


MEMORANDUM

Series 2018

TO : **Aileen Dabon- Principal I, Talisayan Central School**
Merlinda Ilago- Principal I, Misamis Oriental NHS
Reina Marie Ebisa- Principal I, Portulin NHS
Robert Asis- Headteacher, Gracia ES
Hideliza Mercado- Headteacher, Danao ES
This Division

FROM : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT : **SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)**
APPLICATION PROJECT MOCK PRESENTATION

DATE : February 2, 2018

1. Pursuant to Division Memorandum No. 051, s. 2018 re: **School Heads Development Program (SHDP) Foundation Course Colloquium and Completion Ceremony**, you are hereby directed to attend the mock presentation of your application project in preparation for the SHDP Colloquium on February 28, 2018.
2. The mock presentation will be on February 12, 2018, 2:00pm, at the Conference Hall, 3rd Floor, DepEd Mis Or- Division Office.
3. Further, you are advised to bring the following;
 - a. Powerpoint presentation of your application project
 - b. 3 hardcopies of your Application project, preferably in Action Research Format
 - c. Documentation of the implementation of the project.
4. Travelling expenses in attending the colloquium and completion ceremony shall be charged to local MOOE subject to the usual accounting and auditing rules and regulations.
5. For your guidance and compliance.

RBT/ikm

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 Application Projects (AP) 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 for the judges. They are also required to prepare a 7-minute presentation (7 -8 slides) and 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 AP outputs. Display tables for the outputs coming for the five schools divisions will be provided. Writers are encouraged to prepare project briefers for the interested participants.
7. Judging shall be done following these criteria:

Oral Presentation:	
Organization	30 points
Reasoning	10 points
Delivery and Stage Presence	10 points
Poster:	
Content	30 points
Layout	10 points
Readability/Creativity	<u>10 points</u>
Total	100 points
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 question to the project proponent/presenter to validate his 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)