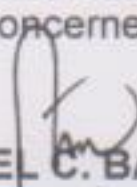




**MEMORANDUM**

**TO :** OIC-Asst. Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
OIC-Chief, School Governance & Operations Division  
Public School District Supervisors Concerned  
Elementary and Secondary School Heads Concerned  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **VENUE AND FINAL SCHEDULE OF THE E-SHDP: FOUNDATION COURSE**

**DATE :** August 28, 2018

With reference to Regional Memorandum No. 459 s. 2018 *re: Venue and Final Schedule of the E-SHDP: Foundation Course*, which will be held at Great Eastern Hotel, Quezon Avenue, Quezon City on the schedule indicated below:

Module	Date
1	September 30 – October 7, 2018
2	October 14 – 20, 2018
3	November 4 – 10, 2018

Kindly refer to the attached memorandum for the List of Learning Facilitators and Technical Working Group (TWG).

Other details of the training as stated in RM 378, s. 2018 will remain the same.

For the information, guidance and attendance of all concerned.



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** DIOSDADO M. SAN ANTONJO  
Director IV

**SUBJECT :** VENUE AND FINAL SCHEDULE OF E-SHDP: FOUNDATION COURSE

**DATE :** August 16, 2018

# 5791

1. In reference to Regional Memorandum No. 378 s. 2018 on the Enhanced-School Heads Development Program (E-SHDP): Foundation Course, this Office announces that the venue of the said activity is at Great Eastern Hotel, Quezon Avenue, Quezon City.

2. The schedule of the said activity was changed in compliance to DepEd Memorandum No. 0025 s. 2018 on the Regional Rollout of E-SHDP Foundation course. Attached hereto is the DepEd Memorandum.

Module	From	To
1	August 12 – 19, 2018	Sept. 30 - Oct. 7, 2018
2	August 26 – Sept. 2, 2018	Oct. 14 – 20, 2018
3	Sept. 9 – 15, 2018	Nov. 4 – 10, 2018

3. Attached is the List of Learning Facilitators and Technical Working Group (TWG)

4. Other details of the training as stated in RM 378, s. 2018 will remain the same.

5. Immediate dissemination of this Memorandum is desired.



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DEPARTMENT OF EDUCATION  
BUREAU OF HUMAN RESOURCE  
AND ORGANIZATIONAL DEVELOPMENT



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DR. ROMMEL C. BAUTISTA  
**Dep**  
360428

*Undersecretary for Curriculum and Instruction*

**MEMORANDUM**  
DM-CI-2018-00159

**TO:** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretaries  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

The Human Resource Development Division-Bureau of Human Resource and Organizational Development (HRDD-BHROD) in partnership with the National Research Center for Teacher Quality - Philippine Normal University (RCTC-PNU) and the Philippine Management System (RPM) - Philippine Normal University (RPM-PNU) Alignment Workshop with the area of Antipolo City.

FROM:	NAME OF OFFICIAL	NAME OF ACTIVITY
Janna D. DINO	Janna D. DINO Undersecretary for Curriculum and Instruction	Batch 1 Results-based Performance Management System (RPM) - September 20-21, 2018
<b>SUBJECT:</b>	<b>ACTIVITIES OF THE SCHOOL HEADS DEVELOPMENT PROGRAM FOUNDATION COURSE</b>	Batch 2
<b>DATE:</b>	August 1, 2018	
1. The Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) shall conduct the following activities relative to the School Heads Development Program Foundation Course:		

Activity	Date	Venue	No. of Participants
1.1 EDNA and Planning	September 5-7, 2018	SEAP-NCR Marikina City	42
1.2 Course Review and Revision	September 17-21, 2018	Times City Resort Antipolo	30
1.3 Regional Roll Out	September - December 2018	All Regions	130 Region
1.4 QAME for Rollout	September - December 2018	All Regions	2 Region
1.5 Post Conference	December 3-7, 2018	NEAP-CCO	12

- SHDP aims to systematically improve the principals' competencies in educational leadership and management that would enable them to lead and manage K-12 schools in the 21<sup>st</sup> century. The 15-day, 3-module course is anchored on the NCRSSH.
- The principals should be able to continually scan the environment, reframe DepEd strategies in accordance to the school's changing context, and thus develop adaptive methods to effectively deliver DepEd outcomes. Specifically, the objectives of SHDP Foundation Course:

MA. LOURDES PANTOLA  
Director





Enhanced- School heads Development Program: Foundation Course  
PROGRAM MANAGEMENT TEAM

