




## 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 (2<sup>nd</sup> ROUND)**

DATE : February 15, 2018

1. Please be informed that the 2<sup>nd</sup> round of mock presentation is scheduled on **February 19, 2018, 2:00pm** at the Conference Hall, 3<sup>rd</sup> Floor, DepEd Mis Or-Division Office.
2. This activity aims to prepare colloquium presenters through coaching and polishing of the Application Project Powerpoint Presentation, Poster Presentation and Project Brochure.
3. Travelling expenses in attending the mock presentation shall be charged to local MOOE subject to the usual accounting and auditing rules and regulations.
4. For your guidance and compliance.