




Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 497, series 2019

TO : **SHDP Presenters**
All Other SHDP Tranche 4 Participants
This Division

FROM : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT : **SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE**
(TRANCHE 4) COLLOQUIUM AND GRADUATION CEREMONY

DATE : September 3, 2019

1. Pursuant to Regional Memorandum 489, s. 2019 re: **School Heads Development Program: Foundation Course (Tranche 4) Colloquium and Graduation Ceremony** this office, through the Human Resource Development Unit announces the schedule for the Colloquium and Graduation Ceremony on **September 17, 2019** and venue will be announced in a separate memorandum.
2. Attached are following enclosures:
Enclosure 1: Regional Memorandum No.489 s. 2019.
Enclosure 2: Work Application Project: Presentation Guidelines
3. Completers and presenters must wear their formal attire during the presentation of the output and graduation.
4. Travel, meals, and other related expenses incurred on September 17, 2019 shall be charged to local funds/school MOOE subject to the usual accounting rules and regulations.
5. Wide dissemination of this Memorandum is hereby is enjoined.

RBT/rom/Lachica

Enclosure 1:



Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Region X – Northern Mindanao



August 29, 2019

dts # 26700
DepED-X
Cagayan de Oro City

AUG 30 2019

8007
RELEASED

REGIONAL MEMORANDUM

No. 499, s. 2019

**SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE
(TRANCHE 4) COLLOQUIUM AND GRADUATION CEREMONY**

To: **Schools Division Superintendents**
This Region

1. This Office, through the Human Resource Development Division (HRDD), will conduct the following activities in line with the School Heads Development Program (SHDP): Foundation Course (Tranche 4) Colloquium and Graduation Ceremony:

Activity	Date	Venue
1. Pre-Work and Planning Conference	September 12-13, 2019	within Mis. Oriental area
2. Colloquium and Graduation Ceremony	September 17, 2019	Cagayan de Oro City
3. Post-Conference and Evaluation	October 1-2, 2019	Camiguin

2. The participants of this colloquium are the school heads of different divisions who have participated in the SHDP Tranche 4 training program and completed their individual Work Action Project (WAP) with a rating of 85 percent and above as per evaluation by the Division Evaluation Team, the HR-SEPS and HR-EPSII. The HR-SEPS are to submit the list of participants to Human Resource Development Division (HRDD) on or before September 9, 2019, through email address at hrrd.depedregion10@gmail.com.

3. Participants shall be entitled to Compensatory Time Off (CTO) in accordance with CSC and DBM Joint Circular No, 2 s. 2014 on Non-Monetary Remuneration for Overtime Service Rendered

4. Each Division shall choose one (1) best WAP for the oral presentation and another WAP for the Poster/gallery exhibition during the colloquium.

5. Cash prizes will be awarded to the best WAPs for both Oral and Poster presentations. Consolation prizes will be given to non-winners.



The LEARNER: The heart of DepEd Region X

Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 880-7072, 880-7071 (08822) 72-26-51
deped10.com region10@deped.gov.ph



Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Region X – Northern Mindanao



6. Please refer to the following attachments for reference:
Attachment 1: List of Participants
Attachment 2: Work Application Project: Criteria for Judging
(Oral & Poster Category)
Attachment 3: Work Application Project Presentation Guidelines

7. Travel and incidental expenses during the Pre-Work and Planning Conference, Colloquium and Graduation Ceremony, and Post-Work and Evaluation Conference shall be charged to local funds. Food, accommodation, materials, supplies and other expenses during Pre-Work and Planning Conference and Post-Work and Evaluation Conference shall be charged to SHDP Tranche 4 Downloaded Funds. On the other hand, accommodation during the Colloquium and Graduation Ceremony shall be charged to local funds of the participants while food, materials, supplies and other expenses shall be charged to SHDP Tranche 4 downloaded funds. All expenses shall be subject to existing accounting and auditing rules and regulations.

8. Immediate and wide dissemination of this Memorandum is desired.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

Atch: As stated
Reference: DepEd Memorandum No. 192, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL HEADS DEVELOPMENT PROGRAM
COLLOQUIUM

* School Heads Development Program: Foundation Course (tranche 4) Colloquium and Graduation Ceremony

