

Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

6 OCT 2022

No. 774, s. 2022

**SERIES OF ACTIVITIES FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
BATCH 4**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public School District Supervisor
School Heads/Public and Private
All Others Concerned

1. In line with the **Republic Act (RA) No. 9155 or the Governance of the Basic Education Act of 2001** that specifies that a school head shall both an instructional leader and administrative manager and **RA 10533 or the Enhanced Basic Education Act of 2013** that stipulates that principals shall undergo workshops and trainings to enhance their skills on their role as academic, administrative and community leaders, the Department of Education (Dep-ED), through the **National Educators Academy of the Philippines (NEAP)** and the **Human Resource Development Division (HRDD)** of the Regional Offices (ROs), and through the **Human Resource Division Section (HRDS) of the Division of Negros Oriental** shall conduct the School Heads Development Program (SHDP): Foundation Course Batch 4.
2. Please see table below for the series of activities on the conduct of the SHDP training on the specified dates, venues, and participants.

Name of Activity	Date/Time	Venue	Participants
Engagement of Learning Facilitators, QATAME, TWG, and Management Team on the SHDP Materials	October 17-19, 2022 (8:00-5:00)	Plaza Maria Luisa Suites Inn Full Accommodation	26 participants Learning Facis, TWG, QATAME, Training Management Team (Please see attached list)
School Heads Development Program (SHDP) Training	October 20-22, 2022	Plaza Maria Luisa Suites Inn	60 School Heads (Live-out) 26 Facis, TWG etc (Live-in)


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DIVISION MEMORANDUM

			Please see Attached list
Validation of Application Project	November 28-30, 2022	Respective Schools of the School Head Participants	Purely the Learning Facilitators
SHDP Completion Ceremony	December 9, 2022	SHDP Batch 4 Participants	Plaza Maria Luisa Suites Inn

3. For the School Head Participants, they are entitled for 1 breakfast, 2 snacks, 1 lunch, and 1 dinner for three days charged to Division HRTD Funds. While their travelling expenses and accommodation shall be charged to School MOOE. Learning Facilitators, Technical Working Group, Management Team, and QATAME are entitled for full accommodation charged to Division HRTD Funds.
4. Furthermore, teacher participants (Members of the Technical Working Group) are entitled to a two (2) day Service Credits (**October 21-22, 2022 Negros Oriental Day and Saturday**), while non-teaching personnel (member of the TWG) are entitled to a two (2) -day Compensatory Overtime Credit, per DepEd Order No. 53, s. 2003- Updated Guidelines on Grant of Vacation Service Credits to Teachers, and Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 02, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered, specifically under the provision in no. 5.3 letter C “work related to school graduation/registration where the additional work cannot be handled by existing personnel during regular hours”.
5. Immediate dissemination of and compliance with this memorandum to all concerned is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Division of Negros Oriental

10/5/22



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DIVISION MEMORANDUM

Appendix A- List of Learning Facilitators, TWG, Training Management Team, and QATAME

Training Management Team

1. Mr. Senen Priscillo P. Paulin
2. Dr. Marcelo K. Palispis
3. Dr. Joelyza M. Arcilla
4. Dr. Nilita L. Ragay
5. Dr. Rachel B. Picardal
6. Miss Iryll Mae S. Macahig

Learning Facilitators

1. Dr. Emelyn D. Bolongaita
2. Dr. Andrea Luz S. Englis
3. Dr. Karl T. Credo
4. Dr. Beda Jovenciana A. Davad
5. Dr. Macrina K. Villaluz
6. Mrs. Elvira K. Diones
7. Dr. Susana S. Austero
8. Dr. Marilou Sarte
9. Dr. Renante Juanillo

Technical Working Group

1. Mr. Clint D. Noblefranca – Ayungon District 2
2. Mr. Lary K. Gaitera- Siaton District 3
3. Mr. Roy M. Cadinan- Division Office
4. Dr. Geraldine B. Omillo- Division Office
5. Mrs. Remelin Gao-Gao- Division Office
6. Mr. Ninonito D. Divino- Division Office

QATAME

1. Mr. Dennis Charl Andalajao- Team Leader
2. Dr. Jeanny M. Abejero- Zamboanguita 2- QATAME
3. Dr. Joel Catubay- Siaton 4- Class Manager

Division Nurse:

4. Brent Trasmonte
5. Clint Tiu

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DIVISION MEMORANDUM

Appendix B- List of School Head Participants

1. Junrey Jaculbe-	Bindoy District 1
2. Mighty Jhona Dagle -	Tayasan 2
3. Lainet Orillano-	Tayasan 1
4. Jose Bilocura-	Tayasan 1
5. Haidee Villalon-	Valencia
6. Gene Mary Acabo-	Ayungon 1
7. Jeorgette Dy-	Ayungon 1
8. Darlene Yap-	Mabinay 4
9. Elvie Gajo-	Siaton 1
10. Maria Luz Quitay-	Siaton 1
11. Amefe Ferreron-	Ayungon 2
12. Karla Dagle-	Ayungon 2
13. Analyn Pialago-	San Jose
14. Marlowe Artiaga-	San Jose
15. Flordelie Eltanal-	Zamboanguita 1
16. Celsa Rebantad-	Zamboanguita 1
17. Arman Grapa-	Lalibertad 1
18. Gil Martinez-	Lalibertad 1
19. Luckynine Manogura-	Zamboanguita 2
20. Melisa Lero-	Zamboanguita 2
21. Abel Mamigo-	Sta. Catalina 2
22. Carl Jenold Awing-	Sta. Catalina 2
23. Jeve Lorna Quiliope-	Mabinay 2
24. Esther Tayad-	Mabinay 2
25. Felipe Adolfo-	Jimalalud 2
26. Bernard Paculanang-	Jimalalud 2
27. Jonas Desiar-	Sta. Catalina 3
28. Arcelle Quitay-	Sta. Catalina 3
29. Jeriel Narciso-	Mabinay 3
30. Elizabeth Bomediano-	Mabinay 3
31. Adelayda Manaban-	Sibulan 2
32. Anna Liza Ozoa-	Sibulan 2
33. Jelfie Butalid-	Lalibertad 2
34. Alfredo Baya-	Lalibertad 2
35. Evelyn Nillas-	Jimalalud 1
36. Chengrose Otoc-	Jimalalud 1

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37. Benjie Epis –	Siaton 3
38. Gino Aliviado-	Siaton 3
39. Helen Real-	Mabinay 1
40. Gina Calibo-	Mabinay 1
41. Louelyn L. Jomoc	Sta. Catalina 1
42. Segrid N. Tan	Sta. Catalina 2
43. Nestor Eje	Amlan
44. Airizmae Geonzon	Amlan
45. Rosemarie Aldanese	Dauin
46. Catherine Credo	Dauin
47. Jesusimo Inoferio	Bacong
48. Mary Ann Solomon	Bacong
49. Gerdaux Paltinca	Sta. Catalina 1
50. Myrna Tacalan	Siaton 4
51. Regina Veran	Siaton 4
52. Marianita Aguilar	Sibulan 1
53. Yunima Alas-as	Sibulan 1
54. Esther Macajelos	Siaton 3
55. Pablo Macquel	Bindoy 2
56. Eliode Macahilos	Sta. Catalina 4
57. Zenaida Tulabing	Manjuyod 2
58. Alfredo Arbolado	Siaton 2
59. Rhealyn Garcia	Manjuyod
60. Jayson Solamillo	Siaton 4