



Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

T R A V E L O R D E R

NAME OF EMPLOYEE	POSITION	ROLE	STATION
MARIFE D. BALABA	Principal I- Sec	Resource Speaker	Sta Ana NHS, Tagoloan
MARIE EMERALD CABIGAS	Principal I- Sec	Resource Speaker	Alubijid NCHS, Alubijid
MERLINDA ILAGO	Principal II - Sec	Resource Speaker	MONHS, Balingasag
RECHIE LAZALITA	MT-I/SIC	Resource Speaker	Aposkahoy NIIS, Claveria
MARIE JADE A. CACAYAN	Principal I	Learning Facilitator	Bagooboc NHS, Opol
SHELLA B. DIANGO	Headteacher III	Learning Facilitator	Patrocinio NHS, Claveria
MARY JANE C. BIRONDO	SIC- Elem	Learning Facilitator	San Nicolas ES, Jasaan
IRISH KARYLLE D. MONTE	SEPS HRD	Resource Speaker	Division Office
MARK LORREN T. TEJANO	Budget Officer	Resource Speaker	Division Office
SHDP TRANCHE 4 PARTICIPANTS	(PLEASE SEE ATTACHED LIST)		(PLEASE SEE ATTACHED LIST)

DESTINATION : **Hotel Koresco, Pueblo de Oro Golf Estates, Cagayan de Oro City**

DATE OF DEPARTURE : November 11, 2018 (Day 0- Module 1)
November 25, 2018 (Day 0- Module 2)
December 9, 2018 (Day 0- Module 3)

DATES OF TRAINING : November 12-18, 2018 (Module 1)
November 26-December 1, 2018 (Module 2)
December 10-15, 2018 (Module 3)

DATE OF EXPECTED RETURN : November 19, 2018 (Module 1)
December 2, 2018 (Module 2)
December 16, 2018 (Module 3)


PURPOSE :

To attend the **SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE (Tranche 4)** at **Hotel Koresco**, on November 12-18, 2018 (Module 1), November 26-December 1, 2018 (Module 2) and December 10-15, 2018 (Module 3)

REMARKS :

On **Official Business as per** Regional Memorandum No. 567 and 637, likewise with Division Memorandum No. 640, series 2018 Travel expenses, including per diem of participants shall be charged against local school funds while meals and accommodation shall be charged to Region HRTD Fund subject to the usual accounting and auditing policies, rules and regulations.

Approved:


RANDOLPH B. TORTOLA., CESO V
Schools Division Superintendent *R. Tortola*

RBT/IKM



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 640, series 2018

TO : **Elementary and Secondary School Heads**
This Division

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

SUBJECT : **SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)**
FOUNDATION COURSE: TRANCHE 4

DATE : October 25, 2018

1. Pursuant to Region Memorandum 567 and Memorandum 637, series of 2018. DepEd Region X will conduct a **School Heads Development Program (SHDP) Foundation Course (Tranche 4)** following the schedule:

MODULE	DATE	Check in	Check out	Venue
1	November 12-18, 2018	Nov. 11, 2pm	Nov. 18, 2018, 5pm	TBA
2	November 26- December 1, 2018	Nov. 25, 2pm	Dec. 1, 5pm	TBA
3	December 10-15, 2018	Dec. 9, 2pm	Dec. 15, 5pm	TBA

2. Attached to this Division Memorandum is the list of SHDP Tranche 4 participants from this Division, with a total of 70 pax. (Enclosure No. 1).
3. Participants are requested to bring your own laptop, extension chords and pocket wifi for the workshops, as well as comfortable clothes (jogging pants, and rubber shoes)
4. Travelling expenses of the participants shall be charged against local downloaded fund while meals and accommodation shall be charged to Region/Host Division Fund subject to the usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of this Memorandum is hereby desired.

RBT/rom/ikm

Encls: Region Memo No. 567 and 637, s 2018

To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT SHORT COURSE

SHDP: FOUNDATION COURSE (TRANCHE 4) PARTICIPANTS

Module 1: November 12-18, 2018, **Module 2:** November 26-December 1, 2018, **Module 3:** December 10-15, 2018

