



Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 744, series 2018

TO : **School Heads Development Program Participants Tranche 3
School Heads Development Program Participants Tranche 4
Others Concerned**
This Division

FROM : **RANDOLPH B. TORTOLA** *Richard*
Schools Division Superintendent

SUBJECT : **SUBMISSION OF CONCEPT PAPER AND APPLICATION
PROJECT**

DATE : November 13, 2018

1. Relative to DepEd Memorandum No. 193, s. 2016 re *School Heads Development Program (SHDP)*, and Regional Memorandum No. 271, s. 2017 re *Final Requirement for School Head Development Program (SHDP) Foundation Course*, all participants to the SHDP Foundation Course Tranche 3 and Tranche 4 shall submit the required **Concept Paper** and **Application Project** on or before **January 11, 2019**.
2. The said papers shall be submitted in one folder to the Division Office, **Attn: Irish Karylle D. Monte, Senior Education Program Specialist HRD**, subject for review and evaluation by the School Governance and Operations Division (SGOD) Chief and Curriculum Implementation Division (CID) Chief, and approval of the Schools Division Superintendent.
3. The prescribed template attached in DepEd Memorandum No. 193, s. 2016, Enclosure No. 5A, and 5B shall be strictly followed along with a cover letter addressed to the Schools Division Superintendent containing the title of the paper with its brief description.
4. An **impact report** with attached documentation of the implementation shall be submitted 3-6 months **AFTER** the completion of the said Application Project.
5. Attached to this Division Memorandum is Enclosure No. 5A and 5B of DepEd Memorandum No. 193, s. 2016 and Regional Memorandum No. 271, s. 2017, for reference.
6. Wide and immediate dissemination of this Memorandum is hereby desired.

RBT/rom/ikm

**SCHOOL HEADS DEVELOPMENT PROGRAM:
FOUNDATION COURSE**

**APPLICATION PROJECT
CONCEPT PAPER**

Welcome to the School Heads Development Program (SHDP) -Foundation Course! The SHDP is a systematic competency-based educational leadership and management development program that aims to enable school heads to lead and manage K to 12 schools in the 21st century.

The course aims to improve the capacity of the school heads to manage their schools as well as prepare aspirants to handle the responsibilities of a school head. The program design is anchored on the National Competency-Based Standards for School Heads (NCBSSH).

Participants of the Foundation Course are new school heads, school heads who need training to be promoted as principal, and other candidates who are being considered for the position who do not have prior experience as a school head. It is a three-module course that covers the principal's role in delivering the curriculum and core programs, managing school processes, strategic human resource management and development, fiscal management, partnership, and leadership.

The requirements for a Certificate of Completion include complete attendance in the course and the implementation of an **Application Project** as proof of learning. **The Project requires the participant to identify a specific school concern that require improvement and that will deliver the best impact on school measures in three (3) to six (6) months.** In this project, the principal is expected to **apply learned competencies in improving the school.** The participant will be required to present significant milestones achieved at the end of each month.

An entry requirement to the Course is the submission of a duly accomplished Concept Paper that identifies three (3) specific areas of concern that need significant improvement in the school. The area for consideration include:

1. Curriculum, Core, and Support Programs
2. Instructional Leadership
3. School leadership: SBM, SIP, CI, Partnership
4. Strategic Human Resource Development
5. Fiscal Management

By the end of this three-module course, the participant will be asked to select one of these three areas as a project.

Please adhere to the word limit requirement.

SHDP Foundation Course Concept Paper					
Name of Participant			Current Position		
Name of School			District		
Division			Region		
Introduction <i>maximum of 100 words</i>	What is your understanding of DepEd's vision and mission? What is the role of your school in delivering DepEd's vision and mission?				
Problem Description	Nominate three issues and/or concerns in your school that you would like to work on in this course. You will be helped in clarifying and selecting the final problem for your Application Project. (See attached sheet for the course coverage. This will help guide you in your problem selection).				
	For each problem, answer the following questions. Give <u>quantifiable or observable</u> indicators.				
	(1) What is the problem? (<i>maximum 20 words</i>) (2) When does the problem happen? (<i>maximum 20 words</i>) (3) Where does the problem happen? (<i>maximum 20 words</i>) (4) Who are affected by the problem? (<i>maximum words</i>)				
	Problem 1				
	Problem 2				
Problem 3					
Statement of Project Objective	What result do you want to see after solving the problem? Give <u>quantifiable or observable</u> indicators. (<i>maximum of 50 words</i>)				
	Problem 1				
	Problem 2				
	Problem 3				

