

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

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SGOD Office [035] 225 - 6180

April 28, 2017

**TRAVEL ORDER**

NO. 307, s. 2017

TO : Dan P. Alar, Ed. D SEPS HRDS  
Nilita Ragay, Ed.D. DEPS  
Edfel V. Cabag P II, Canlaon City  
Andrea Luz Englis, Ed.D. P II, San Jose  
Jeanny M. Abejero, Ed.D. P II, Bacong  
Macrina Villaluz P II, Sibulan I  
Ben Jofil Diego TIC, Sibulan II  
Emelyn D. Bolongaita, Ed. D - PSDS, La Libertad 2

PURPOSE : To attend the Planning Conference of all Regional  
Evaluators/Validators of Application Project for the School  
Heads Development Program (SHDP) First Batch

DATE OF TRAVEL : April 30 – May 3, 2017

VENUE/PLACE : Plaza Maria Luisa Suites Inn, Dumaguete City, Negros Oriental

ALLOWED/CHARGED TO: *(Subject to the usual accounting and auditing rules and regulations)*

\_\_\_\_\_: Registration/Transportation and other expenses  
\_\_\_\_\_: Transportation  
\_\_\_\_\_: Per Diems  
\_\_\_\_\_: On official time/business only  
\_\_\_\_\_: Charged to personal funds  
☒ : Transportation/per diem & other incidental expenses incurred shall be charged  
to Division / School MOOE and other local funds.

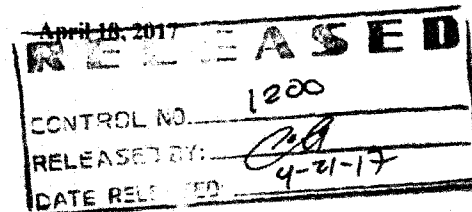
**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC- Assistant Regional Director  
Concurrent Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**



REGIONAL MEMORANDUM  
No. 137, s. 2017



**SCHEDULE OF EVALUATION/VALIDATION OF APPLICATION PROJECT FOR  
THE SCHOOL HEADS DEVELOPMENT PROGRAM- FOUNDATION COURSE  
(FIRST BATCH)**

TO: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chief Education Supervisors for CID and SGOD  
School Heads in the Elementary and Secondary  
All others concerned

1. In line with the Republic Act (RA) No. 9155 or the *Governance of the Basic Education Act of 2001* that specifies that a school head shall both an instructional leader and administrative manager and RA 10533 or the *Enhanced Basic Education Act of 2013* that stipulates that principals shall undergo workshops and trainings to enhance their skills on their role as academic, administrative and community leaders, the Department of Education (Dep-ED), through the **National Educators Academy of the Philippines (NEAP)** and the Human Resource Development Division (HRDD) of the Regional Offices (ROs), shall conduct the roll out of the **School Heads Development Program (SHDP): Foundation Course**.
2. This office congratulates SDOs in the region for sending participants and for supporting the program from the very start until to the last module. After every module, the SHs were given Certificates of Appearance and Participation indicating the actual number of hours of attendance of the participants. After three months, a colloquium will be conducted by the ROs to provide a venue for the SHs to report the implementation and initial gains of their Application Project.
3. The Application Project (AP) requires the participants to identify a specific school concern that needs to be addressed or needs improvement and that will deliver the best impact on school measures in three months. The participants will be required to present significant milestones achieved at the end of each month in a colloquium that will be organized by the ROs. An entry requirement to the Course is the submission of a duly accomplished Concept Paper that identifies 3 specific school concerns that include:
  - a. Curriculum, Assessment and Support Programs
  - b. Instructional Leadership
  - c. School Leadership: SBM, SIP, CI, Partnership
  - d. Strategic Human Resource Development
  - e. Fiscal Management

This office should evaluate the Application Project starting the month of June 2017 with the support of the SDOs during the colloquium using these criteria:

**Effectiveness****- 45%**

(Extent to which the objectives of the AP have been expressed in terms of percentage of accomplishments vs. targets)

**Efficiency of Implementation****- 40%**

(Expressed in terms of timeliness and resources- human, money, and materials used to attain AP objectives)

**Application of Learning****- 10%**

(Extent to which the project has integrated learnings from SHDP)

**Replicability****- 5%**

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

4. The Application Paper of the SHs will be submitted in the district office and will be endorse in their respective SDOs. This office receives the forwarded Application Paper coming from the different SDOs and validate the paper through school visitation. After school validation and evaluation, the RO will release a Memorandum for the schedule of their colloquium. Part of the visit will be checking of the replicability manifested from SHDP training.

