TRAVEL ORDER

Authority is hereby requested for:

1. Cristina C. Salazar - EPS-English
2. Dr. Jonathan P. Domingo - EPS-SGOD
3. Arlene L. Tayona - SEPS-HRD
4. Gayle J. Malibiran - EPS II-HRD
5. Dr. Mervin C. Tortoza - Principal III, ISTES

Purpose: Attendance to Walkthrough of Session Guides and Slide Decks in Preparation for the Enhanced-School Heads Development Program (ESHDP) Foundation Course Training-Workshop

Destination: HRDD Regional Office Karangalan Cainta, Rizal

Date: August 9, 2018

Means of Transportation: Public Transportation

Travel is on:

Official Business
Official Time

Source of Funds:

MOOE
Canteen Funds
Personal Funds
Others: Local Funds

Approved:

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
TO: SCHOOLS DIVISION SUPERINTENDENT

FROM: DIOSDADO MASAN ANTONIO
Director IV

SUBJECT: ENHANCED-SCHOOL HEADS DEVELOPMENT PROGRAM (E-SHDP) FOUNDATION COURSE TRAINING - WORKSHOP

DATE: July 10, 2018

1. Relative to DepEd Memorandum No. 192 s. 2016, this Office through the Human Resource Development Division (HRDD) will conduct the Enhanced-School Heads Development Program (E-SHDP) Foundation Course Training - Workshop for the 2017 Principal's Test Passers who do not have training on E-SHDP Foundation Course yet.

2. Below is the schedule of activities. The venue is to be determined.

<table>
<thead>
<tr>
<th>Module No.</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>August 12 - 19, 2018</td>
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<tr>
<td>2</td>
<td>August 26 - Sept. 1, 2018</td>
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<tr>
<td>3</td>
<td>Sept. 9 - 15, 2018</td>
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</tbody>
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3. Participants are requested to bring laptop and curriculum guide. They are also required to register at http://bit.ly/FC-ESHDP on or before 31 July 2018. Online registration is a must.

4. Participants are expected to be at the venue on day zero of the first scheduled date of each module as stated in the matrix at 1:00 pm. Registration and check-in starts at 1:00 – 2:30 pm. Opening program will commence at 2:30 pm. First meal to be served is dinner of day zero and the last meal to be served is noon of the last scheduled day.

5. All facilitators for each module are requested to report to Bulwagan Ng Karangalan, Regional Office on August 9, 2018 at 9:00 am for the walkthrough of session guides and slide decks in preparation for the roll-out.
6. This Office requests the QAD to provide QAME monitors to the entire duration of the training.

7. Attached are the list of participants, facilitators, training management team, terms of reference and training matrix.

8. Transportation and other expenses of the participants relative to this activity shall be charged against MOOE/local funds while board and lodging shall be charged against downloaded HRD funds subject to the usual COA auditing and accounting rules and regulations.

9. Dissemination of this Memorandum is desired.