SHDP Foundation Course Concept Paper

Benefits of solving the problem	(1) Who benefits from solving this problem? Be specific. If possible, give exact numbers. (maximum 50 words) (2) What is the exact benefit to them? (maximum 50 words) (3) How will solving this problem contribute to achieving DepEd's vision and mission? (maximum 75 words)		
	Problem 1		
	Problem 2		
	Problem 3		
Your signature over printed name.		Date submitted	

School Head's Application Project Implementation Paper

The School Head's Application Project (AP) is a requirement for a Certificate of Completion in the Foundation Course of the School Heads Development Program.

The Project requires the participant to identify a specific school concern that needs to be addressed requires improvement and that will deliver the best impact on school measures in three (3) to six (6) months. The choice of project will be derived from the three priority concerns identified in the Concept Paper submitted at the start of the Foundation Course. Project Results will be presented by the school head at a colloquium of Foundation Course participants.

This Implementation Paper guides the school heads in planning for the project of their choice. It must be completed and submitted by the end of Module 3. Participants who are not holding a school head position and are non-school-based may adopt a school for AP implementation.

A. Project Context

NEAP PROGRAM	School Heads Development Program - Foundation Course
Name of School Head	
Region, Division, District	
Name of School	
<p align="center">Key changes in my school as a result of this project</p> <p><i>What key changes do you want to see in your school as a result of your having attended the SHDP Foundation Course? What are your specific, verifiable indicators of these changes?</i></p>	

<p>Target Competency Improvement</p> <p><i>What school head competency/ies will you apply through your project Identify maximum of three that are directly related to your project.</i></p>	
<p>Describe current situation (problem or opportunity) in your school that you need to address through your project.</p> <p><i>Give specific, quantifiable, observable details. For example, number of non-readers in Grade 2. Or, number of teachers that need training by a certain period. Or, timely utilization of MOOE.</i></p>	
<p>Title of Application Project</p>	
<p>PROJECT OBJECTIVE/S: SMART-Specific, measurable, attainable, result-oriented and with timeframe</p>	<p>TO:</p>
<p>Start date</p>	
<p>Length of project</p> <p><i>The project should be completed within 3 to 6 months.</i></p>	
<p>Expected Outputs</p>	
<p>Beneficiary/ies</p>	
<p>Identify Success Indicators or measures of success</p>	<p><i>This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):</i></p>

B. Action Steps -

Identify significant Milestone targets that could be achieved by the end of 30 days and every 30 days thereafter. Milestones are (a) significant changes achieved; and/or, (b) major steps taken towards achieving the desired improvement in your school

Target Milestone	Actions	Responsible Person <i>Who will do this step?</i>	Support Needed from:	Target Date <i>When will this step be accomplished?</i>
Milestone 1	Action Step 1			
	Action Step 2			
	Action Step 3			
	Etc.,			
Milestone 2	Action Step 1			
Milestone 3	Action Step 1			
Etc				

C. Required Resources

Provide Specific Details of the physical and human resources required to successfully implement your Application Project. Aps that have funding requirements may be funded by local funds (school, division, region) in coordination with the respective head of office.

Milestone	Resourced Needed	Budget	Approvals Needed

D. Risk Management Plan

All projects are exposed to risk. Risks are unpredictable events that might or might not happen, and endanger the achievement of your project objectives. You should therefore know what risks to prioritize and what to do when the risk happens.

Milestone	Likely Risk	Impact on Project if Risk Happens	Specific Action to Prevent Risk	If Risk Happens, Specific Action to Soften Impact of Risk

E. APPROVAL

	Printed Name	Signature	Date
Prepared by	Name Position		
Reviewed by	IRISH KARYLLE D. MONTE Senior Education Program Specialist		
Noted by	RUDY O. MAGDUGO Chief EPS, SGOD		
Approved by	RANDOLPH B. TORTOLA Schools Division Superintendent		