5. To ensure a systematic and efficient evaluation process, the following shall compose the evaluating committee;

**General Evaluators**

Chairman:

RD Gilbert T. Sadsad

Co-Chairman:

ARD Salustiano T. Jimenez

Members:

Mrs. Rose Marie Vailoces

Dr. Karl T. Credo

Curriculum:	Dr. Leny Nillos	- La Carlotta City
	Mrs. Joesan Ramos	-Dumaguete City
Instructional Leadership:	Dr. Nilita Ragay	-Negros Oriental
	Mrs. Macrina Villaluz	-Negros Oriental
Physical Facilities:	Dr. Emelyn Bolongaita	-Negros Oriental
	Mrs. Elizabeth Romo	-Sagay City
Support Programs:	Mr. Junry Esparar	-Kabankalan City
	Mr. Edfel Cabag	-Negros Oriental
SBM:	Mr. Dondy Depositario	-Cadiz City
	Mrs. Groselie Ragay	-Bais City
SIP:	Dr. Andrea Luz Englis	-Negros Oriental
	Dr. Jeanny Abejero	-Negros Oriental
Partnership:	Dr. Jaymar Umbac	-Dumaguete City
	Mrs. Cristy Jabonillo	-Bais City
Human Resource:	Mr. Edmark Ian Cabio	-Bais City
	Dr. Dan Alar	-Negros Oriental
Fiscal Management:	Mr. Glicerio Aligato	-Escalante City
	Mrs. Cristina Claros	-Tanjay City
Consolidator/Documenter:	Mr. Gemuel Buena	-Bacolod City
	Mr. Ben Jofil Diego	-Negros Oriental
	Mrs. Michelle Ozoa	-Tanjay City

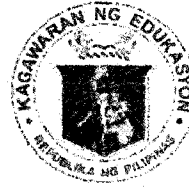
6. To be acquainted with the processes of the validation and submission of pertinent papers, this office hereby requests all CID and SGOD chiefs of the Region to attend a one-day orientation on May 3, 2017. First meal to be served will be pm snacks on May 2 and the last meal is pm snacks on May 3.
7. Chairman and members of the committee listed above are also required to attend a two-day planning conference on May 1 and 2, 2017 in preparation for the rubrics to be used and other necessary preparations during the evaluation. First meal to be served will be pm snack on the April 30, 2017. Furthermore, they are also required to attend the orientation together with the CID and SGOD chiefs of the region on May 3, 2017 for them to present their rubrics per category.
8. Schedule of the validation as well as the venue for the planning conference and other attachments will be announced later in a separate memorandum.
9. Travelling and other incidental expenses of the participants/evaluators will be charged against School/Division/Regional MOOE funds. While food and lodging will be charged against School Heads Development Program (SHDP) funds. All expenses incurred relative to the evaluation are subject to the usual accounting and auditing rules and regulations.
10. For queries, please contact Karl T. Credo, SHDP Coordinator through cellular phone number 09771710078.
11. Immediate dissemination of and compliance with this memorandum is desired.
12. This serves as travel order.

  
**GILBERT A. SADSAD, CESO V**  
OIC/ Regional Director  
Negros Island Region

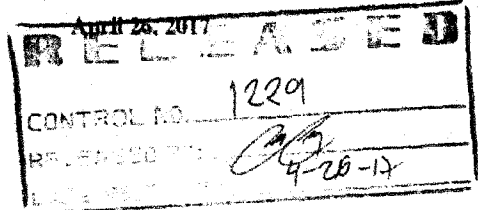
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**



REGIONAL MEMORANDUM  
No. 143, s. 2017



**FINAL VENUE FOR THE PLANNING CONFERENCE TO ALL REGIONAL  
EVALUATORS/VALIDATORS OF APPLICATION PROJECT FOR THE SHDP FIRST  
BATCH**

TO: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chief Education Supervisors for CID and SGOD  
School Heads in the Elementary and Secondary  
All others concerned

1. This is to inform the field of the final venue for the planning conference to all regional evaluators and validators as well as the CID and SGOD Chiefs will be at Plaza Maria Luisa Suites Inn.
2. The participants shall be entitled to Compensatory Time-Off (CTO) in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*. This is in lieu with the special holiday on May 1, 2017 (Labor Day).
3. Immediate dissemination of and compliance with this memorandum is desired.

  
**GILBERT A. SADSAD, CESO V**  
OIC- Regional Director  
Negros Island Region 

CLMD/kic

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

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