DIVISION: MISAMIS ORIENTAL

	NAME			Sex	Current Item	Current Assignment
	Family name	First Name	Middle Initial			
1	Cabasan	Limwell	L.	M	HT-III	Sinai ES, Laguindingan
2	Dagondon	Amy	C.	F	P1	Liberty ES, Laguindingan
3	Fernandez	Miraflor	I.	F	T-III/SIC	Moog ES, Laguindingan
4	Sembrano	Laura	G.	F	T-I/SIC	Macabagla ES, Naawan
5	Calunsag	Elvira	B.	F	T-1/SIC	Don Pedro Es, Naawan
6	Genovia	Felesa	T.	F	HT-III	Punta Silum ES, Manticao
7	Gabe	Alidangie	M.	M	T-III	Jampason ES, Initao
8	Roa	Ritchie	P.	M	HT-III	Oguis ES, Initao
9	Pepino	Helen	W.	F	T-3/SIC	Kalacapan ES, Initao
10	Ratunil	Ricthie	C.	M	T-3/SIC	Sinalac ES, Initao
11	Saura	Ethelinda	P.	F	T-2/SIC	Casilihon ES, Initao
12	Jumawan	Wayna	F.	F	HT- III	Pangayawan ES, Libertad
13	Suazo	Mario	P.	M	HT-III	Mahayahay IS, Magsaysay
14	Flores	Yasmin	B.	F	P-1	Sta. Cruz ES, Magsaysay
15	Cabano	Juanita	P.	F	P-1	Esperanza ES, Kinoguitan
16	Odtohan	Gregorio	T.	M	P-1	Kimaya ES, Magsaysay
17	Tejero	Noli		M	HT-1	Bayugbayugan ES, Opol
18	Montecillo	Teresita	D.	F	HT-I	Opol CS, Opol
19	Abe-Abe	Rodrigo	N.	M	HT- III	Tambagan ES, Medina
20	Curacho	Teofila	N.	F	HT-I	Duka ES, Medina
21	Galarrita	Dina	M.	F	HT-I	Lanao ES, Alubijid
22	Vallar	Danilo	S.	M	HT-III	Kabulawan ES, Lagonglong
23	Zaportiza	Edgar	R.	M	HT-III	Ampenican ES, Salay
24	Baculanta	Vaniza	C.	F	HT-III	Mimbuli ES, Salay

25	Bagnol	Gemma	J.	F	P-1	Kibungsod ES, Magsaysay
26	Pamisa	Gil	R.	M	T-II/SIC	Upper Hermano ES, Balingasag
27	Valledor	Sol	S.	M	T-3	
28	Boroy	Evelyn	R.	F	T-3/SIC	Kaulayanan ES, Sugbongcogon
29	Jimenez	Emma	Q.	F	T-3/SIC	Kidampas IS, Sugbongcogon
30	Cagampang	Delia	C.	F	T-2/SIC	Kitamban ES, Sugbongcogon
31	Paredes	Liza	A.	F	T-3	Valdeconcha ES, Sugbongcogon
32	Paca	Elda	A.	F	T-2/SIC	Kiraging ES, Sugbongcogon
33	Ellis	Juliet	D.	F	MT-1/SIC	Kitambis ES, Sugbongcogon
34	Fabre	Brian	Z.	M	T-1	Nabataan CS, Balingasag
35	Quesora	Leonisa		F	T-3	Mimbuahan PS, Sugbongcogon
36	Ipanag	Julius	D.	M	T-1/SIC	Pontacon ES, Initao
37	Opena	Edna	F.	F	HT-I	Kabulakan IS, Kinoguitan
38	Galaring	Garlandino	P.	M	HT-III	Kibanban IS, Balingasag
39	Abao	Noel	D.	M	HT-I	Malunsagay ES, Claveria
40	Salatan	Gerum	O.	M	T-3/SIC	Aposkahoy I ES, Claveria
41	Glariana	Cresente	E.	M	T-1/SIC	Taytayan ES, Libertad
42	DELIG	Edwin	P.	M	HT-II	Lumbo NHS, Lagonglong
43	Cagubcob	Marifi	L.	F	HT-I Dept Head	Libertad NHS, Libertad
44	Paculan	Jay Pe	L.	M	HT-I	Cabacungan ES, Claveria
45	Lazalita	Ritchie		M	MT-1	Aposkahoy NHS, Claveria
46	Estaño	Rosalita	P	F		
47	Perocho	Lucy	A.	F	HT-III- Dept Head	MOGCHS
48	Cosiñero	Breza	O.	F	HT-VI- Dept Head	MOGCHS
49	Paje	Cornilla	B.	F	HT-VI- Dept Head	MOGCHS
50	Garcesa	Felicitas	R.	F	HT-VI- Dept Head	MOGCHS
51	Conog	Jake	G.	M	T-1/SIC	Pasagdihon ES, Naawan
52	Agusan	Grimilen	P	F	P-1	Gumaod ES, Claveria
53	Bacarra	Eden	F.	F	HT-I	Punta Santiago, Talisayan
54	Rebualos	Jane	L.	F	T-3/SIC	Plaridel ES, Claveria
55	Boles	Leslie	C.	F	T-3/SIC	Molocboloc ES, Alubijid
56	Ocmeja	Rizza		F	HT-I	Lagonglong SHS Stand-Alone

