



DepEd
DEPARTMENT OF EDUCATION
REGION I
City of San Fernando, La Union 2500
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MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : *for* ALMA RUBY C. TORIO
Regional Director

SUBJECT : CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE

DATE : September 19, 2017



The School Heads Development Program (SHDP): Foundation Course Module 2 and Module 3 will be conducted at Hotel Consuelo, Lingayen, Pangasinan on October 2-7 and October 23-28, 2017 respectively.

The participants of the above mentioned activity are the completers of Module 1 last September 11-16, 2017.

Participants may check in on Day 0- October 1, 2017 at 2:00PM and the first meal to be served is breakfast of Day 1- October 2, 2017.

The participants involved in this activity shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled "Updated Guidelines on Grant of Vacation Service Credits to Teachers". On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO), as per Civil Service Commission and DBM joint Circular No. 2, s. 2004 entitled "Non-monetary Remuneration for Overtime Service Rendered".

Travel expenses of participants shall be charged to local funds while board and lodging shall be charged to OSEC-HRTD Funds 2017 subject to the usual accounting and auditing rules and regulations.

Be guided accordingly.

TRAINING MATRIX FOR MODULE 2: THE SCHOOL HEAD AS ORGANIZATIONAL LEADER

Date: October 2-7, 2017

Venue: Hotel Consuelo, Lingayen, Pangasinan

MODULE 1: THE SCHOOL HEAD AS INSTRUCTIONAL LEADER (6 days)							
COURSE SCHEDULE							
Time	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:45-8:00			MOL	MOL	MOL	MOL	MOL
8:00-10:00		School Based Management (SBM)	School Processes	Continuous Improvement (CI)	Continuous Improvement (CI)	School Improvement Plan (SIP)	Partnership and Communication
10:00-10:30		Break	Break	Break	Break	Break	Break
10:30-12:00		School Based Management (SBM)	School Processes	Continuous Improvement (CI)	Continuous Improvement (CI)	School Improvement Plan (SIP)	Partnership and Communication
12:00-1:00		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00-3:00	Arrival and Registration	School Based Management (SBM)	Continuous Improvement (CI)	Continuous Improvement (CI)	School Improvement Plan (SIP)	School Improvement Plan (SIP)	Integration Session: Instructional Leadership and Closing
3:00-3:30	Opening Program and Course Overview	Break	Break	Break	Break	Break	Break
3:30-5:00		School Based Management (SBM)	Continuous Improvement (CI)	Continuous Improvement (CI)	School Improvement Plan (SIP)	School Improvement Plan (SIP)	
5:00-5:30		Reflection	Reflection	Reflection	Reflection	Reflection	Reflection
5:30-6:00				Fellowship			