



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



September 28, 2016

REGIONAL MEMORANDUM

No. 283.2016

REGIONAL ROLLOUT FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATIONAL COURSE

To: **SCHOOLS DIVISION SUPERINTENDENTS**
 All Divisions

DIVISION/SECTION CHIEFS (RO)
 CLMD, PAU

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1. The National Academy of the Philippines (NEAP) through the Human Resource Development Division (HRDD) and in partnership with the host Schools Division Offices shall conduct the Regional Rollout of the School Heads Development Program (SHDP): Foundational Course from November 2016 to January 2017.

CLUSTER & # PAX	# OF CLASSES	HOST DIVISION	SCHEDULE		
			Module 1	Module 2	Module 3
CLUSTER 1					
Abra- 202	6	Apayao	Nov. 6-12, 2016	Dec. 4-10, 2016	Jan. 8-15, 2017
Apayao- 94					
Total 296					
CLUSTER 2					
Baguio- 75	7	Baguio City	Nov. 11-17, 2016	Dec. 10-16, 2016	Jan. 7-14, 2016
Benguet- 250					
Total 325					
CLUSTER 3					
Ifugao- 62	5	Mountain Province	Nov. 6-12, 2016	Dec. 4-10, 2016	Jan. 8-15, 2017
Mountain- 196					
Total 258					
CLUSTER 4					
Kalinga- 127	4	Kalinga	Nov. 8-15, 2016	Dec. 4-10, 2016	Jan. 8-15, 2016
Tabuk- 70					
Total 197					

2. The foundational course is intended to enable school heads to lead and manage K-12 schools in the 21st century. The three (3) module program is anchored on the National Competency-Based Standards for School Heads (NCBSSH). The three (3) modules will be run STRICTLY for nineteen (19) days with at least a two week-interval to be allotted to the application of the competencies learned. The training matrices are attached as Enclosure Nos. I, IA & IB.

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
					422-2109	Commission on Audit	-422-4344

3. For the smooth implementation of the rollout, the following standards are detailed for guidance:

A. PARTICIPANTS

a) Selection

The pre-identified and submitted list of participants was based on the following criteria:

a) NQEP/NQESH/Principal's Test including school heads who have attended Basic Course on School Based Management (BCSM) and who have **NOT** attended the **SHDP: Advance Course of School Heads of Senior High Schools (Modules 1 & 2)**

b) Incumbent school heads/Teachers-in-Charge (TICs) of Officers-in-Charge (OICs) designated by the Schools division Office of:

- Elementary, Secondary or Integrated schools who passed the regional qualifying examination for principals before 2008 without NEAP accredited training; or
- those who have not passed the Principal's Test

b) Attendance and Certification

Certificates of Appearance and Participation indicating the actual number of hours the participants were present will be given after each module. At the end of Module 3, a colloquium will be conducted by the Region to provide a venue for the School Heads to report the implementation and initial gains of their Application Project. The Certificate of Completion shall be distributed during the colloquium.

Qualified participants may apply for reclassification after completing Modules 1 and 2. Attendance in the three modules may be used for promotion and may be considered part of the Accreditation and Equivalency of the HEIs or TEIs.

c) Requirements

The SHs are expected to prioritize their attendance to the training program but must assign OICs/TICs during their absence. Complete attendance and active participation are required. Outputs after sessions and modules must be submitted. The final requirement is the Application Project as proof of learning.

d) Application Project

Application Project requires the participant to identify a specific area of school operations that require improvement and that will deliver the best impact on school measures in three (3) months. In this project, the principal is expected to apply learned competencies in improving the school. The participant will be required to present significant milestones achieved at the end of each month.