Johnnie

57	Sinatao	Joemar	R.	M	AP-I	Talisayan NHS, Talisayan
58	Villacorta	Jose Marie	S.	M	T-1	Sikiton ES, Alubijid
59	Diango	Sheilla	B.	F	HT-III	Patrocinio NHS, Claveria
60	Pagaspas	Vincent	V.	M	T-III	Guinalaban ES, Salay
61	Labaya	Fredeswenda	A.	F	T-III	Ignacio Cruz IS, Jasaan
62	Cainglet	Elsie	B.	F	T-III	San Isidro ES, Jasaan
63	Barcenal	Gina	J.	F	T-III	Danao NHS, Jasaan
64	Cacayan	Gines	C.	M	HT-III- Dept Head	MOGCHS
65	Dalugdog	Cyril	A.	F	T-III	Sta. Ana, Tagoloan
66	Manoop	Gretchen Nova	P.	F	T-III	Panampawan ES, Claveria
67	Macalisang	Liezel	V.	F	HT-III	Jasaan NHS, Jasaan
68	Rosete	Ronjie	C.	M	HT-III/ Dept Head	MOGCHS
69	Orpilla	Nelda	C.	F	MT/Dept Head	MOGCHS
70	Salan	Lilian	B.	F	HT-II	San Francisco ES

Submitted by:

Karylle D. Monte
IRISH KARYLLE D. MONTE
 HRD SEPS

Noted by:

Rudy O. Magdugo
RUDY O. MAGDUGO
 Chief, SGOD

Approved

Randolph B. Tortola
RANDOLPH B. TORTOLA, CESO V
 Schools Division Superintendent

* Untrained SHDP

TRAINING MATRIX

MODULE 1B: THE SCHOOL HEAD AS INSTRUCTIONAL LEADER

Time	Day 3 (Nov.14)	Day 4 (Nov.15)	Day 5 (Nov.16)	Day 6 (Nov.17)	Day 7 (Nov.18)
7:45 - 8:00		MOL	MOL	MOL	MOL
8:00 - 8:30	Session 1 Who are our Learners Understanding the Learners' Context (2 H) Class 1: Marivic Labitad Class 2: Francis Marlon Serina Class 3: Rowena Concepcion	Session 5: K to 12 Pedagogies (2H) Class 1: Rechie Lazalita Class 2: Marife Balaba Class 3: Rowena Concepcion	Session 9: LRMS (2 H) Class 1: Levi Coronel Class 2: Lina Abellana Class 3: Connie Emborong	Session 13: Instructional Supervision Class 1: Marie Emerald Cabigas Class 2: Marife Balaba Class 3: Roberto Napere Jr.	Session 14 Instructional Supervision Planning (3.5H) Class 1: Marie Emerald Cabigas Class 2: Marife Balaba Class 3: Roberto Napere Jr.
8:30 - 9:00					
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30	Break	Break			
10:30 - 11:00	Session 2: What is a Learner Centered School? (1.5 H) Class 1: Francis Marlon Serina Class 2: Rowena Concepcion Class 3: Marivic Labitad	Session 6: Lesson Planning (Daily Lesson Plan and Daily Lesson Log) (1.5) Class 1: Myra Ambalaong Class 2: Rechie Lazalita Class 3: Marivic Labitad	Session 10: Special Interest Programs Learner Support (1.5 H) Class 1: Bienvenido Tagolimot Class 2: Ellen Delante Class 3: Roberto Napere Jr.	continuation	continuation
11:00 - 11:30					
11:30 - 12:00					
12:00 - 12:30	LUNCH	LUNCH	LUNCH		LUNCH
12:30 - 1:00					
1:00 - 1:30	Session 3: Updates on the K to 12 Curriculum (2 H) Class 1: Maria Christina Ganas Class 2: Enerio Ebisa Class 3: Roberto Napere Jr.	Session 7: Classroom Assessment (2H) (2 H) Class 1: Myra Ambalaong Class 2: Marie Emerald Cabigas Class 3: Roberto Napere Jr.	Session 11: ALS ADM (2 H) Class 1: Levi Coronel Class 2: Bienvenido Tagolimot Class 3: Connie Emborong	Simulation	Session 15: CONCEPT PAPER (2 H) Class 1: Omar Hussien Class 2: Irish Karylle Monte Class 3: Mitchel Rodriguez
1:30 - 2:00					
2:00 - 2:30					
2:30 - 3:00					
3:00 - 3:30		Break			
3:30 - 4:00	Session 4: Curriculum Standards (1.5) Class 1: Roberto Napere Jr. Class 2: Maria Christina Ganas Class 3: Enerio Ebisa	Session 8: Contextualization (1.5 H) Class 1: Marie Emerald Cabigas Class 2: Roberto Napere Jr. Class 3: Lina Abellana	Session 12 : LAC with Planning and Application in the School (1 H) Class 1: Rowena Concepcion Class 2: Marie Emerald Cabigas Class 3: Marife Balaba	Continuation	Session 16: INTEGRATION (1.5 H) Reflection Class 1: Omar Hussien Class 2: Irish Karylle Monte Class 3: Mitchel Rodriguez
4:00 - 4:30					
4:30 - 5:00					
5:00 - 5:30	Reflection	Reflection	Reflection	Reflection	