan SAT
9. Rosario Socito	Viga RDHS
BATCH 2 (CLASS A)	
10. Fidel Vigem	Bato RDHS
11. Cecilia Mendoza	Tabugoc NHS
12. Josalie Tonio	Antipolo NHS
BATCH 2 (CLASS B)	
13. Roy Tejerero	Bote IS
14. Rosario Villaflor	Panganiban NHS
15. Marisol Lim	Buyo IS
BATCH 2 (CLASS C)	
16. Irene Torzar	Cabugao IS
17. Arnold Valledor	Panganiban NHS
18. Gloria Vargas	Calatagan HS
BATCH 3 (CLASS A)	
19. Mila Jose	Caramoran RDHS
20. Marilyn Tuplano	Cabcab NHS
21. Gerard Nino Ceneta	Palta NHS
BATCH 3 (CLASS B)	
22. Nestor Emerenciana	Caramoran SF
23. Lyra Tusi	Manambrag NHS
24. Danilo Taway	Hawan NHS
BATCH 3 (CLASS C)	
25. Juan Torreja	Supang-Datag NHS
26. Ronald Refre	Mayngaway NHS
27. Edgar Sarmiento	Magnesia NHS
BATCH 4 (CLASS A)	
28. Casmenda Llesol	Tubli NHS
29. Amelia Eusebio	San Andres VS
30. Rudy M. Tolentino	CNHS
BATCH 4 (CLASS B)	
31. Juan Tatad	Dororian NHS
32. Shirley Villaranda	Mabato NHS
BATCH 4 (CLASS C)	
33. Milagros Lim	Bagamanoc RDHS
34. Delia Tindugan	Gigmoto RDHS
35. Faustino Lizaso	San Miguel RDHS