REGION MEMORANDUM
No. 201, s. 2015

NEAP SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP):
ADVANCED COURSE FOR SCHOOL HEADS OF SENIOR HIGH SCHOOLS

To: All Schools Division Superintendents
This Region

Attention: SGOD-HRDS and SD Senior High School Coordinator

1. The National Educators Academy of the Philippines (NEAP) through Human Resource Development Division (HRDD) of this Region shall conduct the regional roll-out of the SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): ADVANCED COURSE FOR SCHOOL HEADS OF SENIOR HIGH SCHOOLS from October 25 to December 6, 2015, at General Santos City. Program venue shall be announced through a separate regional issuance.

2. The program is designed to capacitate the school heads who will manage Senior High School starting School Year 2016-2017. The 2-module program is anchored on the National Competency-Based Standards for School Heads (NCBSSH) that focuses on the school head’s role in leading change, instructional supervision, and managing school operations.

3. The learn-and-apply scheme is one of the important features of this program. After attending Module 1, participants are expected to implement their Re-entry Plan (REP) before proceeding to the next module. The REP will be beneficial in enhancing the plans for senior high school implementation. The REP after Module 2 shall be submitted to the Schools Division Office, Attention: SGOD-HRDS and Division Senior High School Coordinator.

4. To comply with standards in the conduct of training programs, a maximum of 50 participants per class shall be observed. Each class shall be composed of school heads from the different schools divisions and distributed depending on the school typology, population, or program offerings.

5. During the roll-out, the Schools Division Office SGOD HRDS SEPS shall serve as class managers while the SHS Division Coordinators shall serve as monitors together with identified Regional Education Program Supervisors.
6. The participants and training management team shall be entitled to Compensatory Time Off (CTO) per CSC and DBM Circular No. 2, s. 2014 for sessions that fall during weekends and holidays.

7. To further guide the participants and the management team, the following are the enclosures for reference and guidance of all concerned:
   - Enclosure No. 1 – Batches, Classes and Participants
   - Enclosure No. 2 – Matrix of Activities
   - Enclosure No. 3 – List of School Heads by Schools Division

8. The board and lodging of the participating SHS school heads, facilitators, class advisers, monitors, resource persons, training manager and other organizers shall be charged against downloaded HRTD Funds.

9. Traveling expenses of the participating SHS school heads, class advisers, and the RO/SDO monitors shall be charged against local funds while supplies, training kit, professional fees of external resource persons, travel expenses of facilitators including the pilot run school heads and training manager and other incidental expenses shall be charged against downloaded HRTD funds subject to the usual accounting and auditing policies, rules and regulations.

10. Immediate and wide dissemination of this Memorandum is hereby directed.

   ALLAN G. FARNAZO, CESO IV
   Regional Director

Enclosures: As stated
Reference: Unnumbered Memorandum dated September 16, 2015
To be indicated in the Perpetual Index under the following subjects:
   K TO 12       SCHOOL HEADS       PROGRAMS       HUMAN RESOURCE DEVELOPMENT

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