



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

June 6, 2017

DIVISION MEMORANDUM

No. 237 s. 2017

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE
BATCH I APPLICATION PROJECT VALIDATION PROCESS**

TO: ASDS
Chiefs, CID & SGOD, DEPS, SEPS, EPS
District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the **NIR Regional Memorandum No. 185, s. 2017** disseminating the **activities, processes and dates of the School Heads Development Program (SHDP) Foundation Course Application Project Validation Process.**
2. For other details, see attached communication and enclosure.
3. For the information, guidance and compliance of all concerned.

SALUSTIANO T. JIMENEZ, CESO VI
OIC-Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent

6/7/17

07 JUN 2017



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



6/2/17

RELEASED

CONTROL NO.	164
RELEASED BY:	310
DATE RELEASED:	6/1/17

May 31, 2017

REGIONAL MEMORANDUM
No. 155 s, 2017

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE
BATCH 1 APPLICATION PROJECT VALIDATION PROCESS**

To: Schools Division Superintendent
Assistant Schools Division Superintendent
CID and SGOD Chiefs
Division Supervisors
Public Schools District Supervisors
Elem/Sec. School Heads
All other concerned

1. This office informs the field of the following activities, processes and dates of the School Heads Development Program (SHDP) Foundation Course Application Project Validation Process.

Activity	Timeline
Division Orientation on the Application Project Validation Process	June 2- June 10, 2017
Submission of Application Project for Approval by SDS	June 13- July 7, 2017
Validation Process by Division Validation Team (DVT)	Whole Month of September, 2017
Submission of Results to Regional Validation Team (RVT)	First Week of October, 2017
Colloquium with the Regional Validation Team (RVT) (Attached is the Schedule of visit per Division)	October 9 to November 10, 2017
Regional Validation Team (RVT) on site Validation of Top two Qualifiers	November 13-29, 2017

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200
TEL: (035) 422 6227 / E-MAIL: depednir@gmail.com
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Selection of Top 5 Regional Outstanding School Head	December 4-8, 2017
Completion Ceremony	December 15, 2017

2. Attached are the criteria for validating the application project, the rubrics, the SHDP application project validation template, the expected MOV's and the schedule of colloquium per division.
3. The Regional Validation Team (RVT) is composed of the following:

General Evaluators:

1. Dr. Gilbert T. Sadsad – Chairman
2. Dr. Salustiano T. Jimenez- Co-Chairman
3. Dr. Karl T. Credo – Member
4. Rose Marie A. Vailoces – Member

Sub-Area Evaluators

1. Dr. Leny Nillos- La Carlotta City Division
 2. Mrs. Joesan Ramos – Dumaguete City Division
 3. Dr. Nilita Ragay – Negros Oriental Division
 4. Mrs. Macrina Villaluz – Negros Oriental Division
 5. Dr. Emelyn Bolongaita- Negros Oriental Division
 6. Dr. Elizabeth Romo – Sagay City Division
 7. Mr. Junry Esparar- Kabankalan City Division
 8. Mr. Edfel Cabag – Negros Oriental Division
 9. Mr. Dondy Depositario – Cadiz City Division
 10. Mrs. Grocelie Ragay – Bais City Division
 11. Dr. Andrea Luz Englis – Negros oriental Division
 12. Dr. Jeany Abejero- Negros Oriental Division
 13. Dr. Jaymar Umbac- Dumaguete City Division
 14. Mrs. Crsity Jabonillo – Bais City Division
 15. Mr. Edmark Ian Cabio – Bais City Division
 16. Dr. Dan P. Alar- Negros Oriental Division
 17. Mr. Glicerio Aligato – Escalante City Division
 18. Mrs. Cristina Claros- Tanjay City Division
 19. Mr. Gemuel Buena- Bacolod City Division
 20. Mr. Ben Jofil Diego – Negros Oriental Division
 21. Mrs. Michelle Ozoa – Tanjay City Division
4. Travelling and other incidental expenses of the Regional Validation Team (RVT) shall be charged against School/Division/Regional MOOE Funds. Relative to the conduct of

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the validation of the application projects are subject to the usual accounting and auditing rules and regulations.

5. RVT shall coordinate with SDOs for their transportation during the colloquium and on-site validation.
6. A separate memorandum will be issued for the schedule of colloquium per division.
7. For queries, please contact Dr. Karl T. Credo, SHDP Coordinator, through cellular phone number 09771710078.
8. This serves as travel order.

