



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Apolinar Velez St., Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)  
(08822)724-615, (088) 856-4454, Fax (088) 856-4524



**DIVISION MEMORANDUM**

No. 442, s. 2015

To : **NEAP-10 FACILITATORS & MONITORS  
48 SENIOR HIGH SCHOOL HEADS  
This Division**

From : **CHERRY MAE L. LIMBACO, Ph. D., CESO V**  
Schools Division Superintendent

RE : **NEAP SCHOOL HEADS DEVELOPMENT PROGRAM(SHDP): ADVANCE  
COURSE FOR SCHOOL HEADS OF SENIOR HIGH SCHOOLS**

Date : November 23, 2015

1. The National Educators Academy of the Philippines (NEAP) THROUGH Human Resource Development Division (HRDD) of this Region shall conduct a 12 day course for Senior High School Principals dubbed as SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCE COURSE FOR SCHOOL HEADS OF SENIOR HIGH SCHOOL from November 29, 2015 to January 29, 2016 at the National Educators Academy of the Philippines (NEAP-10) formerly RELC, Lapanan, Cagayan de Oro City.

2. The program is designed to capacitate the school heads who will manage Senior High Schools starting School Year 2016-2017. The 2-module program is anchored on the National Competency-Based Standards for School Heads(NCBHSS) that focuses on the school head's role in leading change, instructional supervision, and managing school operations.

3. The learn-and-apply scheme is one of the important features of this program. After attending Module 1, participants are expected to implement their Re-entry Plan(RER) before proceeding to the next module. There shall be a minimum of 2 weeks interval before the next module. The REP will be beneficial in enhancing the plans for senior high school implementation. The REP after Module 2 shall be submitted to the Schools Division Office.

4. To comply standards in the conduct of training programs, a maximum of 50 participants is observed per class which shall be composed of school heads from different schools divisions and distributed depending on the school typology, population, or program offerings.

5. In the roll out of the aforementioned, board and lodging of the participating SHS school heads, facilitators, class managers, monitors, resource persons, HRDD Chief, and other organizers shall be charged against downloaded HRTD Funds.

6. NO SUBSTITUTION.

6. The participants and training management team shall be entitled with Compensatory Time Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004 if sessions will fall during weekends and holidays.

7. To further guide the participants and the management team, the following are the enclosures for reference and guidance.

Enclosure No. 1- Batches, Classes and Participants

Enclosure No. 2- Matrix of Activities

Enclosure No. 3- Training Management Team

8. School head participants are advised to bring laptop for the workshop and comfortable clothes, jogging pants & rubber shoes for early morning exercise.

9. Traveling expenses of the participants shall be charged against local funds while Supplies, training kit, professional fee of external resource persons, travel expenses of facilitators and other incidental expenses shall be charged against HRTD funds subject to the usual accounting and auditing policies, rules and regulations.

10. Immediate dissemination of this Memorandum is hereby desired.

References: Regional Memorandum 78, s. 2015 dated Sep. 21, 2015

Regional Advisory 87, s. 2015 dated Nov. 16, 2015

Encls. ; As stated

CLL/rlg

## PARTICIPANTS

<b>BATCH 1 - CLASSES A &amp; B</b>			
<b>MODULE 1: NOV. 29, 2015 – DEC. 4, 2015</b>			
<b>MODULE 2: JANUARY 10-15, 2016</b>			
<b>CLASS – A</b>			
No.	SCHOOL HEADS		SCHOOLS
1.	CABILLAN, REYNALDO	S	ALUBIJIS NCHS
2.	SECO, ERNESTO A.	D	DANAO NHS
3.	CAÑO, ADEFER	B.	LAGUINDINGAN NHS
4.	CASTRO, JIMMY		AOSKAHOY NHS
5.	CATID, MELINDE	B.	MANTICAO NHS
6.	OPAON, NORA	P.	SAN JUAN NHS
7.	PACAMALAN, ANTHONY	Y.	OPOL NSTS
<b>CLASS - B</b>			
8.	ABARRIENTOS , NIEVA	E.	TALISAYAN STAND ALONE ( STA. INES ES CAMPUS)
9.	ARANCON , FE		JASAAN NHS
10.	BLAZO , CORAZON	M.	LOOC NHS (SALAY)
11.	MAGOS, EDNA		BALINGOAN STAND ALONE (MANTANGALE ES CAMPUS)
12.*	HABIGER , LOLITA		MEDINA NCHS
13.	SABALDANA, PABLO	A.	LIBERTAD NHS
14.	SALVANE, RAUL	C.	MALAGANA NHS