An entry requirement to the Course is the submission of a duly accomplished Concept Note that identifies three (3) specific areas of school operations that need significant improvement in the school. The area for consideration include:

- Curriculum, Core, and Support Programs

- Instructional Leadership
- School leadership: SBM, SIP, CI, Partnership
- Strategic Human Resource Development
- Fiscal Management

NEAP-R should evaluate the Application Projects with the support of the Schools Division Office during the Colloquium using this criteria:

Efficiency of Implementation	-40%
Impact on the School Improvement	-40%
Replicability	<u>-20%</u>
	100%

A participant has to get at least a grade of 85% to pass.

B. OPERATIONS

a) Management Structure

In the conduct of the SHDP, the Human Resource Development Division (HRDD) of the Regional Office will be in-charge of the training management and delivery while the host Schools Divisions will be in charge of the identification of training team and venue including board and lodging of participants and training management. In accordance with the standards for training programs, a maximum of 50 participants per class with 2 Learning Facilitators, 1 Class Manager, and 1 Quality Assurance Monitor shall be observed.

Cluster	# of Classes	# of Learning Facilitators	# of Class Managers	# of QAME Monitors
Cluster 1 • Abra • Apayao	6	12	6	6
Cluster 2 • Baguio City • Benguet	7	14	7	7
Cluster 3 • Ifugao • Mountain Prov.	5	10	5	5
Cluster 4 • Kalinga • Tabuk City	4	8	4	4

b) Terms of Reference

REGIONAL TRAINING TEAM

- **OIC RD & OIC ARD** – Consultants, provides guidance and overall direction to the training
- **OIC HRDD Chief** – serves as the overall Training Manager
- **QUAD Chief** – serves as the overall QAME Monitor
- **Cluster Training Manager**

- ✓ Convenes the Division Training Management Team for final briefing/agreements Day 0 of each Module
- ✓ Facilitates daily debriefing/briefing
- ✓ Coordinates with Division Training Team
- ✓ Ensures the submission of Activity Accomplishment Report (ACR) 2 weeks after each module
- ✓ Consolidates the ACR of each cluster

DIVISION TRAINING TEAM

- **SDS & ASDS – Consultants**
- **Division Host Manager**
 - ✓ Ensures the provision of the following per training standards:
 - Plenary hall for the total number of participants per cluster
 - Session halls with at least 50 participants capacity
 - LCD projector with screen/class
 - Free access to wifi
 - Sound system and extension cords
 - Standby operator/technician
 - Board & lodging
 - Security
- **Class Manager**
 - ✓ Serves as class adviser all throughout the 3 modules
 - ✓ Facilitates the registration, checking of attendance
 - ✓ Ensures the completeness of training materials
 - ✓ Posts learning structures
 - ✓ Sets training norms
 - ✓ Handles pre & post-test for competency assessment
 - ✓ Conducts briefing & debriefing with facilitators and manages feedback sessions
 - ✓ Assists in the evaluation of Application Projects
 - ✓ Makes announcements on food, accommodation and management concerns
 - ✓ Prepares Training Program Completion Report and submits two (2) weeks after each module

Class managers can be the EPS or EPS II of the HRDD or Schools Division Office SGOD HRDS SEPS, EPS II or PSDS.
- **Learning Facilitator**
 - ✓ Undergoes the NTOT and orientation
 - ✓ Reviews and contextualizes the session guides & materials
 - ✓ Conducts and facilitates sessions

- ✓ attends briefing and debriefing orientation with the training management team
 - ✓ Serves as Resource Person/Facilitator
 - ✓ Conducts levelling of expectations
- **QAME Monitor**
 - ✓ Conducts and reports quality assurance
 - ✓ Monitoring & evaluation of sessions using the tool provided by NEAP and leads the debriefing
 - ✓ Consolidates and submits QAME Form 3

Monitors can be the supervisors from the other functional divisions of the Regional Office.

