



RELEASED

Division Memorandum No. 38 s. 2018

DepEd, Division of Catanduanes
RECORDS SECTION

Date FEB 14 2018

Time: 2:35 PM
Initial/Signature: [Signature]

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

From : [Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : **Attendance to the School Heads Development
Program Foundation Course (SHDP FC) Batch 3**

Date : February 13, 2018

1. With reference to Regional Memorandum No. 26, s. 2018 Re: Administrative Guidelines on the Conduct of the School Heads Development Program Foundation Course (SHDP FC) Batch 3, this office announces the attendance of the following personnel to the said training:

Name	Position/ School	Class Number	Date/s	Venue
1. Raquel Alfon 2. Columba Deinia	HT I, Sogod Simamla ES SP I, Bagawang ES	Class A	Module 1: February 19-25, 2018 Module 2: March 5-12, 2018 Module 3: March 21-28, 2018	RELC Hall, DepEd Regional Office V, Regional Center Site, Rawis Legazpi City
3. Joel Datoon 4. Ferdinand Tusi 5. Calvin Impoza	HT I, Camburo ES SP I, Yocti ES HT II, Cabungahan ES	Class B		Note: Whenever the risk of Mayon Volcano is lowered the venue will be transferred to Charisma Function Hall, San Rafael Guinobatan, Albay. The succeeding schedules and venue for Module 2 & 3 will be released thru an advisory
6. Allan Sorreda 7. Ramon Tura	SP II, Manambrag ES SP I, Ogbong ES	Class C		
8. Ranil Velasco (Vice to Nelson G. Samonte-retired already) 9. Rolyn Trinidad 10. Lorenzo Gando 11. Yolanda Tayam	SP I, San Jose NHS T-I- TIC Caglatawan ES HT III- Bato RDHS HT III- Bato RDHS	Class D		

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Time	Module objectives	Session/ Activity	Expected Outputs	Topic/ Content Highlights	Teaching/ Learning Methodology	Nominated Facilitator/s	Resources Needed
3:01-5:00	Gain knowledge on Gender Awareness & Development in the Workplace	Gender Awareness & Development in the Workplace	Results of pre and post tests	Gender awareness and Development	Lecture Discussion workshop		Manila Paper Colored paper Coupon bond Coloring pen Answer sheets PowerPoint Presentations

12. Anayn Carpio 13. Shiela Marie Zapanta 13. Genaro Robles 14. Walter Marinas	SP I- Calabnigan ES HT II- Buenavista ES HT I- Balatohan ES HT II- Dugui San Isidro ES	Class E	Module 1 February 26- March 4, 2018	
15. Rebecca Villacorta 16. Joan Correo 17. Shirley Villaranda 18. Rita Soriao (Vice to Evelyn Garcia-attended already the SHDP) 19. Tessie A. Padilla (vice to Salvador Villaflor-retired already) 20. Arlene Alberto	HT I, Cahan ES HT II, Hicming ES HT I, Lictin ES SP I, Dugui Too ES SP I, Mavil ES HT III, Capilihan ES	Class F	Module 2 March 13-20, 2018 Module 3 March 21-28, 2018	
21. Erlinda Burce 22. Nestor Quintal 23. Virginia Tejerero 24. Asuncion Tabo 25. Romeo Uganinola 26. Raul Borbor	SP I, Lictin ES SP I, Palta ES SP I, Boton Pri, School SP I, Libjo ES HT III, Rojas ES Asst. Principal PSAT	Class G		
27. Joel Masagca 28. Roberto Molina 29. Jhonny Boy bernal 30. Lilibeth Manlangit	HT III, Macutal ES SP I, F. Tacorda Village ES HT I, San Juan ES HT III, Salvacion ES	Class H		

2. Participants are expected to be in the venue on Day 0. Opening activities and important training protocols will be given on this date. Upon arrival, participants shall proceed to the front desk of the RELC dorm to check the room assignment. After checking in, participants shall list themselves at their respective class registrars in the session halls.

3. The HRDD- NEAP will require the following: that all participants be in smart-casual attire in the entire duration of the program, that those who have health conditions requiring daily medications must bring with them their own medicine/prescription as the training management can only provide over the counter medicines and that those who have food restrictions shall inform the management by filling out a food restriction form so that suitable food can be served to them.

4. All SHDP FC participants are also instructed to bring laptop, as this will be used in the workshop and online quality assurance reviews of the training which will be given every day. A passport size photo will also be required for participant profiling purposes.

5. Travel expenses of the participants to this regional training shall be charged against school MOOE/ local funds subject to usual accounting and auditing rules and regulations.

6. Compliance to this Memorandum is earnestly desired.

Time	Module Objectives	Session/Activity	Expected Output	Topic/Content Highlights	Teaching/Learning Methodology	Nominated Facilitator/s	Resources Needed
1:01-3:00	Gain knowledge on the Features of Magna Carta for Public School teachers, Code of Ethics for Professional Teachers & RA 9155	Features of Magna Carta for Public School teachers Code of Ethics for Professional Teachers RA 9155	Results of pre and post tests	Magna Carta for Public School Teachers Code of Ethics for Professional teachers RA 9155	Lecture Discussion workshop		Manila Paper Colored paper Coupon-bond Coloring pen Answer sheets PowerPoint Presentations