## PARTICIPANTS

### BATCH 2 - CLASSES C & D

MODULE 1: DEC. 6-11, 2015

MODULE 2: JAN. 17-22, 2016

#### CLASS – C

No.	SCHOOL HEADS	SCHOOLS
1.	ABAN , MARILYN                      A.	BALIWAGAN NHS
2.	AGCOPRA , MARY JOY                      A.	BINUANGAN NHS
3.	ALARBA , PRESENTACION                      P.	SALAY NHS
4.	AMBONGLAY, JOSE                      L.	MAT-I NHS ( CLAVERIA)
5.	BACAYANA, ABDON                      R.	PORTULIN NHS
6.	JARALES, EDWARD	LUGAIT STAND ALONE
7.	SALIGUMBA, BEVERLY HAZEL T	KINOGITAN STAND ALONE ( ESPERANZA ES CAMPUS)
8.	TOLENTINO, MA. THERESA                      T.	TALISAYAN NHS

#### CLASS – D

9	BAILO, GILBERT                      D.	CONSUELO NHS
10.		SUGBONGCOGON NHS
11	ESTAÑO, PEDRO                      R.	MOGCHS
12	ILAGO , MERLINDA                      T.	BALINGASAG STAND ALONE (MAMBAYAAN ES CAMPUS)
13	INZO , ALMA                      P.	MATANGAD NHS
14	TEDLOS, NANETTE	MAT-I NHS (NAAWAN )
15	UBA, RONIE	KALINGAGAN NHS
16	YAMO, WENDELINA                      R.	KINOGITAN NAHS
17		KINOGITAN STAND ALONE ( KINOGITAN CS CAMPUS)

## PARTICIPANTS

<b>BATCH 3 - CLASSES E &amp; F</b>			
<b>MODULE 1: JAN. 3-8, 2016</b>			
<b>MODULE 2: JAN. 17-22, 2016</b>			
<b>CLASS – E</b>			
<b>No.</b>	<b>SCHOOL HEADS</b>		<b>SCHOOLS</b>
1.	<b>AGBONG, LORELYN</b>	<b>U.</b>	<b>TAMBOBONG-BALACANAS NHS</b>
2.	<b>ARTIAGA, TEPFILO</b>		<b>STA. ANA NHS</b>
3.	<b>BAMA, JODILYN</b>	<b>S.</b>	<b>D.G. SABAL MEMORIAL NHS</b>
4.			<b>INITAO NCHS</b>
5.	<b>JAPONA , FELICULO</b>		<b>LAGONGLONG STAND ALONE (LAGONGLONG CS CAMPUS)</b>
6.	<b>LABIS , LUZVIMINDA</b>	<b>M.</b>	<b>NAAWAN STAND ALONE (MAPUTI ES CAMPUS)</b>
7.	<b>CAGALAWAN, LEONOR JR.</b>		<b>ROSARIO NHS</b>
8.	<b>MUTIA , RITZY</b>	<b>D.</b>	<b>KIBUNGSOD NHS</b>
9.	<b>PALASAN, WILFREDA</b>	<b>S.</b>	<b>LOURDES ALUBIJID NHS</b>
<b>CLASS – F</b>			
10.	<b>BADILLA, FAUSTINO</b>	<b>G.</b>	<b>HINAPLANAN NHS</b>
11.	<b>EBIZA , REINA MARIE</b>	<b>G.</b>	<b>LUMBO NHS</b>
12.	<b>DABA, GLORIA</b>		<b>SAN ISIDRO NHS</b>
13.	<b>GO, SEVERA</b>	<b>C.</b>	<b>TAGOLOAN STAND ALONE</b>
14.	<b>NABUA, EDNA</b>		<b>BAGOCBOC NHS</b>
15.	<b>LONGAKIT, JOAN CALIOPE</b>	<b>J.</b>	<b>CABALANTIAN NHS</b>
16.	<b>NABUA, ELMER</b>	<b>G.</b>	<b>KALACAPAN NHS</b>
17.	<b>PADON, RESURRECION</b>		<b>VILLANUEVA STAND ALONE (SAN MARTIN ES CAMPUS)</b>