A. LEARNING FACILITATORS

NO.	NAME	DESIGNATION	DIVISION
1	Cristina Salazar	EP Supervisor	Antipolo City ✓
2	Jonathan Domingo	EP Supervisor	Antipolo City ✓
3	Mervin Torfoza	Principal	Antipolo City ✓
4	Gayle Malibiran	EP Specialist	Antipolo City ✓
5	Arlene Tayona	SEPS	Antipolo City ✓
6	Marieta Perez	EP Supervisor	Batangas City
7	Rowena Asi	PSDS	Batangas City
8	Mena De Torres	Principal	Batangas City
9	Gemma De Torres	Principal	Batangas City
10	Nida Santos	SEPS	Batangas City
11	Josefina Lagman	Accountant III	Batangas City
12	Nenita Adame	PSDS	Batangas Province
13	Erickson Gutierrez	Principal	Batangas Province
14	Movita Cruzat	Principal	Batangas Province
15	Gregorio Mueco	Principal	Batangas Province
16	Marian L. Arias	EPS	Batangas Province
17	Dulce Amor Abante	Principal	Batangas Province
18	Edward D. Garcia	EP Supervisor	Central Office
19	Jaypee E. Lopo	SEPS	Biñan City
20	Magdaleno Lubigan	Principal	Cavite Province
21	Vanessa R. Barcarse	SEPS	Dasmariñas City
22	Christian Mesphe Hernandez	SEPS	Imus city
23	Erma Valenzuela	EP Supervisor	Laguna
24	Evelyn Navia	Principal	Laguna
25	Remilyn De Galicia	Accountant III	Lipa City
26	Chinifa Tolentino	PSDS	Lucena City
27	Pascual La Rosa	EP Specialist	Lucena City
28	Lerma Flandez	EP Supervisor	Rizal
29	Aileen Vocal	EP Supervisor	Rizal
30	Shiela Penano	PSDS	Rizal
31	Magno Abueme	Principal	Rizal
32	Henry Contemplacion	EP Supervisor	San Pablo City
33	Marigen Leosala	EP Supervisor	Sta Rosa City
34	Cherrylyn Taleon	EP Supervisor	Sta Rosa City
35	Ronaldo Ramilo	EP Supervisor	Tanauan City
36	Mary Grace Cabili	Principal	Tayabas City
37	Lea Villalobos	Accountant III	Regional Office
38	Nancy Dizon	SAO	Regional Office
39	Laamie Evaristo	AO V	Regional Office
40	Marites G. Gloria	Chief FD	Regional Office

**B. CLASS MANAGERS:**

MODULE		NAME	POSITION	DIVISION
1	1	Michael Tayona	PSDS	Antipolo City
	2	Marita Gonzales	SEPS	Rizal
	3	Vemel Dianco	SEPS	Bacoor City
	4	Riza Garcia	SEPS	Imus City
	5	Evelyn Castaneto	SEPS	Lipa City
	6	Aileen Juaneza	SEPS	San Pablo City
2	1	Vivian Petrasanta	SEPS	Tanauan City
	2	Jester Nicodemus	SEPS	Cavite City
	3	Pnciana Arevalo	SEPS	Batangas City
	4	Elaine Sangalang	SEPS	Sta Rosa
	5	Paulino Castro	SEPS	Calamba
	6	Mary Joy Cabiles	EPS	Binan City
3	1	Regina Marino	SEPS	Quezon
	2	Lita Curacho	SEPS	Laguna
	3	Fedelisa Lucas	SEPS	Tayabas
	4	Gina Dulce	SEPS	Cavite
	5	Evelyn Se Sagun	SEPS	Batangas
	6	Michael Pantaleon	SEPS	Cabuyao City

**C. MEDICAL STAFF FROM:**

No.	MODULE 1	MODULE 2	MODULE 3
1	SDO RIZAL	SDO BATANGAS CITY	SDO LAGUNA
2	SDO ANTIPOLO	SDO BINAN	SDO CAVITE PROV
3	SDO BACCOOR	SDO BATANGAS PROV	SDO QUEZON

**D. QAME Monitors:**

3 QAME Monitors per module to be identified by QAD

**E. TRAINING MANAGEMENT**

NO.	NAME	POSITION
1	Luz E. Osmeña	Chief
2	Jisela N. Ulpina	EPS
3	Viernalyn M. Nama	EPS
4	Nadina G. Gaton	EPS
5	Donna L. Lago	EPS
6	Glenda E. Dela Torre	EPSpecialist II
7	Mark Anthony R. Malonzo	EPSpecialist II
8	Maricris R. Tadioan	EPSpecialist II
9	Efren V. Claveles	ADAS I

F. TERMS OF REFERENCE

<p><b>Learning Facilitators/ Resource Person</b></p>	<ul style="list-style-type: none"> <li>• Conducts assigned sessions using session guides, slide decks and other training materials provided by NEAP</li> <li>• Responsible for participants learning</li> <li>• Ensure provision of training materials to participants</li> <li>• When necessary, develops, reviews, contextualize training package</li> <li>• Provides feedback to training coordinator/focal person</li> <li>• Attends training orientation, walkthrough of the training package and debriefing sessions</li> <li>• Checks readiness of the training venues/sessions rooms</li> <li>• Inform Class managers of the materials and activities for the session.</li> <li>• Manage time properly</li> </ul>
<p><b>Class Manager</b></p>	<ul style="list-style-type: none"> <li>• Ensure attendance of participants in the assigned class</li> <li>• Assist the facilitator/trainer during the session including the distribution of materials</li> <li>• Ensure that time indicated in the matrix is strictly monitored. Serves as time keeper.</li> <li>• Serves as the class adviser and monitors the whereabouts of the participants</li> <li>• Prepare the completion report.</li> <li>• Coordinates with other class manager and training management team for the closing program.</li> <li>• Serves as the facilitator during the levelling of expectations</li> <li>• Attend the orientation on day zero</li> </ul>
<p><b>QATAME Associates</b></p>	<ul style="list-style-type: none"> <li>• Prepare QATAME plan and submit to the program focal person</li> <li>• Ensures that QATAME processes such preparing online evaluation tool, gathering and analyzing data and reports of the findings are observed.</li> <li>• Provide/ report results of the online evaluation during debriefing</li> <li>• Submit QAME Results to the class manager</li> <li>• Submit QAME form 3 to the focal person 2 weeks after the conduct of the activity</li> </ul>
<p><b>Medical staff</b></p>	<ul style="list-style-type: none"> <li>• Attends to the medical needs of the participants and the program management team.</li> <li>• Keep record on critical incidents as to health concerns</li> <li>• Ensure that the participant is capable of attending the sessions</li> </ul>

D&JED

Department of Health Services