C. FUND ALLOCATION AND UTILIZATION

a) Budget Allocation per Division

Funding allocations are downloaded to the Cluster host division through Sub-Allotment Release Orders (SubAROs) to defray the board and lodging of participants, travel expenses of management staff & facilitators and training materials.

b) Scope

○ **Travel Expenses**

The travel expenses of the of the Training Management Team specifically the Class Manager, QAME Monitor, and Facilitators shall be charged to the HRTD downloaded funds while those of the participants shall be charged to their local funds. Php 1,000.00 was allotted for each member of the team per module. Reimbursement of travel expenses shall be submitted to the Regional Office with the following documents: travel order/authority, approved itinerary of travel, certificate of travel completed, certificate of appearance, tickets, and RER.

○ **Board and lodging**

The board and lodging of the Training Management Team and participants shall be billed and paid from the downloaded funds. They must conform to NEAP standards and must adhere to the requirements of the course and needs of the participants.

○ **Supplies**

Php 200.00 is allotted per participant for supplies and materials. Each kit shall contain the following basic training necessities:

- ✓ 30 page note book for Leadership Journal
- ✓ Pencil
- ✓ Ballpen

* Each class/participant should be provided with all the materials as indicated in the session guides.

c) Scheme of Reporting

The cluster host division shall be accountable for the disbursement and liquidation of the funds, subject to the usual accounting and auditing rules and regulations. A monthly technical and financial status reports will be submitted by the cluster host divisions to the Region. The Technical Report shall contain the updated RTIP reflecting the program description, training design, names and numbers of training management team, facilitators, and participants with attendance sheets, evidence of receipt of training materials, training report/proceedings, results and analysis of evaluation using NEAP's QAME Form 3, insights, challenges met and how they were managed, as well as request for technical assistance will also be reported. Photo documentation is also required. The Financial Report must show details of expenditures which include breakdown of board and lodging, training materials, travel expenses, and contingency. Likewise, a Training Completion Report shall be submitted a month after the last conduct of training. Templates for both reports are found in Enclosure nos. 5 & 6.

On the first week of November, all Cluster Host Divisions are requested to furnish HRDD with the Notice of Award of Contract and winning bidders "Conforme" and Signed Contract containing the following: agreement, conditions, technical specifications, IAEB, bidding documents, bid form including all the documents/statements contained in the winning bidder's two bidding envelopes, as annexes, eligibility requirements, documents and/or statements and performance security.

d) Monitoring

○ **Scheme for the Region**

The Regional QAD will meet all the Division QAD teams for deployment purposes and for a common understanding of QAME Mechanism, TORs and utilization of QAME Tools. It should be emphasized that quality assurance covers looking at the content, delivery, and overall management of the training program.

e) Communication Materials for Consistent SHDP Branding

Attached is the official logo of the SHDP: Foundation Course to be utilized in the tarpaulins, materials, kits, and presentations (Enclosure No. 9). Divisions shall submit selected quality action photos to be uploaded in the official social media account of DepED CAR.

4. The different templates, forms and matrices are attached for reference:
- a) Enclosure No. 1, IA, IB - Training Matrix – Modules 1,2 & 3
 - b) Enclosure No. 2 - Certificate of Appearance
 - c) Enclosure No. 3 - Certificate of Participation
 - d) Enclosure No. 4 -Certificate of Recognition
 - e) Enclosure No. 5 - SHDP: Foundation Course APPLICATION PROJECT CONCEPT PAPER – To be submitted by participants upon registration
 - f) Enclosure No. 6 - SHDP: Foundation Course SCHOOL HEAD'S APPLICATION PROJECT IMPLEMENTATION PAPER – To be



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submitted by the end of Module 3 as one of the requirements for a Certificate of Completion

- g) Enclosure No. 7 - SHDP: Foundation Course Monthly Physical and Financial Status Report – To be submitted by the Cluster Host Manager after each module
- h) Enclosure No. 8 - SHDP: Foundation Course TRAINING PROGRAM COMPLETION REPORT – For the Class managers
- i) Enclosure No. 9 - SHDP: Foundation Course Logo

5. Please be guided accordingly.

SORAYA T. FACULO
 Chief Education Supervisor
 Officer In-Charge
 Office of the Assistant Regional Director

ARD/HRDD/ekram

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Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434
