



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

January 31, 2022

DIVISION MEMORANDUM

No. 025, s. 2022

**ENHANCEMENT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
FOUNDATION COURSE RESOURCE PACKAGE**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/PICs
Resource Package Writers/Editors
All Others Concerned

1. In line with the initiative to update the existing School Heads Development Program (SHDP) Foundation Course of the National Educators Academy of the Philippines (NEAP) with the current trends and practices relative to school leadership and management which is also relevant to the implementation of the Philippine Professional Standards for School Heads (PPSSH), this Office, through the Human Resource Development Section (HRDS) shall conduct a three-day limited face-to-face writeshop titled **Enhancement of the School Heads Development Program (SHDP) Foundation Course Resource Package** on **February 9, 10, & 11, 2022** at **JS Bldg., Catarman, Northern Samar**.
2. The objectives of this activity are as follows:
 - a. review the SHDP Foundation Course Resource Package of the National Educators Academy of the Philippines;
 - b. incorporate the Philippine Professional Standards for School Heads (PPSSH) in the resource package vis-à-vis the new trends and DepEd issuances;
 - c. update the Session Guides and Slide Deck presentations.
3. The participants of this activity are the **30 identified resource package writers** and **Program Management Team**.
4. Attached are the list of participants, program management team, and activity matrix. Participants must accomplish the online registration and health assessment checklist through the link <https://tinyurl.com/SHDPRPEenhancement> to ensure the safety of everyone on or before February 5, 2022.
5. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of

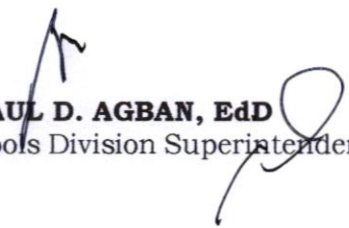


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Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed COVID19 case before the conduct of the activity shall inform the management for proper coordination.

6. This Memorandum serves as the Travel Authority of the participants.
7. Expenses incurred relative to the conduct of the activity such as meals, accommodation, supplies and materials, and travel and other incidental expenses shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent

Enclosure to DM _____, s. 2022

LIST OF PARTICIPANTS

Name	
Resource Package Enhancement Writers	
1	Alex B. Rejuso
2	Nelida M. Lobos
3	Roberto T. Orias Jr.
4	Felix J. Ladeño
5	Villajejan Avila
6	Michelle Probadora
7	Evelyn Virtudes
8	Roselyn Galdones
9	Elena Jarito
10	Gretta Adora
11	Elvira Ortenero
12	Rhea Ballea
13	Heidita J. España
Resource Package Enhancement Editors/Designers	
1	Peter R. Bobiles
2	Cicell Frances Ajel
3	Momar Alcantara
4	Levi V. Calubag
5	Jeprey Añano
6	Loudrin Lim
7	Farah Kathrine E. Cuanico
8	Ferry Raul Mabesa

Enclosure to DM _____, s. 2022

**ENHANCEMENT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
FOUNDATION COURSE RESOURCE PACKAGE**

February 9, 10, & 11, 2021

Venue: TBA

ACTIVITY MATRIX

Time/Day	Day 1 February 9, 2022	Day 2 February 10, 2022	Day 3 February 11, 2022
8:00-8:30 AM	Registration Opening Program and Orientation Revisiting the SHDP Foundation Course Dr. Felix J. Ladeño <i>Division L&D Focal Person Senior Education Program Specialist</i>	Process Check	Process Check
8:30-9:30: AM		Continuation of Writeshop	Continuation... Presentation of the Enhanced Resource Package
9:30-11:00 AM 11:00 AM – 12:00 AM			
12:00 NN – 1:00 PM	LUNCH BREAK		
1:00 PM – 4:00 PM	Writeshop Proper	Presentation of the Enhanced Resource Package	Finalization and Submission of Outputs Closing Program

Prepared by:

PETER R. BOBILES

Education Program Specialist II
Human Resource Development Section

Reviewed by:

ELNA D. ENANO, PhD

Education Program Supervisor
Schools Governance and Operations Division

Noted by:

NOE M. HERMOSILLA

Chief Education Supervisor
Schools Governance and Operations Division