GILBERT T. SADSAD, CESO V
Regional Director

C1md/ktc

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RUBRICS

EFFECTIVENESS – 45%				
5	4	3	2	1
<ul style="list-style-type: none"> ➤ 100% accomplishment based on target ➤ The project represents an innovative way(s) of addressing the problem ➤ The project is logically linked to clients' problems and unmet needs and underlying causes 	<ul style="list-style-type: none"> ➤ Four indicators are present ➤ 90-99% accomplishment 	<ul style="list-style-type: none"> ➤ Three indicators are present ➤ 80-89% accomplishment 	<ul style="list-style-type: none"> ➤ Two indicators are present ➤ 70-79% accomplishment 	<ul style="list-style-type: none"> ➤ Mechanisms, reports and evidences are not present

EFFECTIVENESS – 45%				
5	4	3	2	1
<ul style="list-style-type: none"> ➤ The project has logical link between the objectives and how project is implemented ➤ The project is directed towards accomplishment of educational outcomes and its collective contribution to the attainment of DepEd VMV 	<ul style="list-style-type: none"> ➤ Four indicators are present ➤ 90-99% accomplishment 	<ul style="list-style-type: none"> ➤ Three indicators are present ➤ 80-89% accomplishment 	<ul style="list-style-type: none"> ➤ Two indicators are present ➤ 70-79% accomplishment 	<ul style="list-style-type: none"> ➤ Mechanisms, reports and evidences are not present

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EFFICIENCY- 40%				
5	4	3	2	1
1. TIMELINESS (20%) Application Project Implementation				
➤ Application Project is implemented within the target date	➤ Application Project is implemented 1 month after the target date	➤ Application Project is implemented 2 months after the target date	➤ Application Project is implemented 3 months after the target date	➤ Application Project is implemented 4 months or more after the target date

EFFICIENCY- 40%				
5	4	3	2	1
2. RESOURCES (20%) (Human, Money, & Materials) MONEY & MATERIALS (10%)				
➤ Application Project implementation utilized 100% of the budget	➤ Application Project implementation utilized 85%-89% of the budget	➤ Application Project implementation utilized 90%-94% of the budget	➤ Application Project implementation utilized 85%-89% of the budget	➤ Application Project implementation utilized 84% and below of the budget/overspent

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EFFICIENCY- 40%				
5	4	3	2	1
HUMAN (5%) > 100% utilization of human resources	> 85%-89% utilization of human resources	> 80%-84% utilization of human resources	> 85%-89% utilization of human resources	> 84% & below of the human resources utilized
PARTNERSHIP/ (5%) LINKAGE > 5 or more partners were involved in the program implementation	> 4 partners were involved in the program implementation	> 3 partners were involved in the program implementation	> 2 partners were involved in the program implementation	> 1 partner was involved in the program implementation

APPLICATION OF LEARNING (10 %)				
5	4	3	2	1
All 7 domains of NCBSH are integrated to the Application Project (AP).	Only 5-6 domains of NCBSH are integrated to the Application Project.	Only 3-4 domains of NCBSH are integrated to the Application Project.	Only 1-2 domains of NCBSH are integrated to the Application Project.	No domain of NCBSH is integrated to the Application Project.
> School Leadership > Instructional Leadership > Creating a student-centered climate > HR management and professional development > Parents involvement and community linkages				

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APPLICATION OF LEARNING (10 %)

5	4	3	2	1
<p>All 7 domains of NCBSH are being integrated to the Application Project (AP).</p> <p>➤ School management and Operation</p> <p>➤ Professional and Personal Attributes and Interpersonal Effectiveness</p>	<p>Only 5-6 domains of NCBSH are being integrated to the Application Project.</p>	<p>Only 3-4 domains of NCBSH are being integrated to the Application Project.</p>	<p>Only 1-2 domains of NCBSH are being integrated to the Application Project.</p>	<p>No domain of NCBSH is being integrated to the Application Project.</p>

SHDP APPLICATION PROJECT VALIDATION TEMPLATE

Name of Proponent: _____ District: _____
 School: _____ Division: _____

Project Title	Effectiveness (45%)	Efficiency (40%)			Application of Learning (10%)	Replicability (5%)	Total (100%)
		Timeliness (20%)	Resources (15%)	Partnership (5%)			

Validated by: _____
 Date of Validation: _____

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MEANS OF VERIFICATION (MOV's)

EXPECTED MOV's BUT NOT LIMITED TO:

- | | |
|--|---|
| <ul style="list-style-type: none">• SIP/AIP/RPMS• School Memo/Letters• Training/Activity Design/ AP• MOU/MOA/DOD• Transparency Board• Minutes of the Meeting• Pictures• Program of Works• Copies of Program• Liquidation Report• NSBI• Teacher's Portfolio• ORVT/PHILIR/EGRA• Nutritional Status• SRYEA/ECCD | <ul style="list-style-type: none">• School Form• Anecdotal Record• SPPD• NCBTS/TSNA/IPPD• Performance Indicators• SBM Level of Practice• NCBSSH• OPCR/IPCRR• Attendance Sheets• Activity Completion Report• Inventory of Supply, Equipment, Books/
Property/ICS• Logbook• Certificates• Etc. |
|--|---|

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