HRDD/becky





Attachment 1: List of Participants

**SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE
 (TRANCHE 4) COLLOQUIUM AND GRADUATION CEREMONY**

I. PRE-WORK CONFERENCE & PLANNING
Date: September 12-13, 2019

OFFICE / DIVISION	No. of Slot	NAMES	Function
Regional Office	1	Raymund S. Antolo	Over-all Chair: Steering Committee
	1	Rebecca P. Postrano	Chair: Technical Committee on SHDP Colloquium/Graduation Ceremony
	1	Gina F. Labitad	Chair: Program/Invitation/ Awards/ Certificates
	1	Rolando D. Acoriba	Chair: Tabulation
	1	Shelly Lim	Chair: Prizes/Tokens
	1	Shirley Ampo	Staff
	1	Junel Lopez	Staff
	1	Laurencia Llagas	QAME Officer
Iligan	1	Omar Hussien	Chair: Pre-Work Technical Committee/ Emcee
Mis. Or.	1	Marife Balaba	Co-Chair: Criteria/Tally Sheets/ Presenters' list
Cagayan de Oro	1	Derrold Mar Aves	Chair: Poster Set-Up
	1	Cely Labadan	Co-Chair: Program/Invitation/Awards/ Certificates
	1	Emily Tabamo	Co-Chair: Leis/Usher/Usherettes
	1	Ceryll Celetaria	Chair: Hall Decoration/Tarp/LED Wall
	1	Marivic Labitad	Chair: Reception/Leis/Ushers/Usherette
	1	Rosalio Vitorillo	Host Division SGOD Chief
Tangub	1	Rene Boy Roxas	Chair: Sound System/Laptop/Presentations
Gingoog	1	Mitchel Rodriguez	Cluster 1: WAP Presentation Facilitator (Oral)
Malaybalay	1	Woodrow Wilson Merida	Cluster 1: WAP Presentation Facilitator (Poster)
Iligan	1	Myra Ambalong	Cluster 2: WAP Presentation Facilitator (Oral)
Mis. Occ	1	Queenie Darrah Tañamor	Cluster 2: WAP Presentation Facilitator (Poster)
Ozamis	1	Mary Joy Doromal	Cluster 3: WAP Presentation Facilitator (Oral)
Valencia	1	Wilfredo Miasco	Cluster 3: WAP Presentation Facilitator (Poster)
Bukidnon	1	Priscilla Rebaya	Cluster 4: WAP Presentation Facilitator (Oral)
Lanao	1	Jennifer Intong	Cluster 4: WAP Presentation Facilitator (Poster)
Camiguin	1	Julius dela Rosa	Chair: Evaluation and Post-Conference
Valencia	1	Karen Serania	Chair: Documentation
El Salvador	1	Ron Mugot	Co-Chair: Documentation
Misamis Oriental	1	Irish Karylle Monte	Emcee
Oroquieta	1	Roberta Bugas	Secretariat
14 SDOs	14	HR-EPSII	Registration/Attendance per SDO



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Attachment 2

School Heads Development Program: Foundation Course (Tranche 4)
CRITERIA

WORK APPLICATION PROJECT
(ORAL/POSTER CATEGORY)

CRITERIA					
Design (10%)	Relevance (20%)	Effectiveness (15%)	Efficiency (15%)	Impact (25%)	Sustainability (15%)
Measures the extent to which: • The logical framework approach was adopted, with measurable expected objectives at the school and/or Division levels, outcomes and outputs, performance indicators, including gender equality and human rights, targets, risks, mitigation measures and assumptions. • An appropriate participatory needs assessment and context analysis took place. Quality parameter is clear.	(How relevant is the intervention towards access, governance, and efficiency requirements and priorities?) The Alignment with organization's strategies	(Are the objectives of the development interventions being achieved? To what extent is the project or programme aligned with the policies and strategies of the DepEd 10-point Agenda?) The extent to which a project or programme achieves its objectives and outcomes.	(Are the objectives being achieved economically by the development intervention?) A measure of how resources/inputs (funds, expertise, time, etc.) are converted into outputs. <i>(Financial and technical control)</i>	(Does the development intervention contribute to reaching higher level development objectives (preferably, overall objective)? What is the impact or effect of the intervention in proportion to the overall situation of the target group or those effected?) Results of project is potentially of great value to customers	(Are the positive effects or impacts sustainable? How is the sustainability or permanence of the intervention and its effects to be assessed?) A measure whether the benefits of a project or programme are likely to continue after its termination.

