



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

November 9, 2022

**DIVISION MEMORANDUM**

No. 747, s. 2022

**SCHOOL HEADS INVENTORY FOR FUTURE PROFESSIONAL DEVELOPMENT  
UNDERTAKINGS BY THE HUMAN RESOURCE DEVELOPMENT SECTION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Principals In-Charge  
District HRD Focal Persons  
All School Heads  
Administrative Officers II  
Other Concerned

1. In line with the flagship program of this Schools Division relative to the professional development of School Leaders dubbed as **School Leaders Training for Enhanced Performance – Upskilling Program (STEP UP) for School Heads**, this Office, through the Human Resource Development Section (HRDS) requires all public Elementary, Junior High, Secondary, and Stand Alone Senior High School Heads from the 46 districts to provide data of the **School Heads Inventory** until **November 11, 2022**.
2. District HRD Focal Persons with the assistance of the District Administrative Officer II shall ensure that all fields in the inventory be filled out. A Google Sheet link for each district will be sent to the designated focal person who is the only editor of the sheet.
3. Bound by Data Privacy Act, District HRD Focal Persons shall not leak any information from the sheet or give access to anyone unless with the consent of the owner.
4. Immediate dissemination of and compliance with this Memorandum are desired.

9 11/10/22 09:08 am  
**RELEASED**

**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent



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