SEPS-HRD/NEAP 10 MEMBER/ FACILITATOR: **MARIFE D. BALABA, Ph.D.**

FACILITATOR/ NEAP -10 MEMBER: **ANNALYN SALCEDO, Ph.D.**

SEPS-SMM&E/ MONITOR: **MR. DANNY A. ASIO**

EPS-SMM&E/ MONITOR: **MR. GERRY P. MADRID**

CLL/ rlg

**TRAINING TEAM OF SCHOOL HEAD DEVELOPMENT PROGRAM (SHDP)  
FOR SENIOR HIGH SCHOOL PRINCIPALS**  
NEAP-10, Lapanan, Cagayan de Oro City

Chairperson **ATTY. SHIRLEY O. CHATTO**  
OIC, Office of the Regional Director

Training Manager/Academy Dean **RAYMUND S. ANTOLO**  
Chief, HRDD

Asst. Training Managers **JOY C. MANGUBAT, EPS HRDD**  
**LUCILLE F. TESORO, EPS HRDD**

QAME Team **JOY C. MANGUBAT, EPS H**  
**SHELLY B. LIM, EP Specialist**

Module 1 : Competencies on School Leadership, Instructional Leadership, and Creating a Student-Centered Learning Climate

Batch	Dates	Class	Class Advisers (Officers of the Week) Senior Education Program Specialist	Major Facilitators (Team A-1)	Co Facilitators
1	Nov. 29, 2015 to Dec 4, 2015	A	Adviser : Rebecca Postrano - Iligan	Jimelyn Lanzaderas -Buk	
		B	Adviser : Derrold Mar Aves - CDO		
			Adviser : Ma Christina Ganas - CDO		
2	Dec. 6-11, 2015	C	Adviser : Queen Tanamor - Mis Oc	Nancy Vilbar - Buk	Jesus Muring - Malaybalay
		D	Adviser : Marife Balaba - Mis Or		
			Adviser : Analyn Salcedo - Mis Or		
3	Jan 3-8, 2015	E	Adviser : Richell Alba - LDN	Levi Coronel - Iligan	Rolisa Benedicto - Buk
		F	Adviser : Rene Boy Roxas - Tangub		
			Adviser : Lina Abellana - Gingoog		

Module 2 : Competencies on HR Management and Professional Development, Partnership, School Management and Operations

Batch	Dates	Class	Class Advisers (Officers of the Week)	Major Facilitators (Team A-2)	Co Facilitators
1	Jan. 10-15, 2016	A	Imelda Pongase - Ozamiz	Mitchel Rodriguez - Gingoog Charles Mahistrado - Buk Prescilla Rebuya - Buk	Rey Artemio Adajar - Buk
		B	Roberta Bugas - Oroquieta		Janry Colonia - CDO
		C	Margie Valmoria - El Salvador		Queenie Tanamor - Mis Occ
2	Jan. 17-22, 2016	D	Wilfredo Miasco - Valencia	Marife Balaba - Mis Or	
		E	Jojo Dela Rosa - Camiguin		Nancy Vilbar - Buk
3	Jan. 24-29, 2016	F	Ferdinand Montera - Malaybalay	Annalyn Salcedo - Mis Or	

**SCHOOL HEADS DEVELOPMENT PROGRAM FOR SENIOR HIGH SCHOOL PRINCIPALS**

Module 1 : Competencies on School Leadership, Instructional Leadership, and Creating a Student-Centered Learning Climate