Reference:

Andersen, E.S., Dyrhaug, Q.X., & Jessen, S.A., (2002). *Evaluation of Chinese projects and comparison with Norwegian projects. International Journal of Project Management*, 20 (8), 601–609
 Austrian Development Agency, Evaluation Unit . July 2009. *Guidelines for Project and Programme Evaluations*. Zelinkagasse 2, 1010 Vienna, Austria

Scoring:

- 5 – Very good
- 4 – Good
- 3 – Acceptable
- 2 – Poor
- 1 – Very Poor



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Regional Office 10 Northern Mindanao, Zone 1, Upper Sakuling, Cagayan de Oro City
 (088) 680-7072, 680-7071 (088) 221-72-26-51
<http://www.deped.gov.ph/regions/region-x> region10@deped.gov.ph

II. SHDP (TRANCHE 4) COLLOQUIUM & GRADUATION CEREMONY 2019
Date: September 17, 2019

TECHNICAL AND WORKING COMMITTEES

A. Steering

Chair:	Raymund S. Antolo	- Chief, HRDD
Co-Chair:	Rebecca P. Postrano	- EPS, HRDD
Members:	Rolando D. Acoriba	- EPS, HRDD
	Gina F. Labitad	- EPS, HRDD

A. Program/Invitation/Awards/Certificates

Chair:	Gina F. Labitad	- Regional Office
Co-Chair:	Cely Labadan	- Cagayan de Oro City Division
Members:	Norma B. Delima	- Cagayan de Oro City Division
	Junel Lopez	- Regional Office

B. Criteria/Tally Sheets/ Presenters' list

Chair:	Rebecca P. Postrano	- Regional Office
Co-Chairs:	Marifi D. Balaba	- Misamis Oriental Division (Oral)
	Roberta Bugas	- Oroquieta Division (Poster)
Member:	Shirley L. Ampo	- Regional Office

C. Poster Set-Up:

Chair:	Derrold Mar Aves	- Cagayan De Oro Division
Co-Chairs:	Wilfredo Miasco Jr.	- Valencia City Division
	Leigh Enayo	- Tangub City Division

D. Secretariat/ Registration/Attendance

Chair:	Roberta Bugas	- Oroquieta Division
Members:	14 HR-EPSII	-
	Shirley L. Ampo	- Regional Office

E. Decoration/Hall Preparation/Tarp/ LED Wall

Chair:	Ceryll Celetaria	- Cagayan de Oro Division
Co-Chairs:	Emily Tabamo	- Cagayan de Oro Division
	Mary Jane Sungahid	- Cagayan de Oro Division

F. Sound System/Laptop/Presentations

Chair:	Rene Boy Roxas	-Tangub City Division
Co-Chair:	Omar Hussein	- Iligan City
Member:	Junel Lopez	

Enclosure 2:

WORK APPLICATION PROJECT Presentation GUIDELINES

1. The Department of Education - Regional Office X through the Human Resource Development Division conducts School Heads Foundation Course Project Colloquium as culminating activity of the course.
2. The colloquium will be highlighted by oral and poster presentations of the select Work Application Projects (WAP) from the different Divisions duly indorsed by the Schools Division Superintendents.
3. Division project proponents/presenters are required to submit three (3) ring-bound hard copies of their projects to the Human Resource Development Division of the Region (for the judges) one week ahead of the presentation schedule. Proponents for the Oral presentation are required to prepare a 5 to 7-minute presentation (7 -8 slides). On the other hand, proponents/presenters for the Poster presentations are required to prepare a 48" x 36" (4 ft. x 3 ft.) vertical poster layout of their projects.
4. The presentation shall discuss briefly (to the point) the context and rationale of the project, the innovation/ intervention and strategies employed, project objectives/questions, methods, results and reflections, advocacy/action plan, references used and relevant pictures (documentation) of the conduct of the project. Power point presentations shall be submitted to the organizer/committee before the program begins.
5. The posters containing the project synthesis/abstract, content and layout shall be installed in the designated area using the poster stand provided by the organizer/committee to make them available for viewing of the participants and of the judges before the contest proper begins.
6. Non-presenters are also required to submit ring-bound copy of their WAP outputs to HRDD, Region X. Display tables for the outputs coming from the fourteen (14) Schools Divisions will be provided. Writers are encouraged to prepare project briefers for the interested participants.
7. Judging for both poster and oral presentations shall be done following these criteria:

Design	10 %
Relevance	20 %
Effectiveness	15 %
Efficiency	15 %
Impact	20 %
Sustainability	<u>15 %</u>
Total	100 %
8. The following time frame for oral presentation shall be strictly observed:
 - 5 - 7 minutes for oral presentation
 - 2 minutes per panel reactor
9. Each panel reactor is enjoined to ask one or two question/s to the project proponent/presenter to validate his/her knowledge of the project.
10. To enforce strict observance of the time, color coding scheme shall be used:
 - Green Flag - start of presentation
 - Yellow Flag - last 2 minutes (warning)
 - Red Flag - end of presentation (stop)