NEAP-10, Lapaasan, Cagayan de Oro City

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Morning		9:00 AM <ul style="list-style-type: none"> <li>• Opening Program</li> <li>• Creating Learning Environment</li> </ul>	SHS Planning Process	Who is the SHS Learner?	Curriculum Guides, Standards & Competencies, Spiral Progression	Integration: Kapihan (Learning from experiences of SHS Principals)
		Leading Change (Whole Day)		The K-12 Curriculum	Pedagogies & Constructivism + Formative & Summative Assessment	
Afternoon	Arrival and Registration			Setting up a Learner-Centered SHS	Academic Programming  Career Guidance and Counseling	3:00 PM Departure of Participants





Republic of the Philippines  
Department of Education



**REGION-X NORTHERN MINDANAO**  
Fr. Masterson Avenue, Zone 1 , Upper Balulang  
Cagayan de Oro City

**Regional Advisory**

No. 87 s. 2015

DepED-  
Cagayan de Oro

17 NOV 2015  
0751

RELEASED

TO: **SCHOOLS DIVISION SUPERINTENDENTS**  
This Region

FROM: <sup>mi chatto</sup> **ATTY. SHIRLEY D. CHATTO**  
Chief Administrative Officer  
Officer In-Charge  
Office of the Regional Director

Date: November 16, 2015

Subject: **CORRECTION AS TO THE DATES OF MODULE 1 Batch 2 Class C & D , re: NEAP  
School Head Development Program (SHDP) for Senior High School Principals.**

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This Office would like to correct the dates of **Module 1 Batch 2 Class C & D**, that, instead on **December 7 , 2015 to December 11, 2015** it will start on **December 6, 2015( Sunday) to December 11, 2015.**

For information and guidance.



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
Gregorio A. Pelaez, Sr. Memorial Sports Center  
Velez Street, Cagayan de Oro City



September 21, 2015

**REGIONAL MEMORANDUM**

No. 78 s. 2015

**NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCE COURSE  
FOR SCHOOL HEADS OF SENIOR HIGH SCHOOLS**

To : **The Schools Division Superintendents  
This Region**

1 **The National Educators Academy of the Philippines (NEAP) through Human Resource Development Division (HRDD) of this Region shall conduct a 12 day course for Senior High School Principals dubbed as SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCE COURSE FOR SCHOOL HEADS OF SENIOR HIGH SCHOOL from October 25 to December 5, 2015 at the National Academy of the Philippines (NEAP-10) formerly RELC, Lapasan, Cagayan de Oro City.**

2 The program is designed to capacitate the school heads who will manage Senior High Schools starting School Year 2016-2017. The 2-module program is anchored on the National Competency-Based Standards for School Heads (NCBHSS) that focuses on the school head's role in leading change, instructional supervision, and managing school operations.

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6 The participants and training management team shall be entitled with Compensatory Time Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004 if sessions will fall during weekends and holidays.

7 To further guide the participants and the management team, the following are the enclosures for reference and guidance:

Enclosure No. 1	-	Batches, Classes and Participants
Enclosure No. 2	-	Matrix of Activities
Enclosure No. 3	-	Training Management Team

8 School head participants are advised to bring lap top for the workshop and comfortable clothes, jogging pants & rubber shoes for early morning exercise.

9 Traveling expenses of the participants shall be charged against local funds while supplies, training kit, professional fee of external resource persons, travel expenses of facilitators and other incidental expenses shall be charged against HRTD funds subject to the usual accounting and auditing policies, rules and regulations.

10 Immediate dissemination of this Memorandum is hereby desired.

  
ATTY. SHIRLEY O. CHATTO  
OIC, Office of the Regional Director

Reference : Unnumbered Memorandum dated 16 Sept 2015

Encls. : As stated

To be indicated Under Perpetual Index

TRAINING

PRINCIPALS

SECONDARY SCHOOL.

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10 Immediate dissemination of this Memorandum is hereby desired

*Shirley O. Chatto*  
**ATTY. SHIRLEY O. CHATTO**  
OIC, Office of the Regional Director

Reference : Unnumbered Memorandum dated 16 Sept 2015  
Encls. : As stated  
To be indicated Under Perpetual Index

TRAINING

PRINCIPALS

SECONDARY SCHOOL